

Sacred Heart Catholic Preschool

Diocese of Stockton

Parent Preschool Handbook

2023 - 2024



From the Principal

Welcome to Our School

Welcome to Sacred Heart. We are a Preschool through 8th grade Catholic school in Patterson, California. We have been teaching children for decades.

We believe in educating the whole child, so while we focus intently on rigorous academics, it may never be at the expense of spiritual formation or personal growth.

We celebrate our Catholic heritage, and invite families of all faiths to join us; all are welcome, and every student will receive an education that stresses Christ-like conduct, family values and community service.

We are intensely proud of our graduates, who leave us well prepared to face the challenges of high school and beyond.

Please visit our school and experience our family. See for yourself why Sacred Heart Catholic School helps children grow in citizenship and community leadership. For more information, follow us on Instagram, or check out our website, www.shcspatterson.com.

Mrs. Rothstein, Principal

"Seeds Sown in Good Soil Grow; Grow with Us"

Letter of Welcome from the Director

We are so glad that you have chosen Sacred Heart Catholic Preschool (SHCP) as your child's "home away from home". We look forward to building a relationship with your child and hope that he/she finds his/her time here to be filled with exploration, discovery, and self-expression.

This Parent Handbook will help answer questions you may have about our program. Please read it thoroughly to become familiar with our policies and procedures. Once you have read it, sign the Handbook Acknowledgement form and return it to the Director.

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Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK

Enrollment at Sacred Heart Catholic Preschool is a privilege. Ongoing student status is subject to the school's behavioral standards which may evolve and change over time. Decisions regarding student discipline and an individual's continuing status as a student at the school are within the discretion of the Director. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the Director. Questions about items contained in this handbook should be directed to the Director.

PARENT HANDBOOK AGREEMENT

Signing the Parent Handbook Agreement Form is deemed an agreement on the part of the student's parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians agree that Sacred Heart Catholic Preschool has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Sacred Heart Catholic Preschool and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

Sacred Heart Catholic Preschool reserves the right to amend or waive provisions of this handbook when deemed necessary by the Director. The contents of this handbook are subject to change at any time when this is determined to be necessary by the Director. If changes are made to the handbook, parents/guardians will be notified in a timely manner. This handbook exists to foster the efficient operation of Sacred Heart Catholic Preschool. The Director exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Sacred Heart Catholic Preschool if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Sacred Heart Catholic Preschool on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, or for other reasons that, in the judgment of the Director, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in "good standing." A student considered to be in "good standing" is one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative

personal conduct and fulfillment of financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student's enrollment.

Prior to accepting a student transferring from one Catholic preschool to another Catholic preschool, the receiving Director will contact the Director of the originating school to discuss and review student performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent Handbook and contract of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) or other form of mass communication (e.g., "blast" emails or texts) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and Sacred Heart Catholic Preschool. This includes expressing displeasure with the Director, or with a teacher, staff member, student, or any authority at Sacred Heart Catholic Preschool and/or parish in regards to a policy or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the Director has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

About Sacred Heart Catholic Preschool

MISSION STATEMENT

Rooted in the Vincentian spirit, the Sacred Heart Catholic School community partners with its families to provide strong academic, spiritual, and moral foundations. Nurtured in a safe and caring environment, all are called to be faithful stewards leading with a heart of service and charity.

PHILOSOPHY STATEMENT

In keeping with the ministry of Sacred Heart Catholic Church Patterson, SHCP provides an environment that encourages the growth and development of the whole child through daily experiences. Our program is designed to promote learning and exploration in a positive, safe environment. Each child is encouraged to participate in creative art, music and movement, small and large motor skill activities, dramatic play, and group and individual projects, while enjoying the social interaction with peers and teachers. Most importantly, we feel that every child should be free to express his or her own individuality and uniqueness.

STUDENT LEARNING EXPECTATIONS (SLEs)

S - Stewards of God's earth

P - People of prayer and service

I - Imaginative, enthusiastic and creative

R - Respectful, loving and kind

I - Involved, inquisitive learners

T - Traveling the path of Jesus

LICENSING

Sacred Heart Catholic Preschool is a non-profit Catholic preschool which is licensed by the State of California. All staff of Sacred Heart Catholic Preschool meets the qualifications, as outlined by the State Department of Social Services. Preschool staff takes part in continuing education, in the study of early childhood education, in order to keep abreast of new research and knowledge. All preschool staff are encouraged to complete required coursework to earn a child development permit but have the required education per Licensing regulations.

NONDISCRIMINATION POLICY

Sacred Heart Catholic Preschool, in the Diocese of Stockton, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Sacred Heart Catholic Preschool in the Diocese of Stockton does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

School Structure and Organization

CATHOLIC SCHOOLS OFFICE

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, and an Administrative Assistant.

DIRECTOR FOR CATHOLIC SCHOOLS

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors, Principals and Directors, serving in accordance with the Elementary, Preschool and High School Service Agreements.

PASTOR

The Pastor is the owner and ex officio administrative officer of the parish school and preschool. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Pastor delegate the administration of the Preschool to the Director / Principal of Sacred Heart Catholic Preschool.

PRINCIPAL

Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Principal delegate the administration of the preschool to the Director.

DIRECTOR

The preschool Director is delegated by the Pastor to serve as the spiritual, educational and operational leader of Sacred Heart Catholic Preschool. The Director is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of Sacred Heart Catholic Preschool. The Director is also responsible for adhering to Community Care Licensing regulations for a licensed preschool program in the State of California.

PARISH FINANCE COUNCIL

The parish finance council assists the Pastor (and Principal) in the administration of all financial aspects of the parish.

FACULTY and STAFF

The faculty and staff are selected by the Director in consultation with the Principal/Pastor. A directory of faculty and staff may be found on the school website.

SACRED HEART CATHOLIC PRESCHOOL

2023/2024 OFFICE HOLIDAYS

First Day of School	August 9th
September 1	Staff In-Service. No School
September 4	Labor Day – Legal Holiday
November 10	Veterans’ Day - Legal Holiday
November 22-24	Thanksgiving Holiday – Legal Holiday
December 20	½ Day
December 21- Jan. 5	Christmas Holiday
January 15	Martin Luther King’s Birthday – Legal Holiday
February 19	Presidents’ Day – Legal Holiday
March 28	Holy Thursday (1/2-day Holiday)
March 29-April 5	Easter Break
Last Day of School	May 23th- Family Picnic Half Day
Graduation	TBD (No School)
School Office Closed	July 1 – July 31
July 5	Independence Day- observed Legal Holiday

Disclaimer: Note school and early dismissal dates are subject to change.

Daily Schedule

7:00	Open. Wash hands, check in Breakfast (7-7:50) and free play at tables and carpet.
8:00	Circle. Open for half day friends. Wash hands, Opening prayer, count. Announcements, Religion, Theme. Art activity, table activities.
8:30	Outside Play
9:30	Clean up. Snack/Group time.
10:15	Inside/Outside time.
11:20	Clean up. Inside-line up to go to the bench. Outside-clean up to go to the bench.
11:30	Enrichment (Friday-Story, music & Movement or outside).
12	Excuse half day children. Lunch.
12:30	Nap
2:00	Quiet basket play for children who wake up
2:45	Wake up
3:15	Outside Play
4:00	Inside Play
6:00	Close

HOURS OF OPERATION

- Monday-Friday Morning Program: Five, four, three, or two mornings 8:00 AM-12:00 PM. These programs are designed for children 2 through 6 years of age. No child enrolled in the Morning Program shall be brought to school before 8:00 AM or picked up after 12:00 PM. (See Late Fees) Class schedules are subject to change.
- Monday-Friday Full Day Program: 7:00 AM-6:00 PM 2, 3, 4, or 5 days. The full day program is designed for enrolled preschool children. Children enrolled in our full day program shall not be brought to school before 7:00 AM or picked up after 6:00 PM. (See Late Fees) Class schedules are subject to change.

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

Sacred Heart Catholic Preschool works with the parents in the faith formation of their children and continues the value development begun in the home. The preschool, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion lessons and other faith-formation activities.

Acceptance to Sacred Heart Catholic Preschool is a privilege, not a right. Parents have a right to apply to Sacred Heart Catholic Preschool for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Sacred Heart Catholic Preschool is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to Sacred Heart Catholic Preschool follows:

1. Continuing students in good standing at Sacred Heart Catholic Preschool who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of families attending or who have attended Sacred Heart Catholic Preschool or Sacred Heart Catholic School.
3. Parishioners of Sacred Heart Catholic Church, Patterson.
4. Parishioners of other diocesan parishes
5. New Families

PROBATIONARY ADMISSION - INITIAL PROBATION PERIOD

All students are admitted to Sacred Heart Catholic Preschool on a probationary basis for 90 days. If after careful evaluation the Preschool is not meeting the needs of the child or if placement in the Preschool is not in the child's and/or the Preschool's best interest, the Director may require the parents to withdraw the child. The school administration may terminate enrollment at any time. This Initial Probation Period is separate from any probation which may be imposed for behavioral reasons as described below.

AGE for ADMISSION

- A child may be admitted to Sacred Heart Catholic Preschool who is two (2) to six (6) years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening, if applicable without regard to race, creed or ethnic origin.
- All children must be fully potty trained (able to get clothes up and down and change in case of accidents).
- Any exception to either of these guidelines shall be at the discretion of the Director, in consultation with Principal and /or Pastor as well as Community Care Licensing.

DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide copies of the following:

- Enrollment Form (Online)
- Registration Fee(\$150)/Pre-K Supply Fee(\$50) of \$200.00
- Admissions Agreement (Online)
- Physician's Report (LIC 701)
- TB risk factor checked on above form
- Copy of Immunization Record
- Identification and Emergency Information (LIC 700)
- Consent for Medical Treatment (LIC 527)
- Child's Preadmission Health History - Parent Report (LIC 702)
- Personal Rights (LIC 613A)
- Parent's Rights (LIC 995)
- Permission to Pick Up (ID form above)
- Walking Field Trip Form to Main School
- Family Picture for Family Tree
- Tuition Agreement Form
- Parent Handbook Acknowledgement Form (Pg. 22 of Handbook)

PHYSICAL EXAMINATION

The school will require every new student to submit proof of a Physician's Report as required by Community Care Licensing, Form LIC701.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

- The school expects all students to be immunized according to current California guidelines (a good reference can be found at "www.shotsforschool.org").
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date or they may not attend school.
- Medical exemptions for enrollment may be considered on a case-by-case basis.
- The school reserves the right, at the sole discretion of the Director (in consultation with the Principal/Pastor), to deny admission to any student who is not fully immunized, even if there are qualifying medical or personal grounds for exemption from the immunization requirement.

- Questions regarding immunizations should be directed to the Director.

Subject to changes as laws are amended.

APPLICATION PROCESS

Before a child can be admitted into our program:

1. A parent/guardian must fill out an application, pay the current registration fee, then complete and return all of the required state/school forms and attach a copy of your child's immunization record.
2. A parent/guardian shall inform the Director about the state of their child's health, physical, and emotional development, and any behavioral issue or concerns.
3. Your child must be FULLY potty trained. If your child is having constant accidents, we may determine that they are not fully potty-trained as required and your child will be dropped from our program, thus forfeiting his/her spot.

Priority registration for continuing students are the last two weeks of February with a deadline of March 1st. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by e-mail regarding acceptance or non-acceptance. New student applications are accepted online on the school website any time after March 1 for the following school year and require a \$150 non-refundable application fee.

REGISTRATION FEE

This fee helps offset various costs including student insurance and administration fees.

- An annual non-refundable registration/Supply fee of \$200.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than March 1st; priority status for any student is forfeited if the registration fee is not received by the due date. After March 1st, registration will be open to the community.
- ALL financial obligations for the previous preschool year must be paid in full and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private preschool must have paid all fees at the previous school prior to registration at Sacred Heart Catholic Preschool. Prior to accepting a student transferring from one Catholic preschool to another Catholic preschool, the receiving Director will contact the Director of the originating preschool to discuss and review student performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

Sacred Heart Catholic Preschool
505 M Street
Patterson, CA 95363
209-892-5525
director@shcs-patterson.org
Lic. #503605796

2023-2024 Preschool Price Guide

Morning Program 8:00 AM-12:00 PM

Five Mornings	\$428 per month/\$4280 per year
Four Mornings	\$379 per month/\$3790 per year
Three Mornings	\$309 per month/\$3090 per year
Two Mornings	\$259 per month/\$2590 per year

Drop-in \$31/day

Full Day Program 7:00 AM-6:00 PM

Five Full Days	\$726 per month/\$7260 per year
Four Full Days	\$585 per month/\$5850 per year
Three Full Days	\$461 per month/\$4610 per year
Two Full Days	\$321 per month/\$3210 per year

Drop-In \$41/day Nap/\$26/day

All classes are subject to change. All enrollees must be fully potty trained.

Non-Refundable Registration/Supply Fee: **\$200.00** per family

Pre-K Class (M-F) Ages 4-5 (As of September 1) Preschool Class (M-F) Ages 2-4

Parent obligation: **\$100** fundraising dollars and **8** volunteer hours

"Seeds sown in good soil grow; Come grow with us."

Late Pick Up Fees

If a child in our morning program is left beyond **12:00 p.m.**, a late charge of **\$1.00 per minute** will be charged to the parent or guardian. If a child enrolled in our full day program is left beyond **6:00 p.m.**, a late charge of **1.00 per minute** will be charged to the parent or guardian. Repeat offenders will be asked to find other pick-up arrangements to avoid jeopardizing their child's spot in the program. Children enrolled in the morning session cannot arrive before 8 a.m. unless prior arrangements have been made with the Director.

TUITION COLLECTION

Tuition is due the 1st of each month beginning in August and ending in May (10 monthly payments)

- Prepaid tuition (in full) in August awards you a \$100 discount.
- Tuition payments can be made to the office in cash, check or credit card (**fees apply**) or paid on line (**fees apply**) or by Venmo @sacredheartspartans. You can also arrange with the Business Manager to auto draw on a specific card each month or post-date a check and mail or drop off before the 1st.

DROP-IN FEES

Drop-in days may be added based on availability. If you are interested in having your child join us for an additional day or afternoon, you must email the Director one day prior to determine availability. Your child is permitted to "drop-in" up to four times per month. Rates for a full-day drop-in, morning drop-in, and an afternoon drop-in are as follows:

- Full Day Drop-In (7 AM-6 PM): \$41
- Morning Drop-In (8:10 AM-12 PM): \$31
- Afternoon Drop-In (12 PM-6 PM): \$26

DISCOUNTS

A \$100 yearly discount will be given to families with more than one child enrolled at SHCP at \$10 per month.

FINANCIAL AID

While we do not offer tuition assistance for the Preschool, we do participate in the Stanislaus County Office of Education Alternative Payment (CAPP) program. For more information, call SCOE at (209)238-1700. Sacred Heart Catholic Preschool is not affiliated with this program and it is up to the parent to contact the organization and file all appropriate paperwork.

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at Sacred Heart Catholic Preschool. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to Sacred Heart Catholic Preschool.

DROPPING FROM PROGRAM

If a child will be dropping from our program mid-month, a written notice (listing the drop date and reason for exit) must be submitted to the Director two weeks prior to the drop day. Any family who does not provide a written notice will be held financially responsible for those two weeks. Families who have prepaid tuition will be refunded a prorated amount. If proper notice is not given, two weeks' tuition will be subtracted from the prorated amount. The registration fee is non-refundable.

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 8 volunteer hours minimum total per family

Each family is responsible for 8 volunteer hours. You may choose from a list of events on the Parent Contract form. They are first come, first serve. The buy out for volunteer hours is \$800 and must be paid by August 31, 2023. Please see Mary in the office to sign up for the event. Each event is four hours, so two events or two people at one event will complete your requirement.

- Each family is expected raise \$100 profit for Sacred Heart Catholic Preschool

Because SHCP is a private, non-profit organization, fundraising dollars and donations are a crucial part of our budget. As a condition of your child's enrollment in our program, each family is required to raise a minimum of \$100 profit dollars during the school year. There will be many opportunities to raise this amount. Each fundraising company keeps a percentage of the total amount raised by you; therefore, you will need to sell more than \$100.00 in merchandise to meet the profit requirement. The SHCS SCRIP program may also be used to raise your profit dollar requirement. You may buy out of your obligation by paying \$100.00 to SHCP. If you are unsuccessful in raising 100 profit dollars, you will be billed for the remaining amount in May. Any funds raised will be used to purchase supplies, equipment, curriculum materials, etc.

DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the Director in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration

- **At 30 days Past Due: A reminder is issued and a \$25 late fee will be added to the account.**
- **At 45 days Past Due: A warning to transfer issued and a meeting requested with the business manager and/or Principal to arrange a payment plan acceptable to SHCP.**
- **At 60 days Past Due: SHCP has the right to refuse class admittance to any student and transferring the student will be the parent's responsibility.**

Communication

SCHOOL CONTACT

Main School Office: (209)892-3544
Office Fax Number: (209) 892-3214
Preschool Classroom: (209)892-5525
Website Address: www.shcspatterson.org

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the Preschool office.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

COMMUNICATION FROM THE SCHOOL

- Email, phone calls are the preferred method of communication.
- Class Dojo- This is a phone app in which Teachers can send photos, videos and short messages about our day.

PARENT INFORMATION TABLE

- Near the kitchen is our Parent Information Table. Please check the table daily for updates and notices. The sign-in/sign-out binder is also located on the table.

TEACHER IN-SERVICE

In order to keep abreast of new research, curriculum ideas, and teaching techniques, all staff members of SHCP may attend field related workshops. Every effort will be made to participate in workshops that are offered on Saturdays. In the event that we cannot attend a Saturday workshop, SHCP reserves the right to cleanse campus during the school year. Advance notice of three weeks will be given to parents if this should happen.

MONTHLY NEWSLETTERS

- Each month you will receive a newsletter, which will contain information about upcoming events, holidays, field trips, parties, and much more. Please take the time to read each newsletter and post in a place that is easily accessible. These will be sent electronically.

SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.

- Financial communication will be provided to parents/guardians as needed through our business manager.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents.
- School employees will not provide narratives in support of a parent in a marital dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, or email the teacher directly. Messages will be answered within two business days. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate email use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, backpacks, bedding, jackets, etc... can be made in the classroom. Items should be clearly labeled with students first and last name.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school for any student; such items will not be given to the child and may be picked up by a parent.

BACK to SCHOOL WELCOME

At the beginning of each school year, a Back to School Welcome event will be held. This usually takes place a few days before school opens and includes information from the principal, introduction of teachers, and

some activities for the children. This is not a parent-teacher conference, but rather an information/social gathering to enjoy.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- A conference to resolve a conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict; conference will not take place if other visitors or legal counsel are present.
- If a conflict arises between a teacher and a family, a conference will be arranged with the teacher and parent(s). Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve the Director. A conference may be held with the parties listed previously.
- The final appeal at the local level is to the Principal/Pastor. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the Pastor/Principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory commissions and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the preschool and/or the implementation of its philosophy and policies, the Director will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral.
- If the parents permit the dispute to affect the school environment, other parents, students or staff, the Director, at his or her sole discretion, may recommend/require that the parent transfer his child/children to another school.
- Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the preschool upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Sacred Heart Catholic Preschool are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children at any time.
- Other children visiting classrooms must be cleared in advance with the Director and teacher.
- The Director reserves the right to refuse a request, at his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the Director.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc.

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of Live Scan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus Protecting God's Children online course must be taken every three years.

In addition, all volunteers at the Sacred Heart Catholic Preschool are required to have a TB clearance and proof of current immunizations, as required by Community Care Licensing.

The Live-Scan form and the Virtus instructions and link for the online training are available in the preschool office.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

TRANSPORTATION:

Sacred Heart Catholic Preschool does not provide transportation. When driving is required for off campus activities, only parents /legal guardians may drive their own child to and from the event. Public transportation may be used with parent/legal guardian permission.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Director; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- When driving is required for off campus activities, only parents /legal guardians may drive their own child to and from the event. Public transportation may be used with parent/legal guardian permission.
- As students are representing Sacred Heart Catholic Preschool, they are required to wear the school t-shirt on all trips away from school unless the Director decides otherwise.
- The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, lack of signed permission forms.

VOLUNTEERING AND SERVICE OPPORTUNITIES and REQUIREMENTS

Volunteering is a privilege granted at the discretion of the Director. Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc.

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- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of Live Scan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus Protecting God's Children online course must be taken every three years.

The Live-Scan form and the Virtus instructions and link for the online training are available in the school office.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

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- Collaborate with other adults in service to children and/or youth;
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- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;

- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or email, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary action up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

Curriculum

Sacred Heart Catholic Preschool embraces the vision of a Catholic educational philosophy. Catholic values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Sacred Heart Catholic Preschool are developed and implemented in cooperation with the Principal at Sacred Heart Catholic School.

The purpose and goals of SHCP are:

- To provide a safe and positive environment for children that is conducive to learning and exploration.
- To provide children with age appropriate hands-on activities.
- To allow each child to grow in his or her own special way, at his or her own pace.
- To teach and model proper use and care of materials, feelings, and ideas.
- To teach and demonstrate self-help skills, promoting personal growth as well as interpersonal skills for teamwork.
- To cultivate the social, emotional, physical, cognitive, and spiritual development of each individual child.

Sacred Heart Catholic Preschool is a play-based school. What does this mean? It means the children learn through playing in a developmentally appropriate way. The Teachers and Director spend a lot of time setting up the classroom to foster children's development and meet them where they are. We facilitate learning by adding new items, inquiring with the children what they are doing and extending their learning through meaningful conversations. Instead of endlessly writing the letter B, we might have road pictures of B to drive your car around, or play doh cutters in the shape of B. We will also fill the classroom with items that begin with the letter B to bring in the Phonemic awareness (sound) which is a precursor to learning to read. The areas of instruction include language, math, science, fine and large motor skills, music, art and religion. Enrichment days are as follows: Monday-Spanish, Tuesday-Music, Wednesday-Yoga, Thursday-Science and Friday-Cooking.

ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students coming from another school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools' endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

RELIGION CLASSES and WORSHIP

- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community monthly.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..."(GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrator, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man,"(GE #3) and monitor student progress through tools made available, e.g., written publications, student work, etc.

CONDUCT/EFFORT CODE

Students are expected to come to school ready to participate, listen, and follow directions to contribute to a positive learning environment within class.

ASSESSMENTS

Assessments to evaluate key areas in a child's development are conducted two times a year in September and April. Results are shared with parents after each assessment period.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held as requested and/or as necessary. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. (Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.)

PROMOTION

Students demonstrating kindergarten readiness and maturity shall be promoted.

The School Day and Attendance

SCHOOL and OFFICE HOURS

Sacred Heart Catholic Preschool hours are as follows:

Full Day 7 a.m. - 6 p.m.

Half Day 8 a.m. - 12 p.m.

Main School Office 7:00 a.m. -3:30 p.m.

ARRIVAL

Full day students may arrive at school **no earlier than 7am. While** there is a Teacher there, she is busy setting up the classroom. **Half day students may not arrive any earlier than 8 a.m.**

DISMISSAL

- Children will not be released to any person who is not authorized by their parent/guardian to do so. Any person picking up a child must be 18 years of age or older and we must have the parent or guardian's written authorization on file (form LIC 700). Picture identification, by way of a driver's license, is necessary whenever someone other than you, picks up your child for the first time. **Please be sure the name on the ID matches the name given to the Director or Teacher, otherwise we will not be able to release the student.**
- All students must be picked up promptly after school according to your schedule. Please see late fee information regarding this.
- In the case of early dismissal (i.e. dental or doctor appointment), please notify the Director either in person, phone call or email indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

Drop-off time for full day children is anytime between 7 a.m. - 9 a.m. If you are going to be late, please call the school and let us know.

Drop-off time for Half day children is between 8 a.m. - 9 a.m. If you are going to be late, please call the school and let us know.

Children must be signed in and out each day with a complete signature.

Please do not leave younger siblings on the playground unattended or in your car while dropping off or picking up.

MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00pm. These days are noted on the calendar.

ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.

CHILDREN'S ATTIRE

At Preschool we play and get dirty. It is important that children do not feel pressure to keep clean. With that being said, please do not send children in their "Sunday best." Creativity is messy and important for the learning environment. Also, children should be able to get in and out of their clothes and shoes on their own. Shoes with laces are discouraged. All shoes must have a back strap.

EXTRA SET OF CLOTHES

Please bring the following in a labeled zip lock bag to leave at school: 1-2 pairs of underwear, 1 pair of socks, 1 pair of shorts or pants (depending on weather) 1 shirt. Shoes are optional. The teachers will notify you when there has been an accident and send home the dirty clothes and the Ziploc bag for replenishing.

TOYS FROM HOME

We ask that children do not bring toys from home. We have many toys and activities for them to use as part of our curriculum. We understand there are times when a child has a "special share." Please check with the teacher for an appropriate time to bring something, usually when they are Star of the Week. All items should be labeled with their name.

MEAL TIMES

Half Day Children: Children enrolled in our half day program should eat breakfast before arriving at school in the morning. If your child is eating on the way to school, please be sure they have finished before entering the class as sometimes we have children with allergies that you may not be aware of. We provide a morning snack at approximately 9:30 A.M. daily.

Full Day Children: Children enrolled in our full day program can have breakfast from 7- 7:50. Last call for breakfast is at 7:50 so the teacher can clean up and prepare for our morning children's arrival. Lunch is at 12:15 and is currently provided by the parents. When preparing lunch for your child, please remember all of the food groups and that their tummies are small. We will provide milk with lunch. Please do not send candy, soda or juice with lunch as these will not be served. Menus are posted on the parent wall.

BIRTHDAY CELEBRATION GUIDELINES

Each child will receive special recognition for their birthday. If you would like to stay for the celebration, please let a staff member know. Birthday celebrations are held at 11:45 A.M. Many parents like to bring a special treat. Please check with the Director for any food allergies and use the following guidelines when planning:

Nutritional snacks are preferred: muffins, oatmeal cookies, fruit, veggies with dip, string cheese, granola bars, yogurt, pudding etc.

- Beverage ideas: Milk or juice boxes. Please no soda.
- Plates, napkins, cups and plasticware if needed.

- Mini cupcakes are preferred over cake (candles cannot be used)

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

All immunizations must be current. A Doctor's confirmation of delay is required for enrollment.

Illness and Notification

It is our desire to keep the children and staff at our center as healthy and safe as possible. If you suspect an oncoming illness or your child shows signs and symptoms of an illness, we ask that you keep him/her home to prevent exposing others. A child is usually contagious 2-3 days before he/she becomes ill. Please call the Preschool and let us know if you will be keeping your child home so we can plan accordingly. **Upon arrival, each child is required to wash his/her hands with soap and water** at the classroom sink before he/she begins to play.

If your child becomes ill while at Preschool, he/she will be isolated from classmates and every attempt will be made to contact you (the parent/guardian). **It is imperative that you be reachable at all times when your child is in our care.** If we cannot reach you, someone listed on your Emergency Information form (LIC 700) will be called. An ill child shall be removed from the center as soon as possible. Children may return to school when all signs and symptoms of illness disappear. If your child is ill for three or more days, a doctor's note is necessary for his/her return. Notification will be posted if your child has been exposed to a communicable condition while at school.

PLEASE KEEP YOUR CHILD HOME IF HE OR SHE...

- Has a fever of 100.4 degrees Fahrenheit or higher.
- Has a headache, earache, or sore throat.
- Has an unexplained rash or eye conjunctivitis (pink eye).
- Is overly tired or did not have a restful night of sleep.
- Has a thick, runny nose that needs frequent blowing.
- Has diarrhea or has vomited within the last 24 hours.
- Are unusually fussy or cranky, cries excessively, has no desire to play or has a loss of appetite (clues that illness could be on the way).
- Has a communicable condition: common cold, influenza, chicken pox, pink eye, strep throat, etc.

THESE CONDITIONS MUST BE REPORTED TO THE SHCP DIRECTOR IMMEDIATELY.

Please note that if your child is well enough to come to school then he/she is well enough to go outside. We do not have staffing to keep a child inside during outside time.

Please know that the monthly tuition will not be adjusted if your child is absent due to an illness. The monthly tuition must be paid in full to hold your child's spot in our program.

EMERGENCY INFORMATION

Each child must have a completed Identification and Emergency form (LIC 700) on file. These forms must be kept up to date. Any change in address or phone number must be reported to the Director as soon as possible to ensure timely contact should a student become ill or hurt.

SCHOOL INSURANCE COVERAGE

All Sacred Heart Catholic Preschool students are covered by insurance for injuries incurred while: attending regular classes; participating in school sponsored and directly supervised activities, field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. **The injury must be brought to the attention of the office the day the incident occurs.** This coverage is secondary to family primary insurance coverage, but will assist with any out of pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds. Centrally stored medications shall be kept in a safe and locked place that is not accessible to any person(s) except authorized individuals.
- If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications. Completion of appropriate licensing form(s) may be required.
- Prescribed medications must be brought to the Director by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered by authorized office staff.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

MEDICATION FORMS

Parent consent for administration of medications and medication chart (LIC 9221) must be completed for each child as part of the Admission process.

These forms must be updated annually. A new form **MUST** be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the Director or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Parents (or another designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Update Consent for Medical Treatment LC 627.
- Provide written notification by family physician to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult he/she may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in preschools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

Sacred Heart Catholic Preschool is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

Sacred Heart Catholic Preschool will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the Director or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the Director will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the Director after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the Director will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the Director may request withdrawal of the student, or expel the student, without possibility of returning to the school.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed **5 mph** while driving **on/near** campus.
- All instructions of supervising staff must be followed at all times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Staff will disinfect surfaces and door handles.
- Preschools may act independently from schools.

In rare cases when it is deemed necessary to close the school campus, a remote learning environment may be utilized.

Concussion Policy

CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When a child suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussion traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (parents, whenever a student has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the child from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the child's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the child is evaluated by a physician. **
5. Keep the child out of play the day of the injury and until a physician, experienced in evaluating for concussion, states in writing that the child can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Child should limit all forms of physical activity.
7. Child should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Physician" means a California licensed physician of medicine or physician of osteopathic medicine; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by a physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork and homework
- Reduction of workload
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated Remind App will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Sacred Heart Catholic Preschool has arranged safe haven a
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through Remind App emergency features and/or school emergency phone contacts.
- No student will be released until all Sacred Heart Catholic Preschool students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The

school will notify parents via Remind App as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Remind App.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

SCHOOL CAMPUS CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be a key determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Director and Pastor/Principal are the only persons authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current AQI and other factors may be assessed for that day.
- Sacred Heart Catholic Preschool will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When Sacred Heart Catholic Preschool is closed, all events scheduled at the school for that closure are also canceled (meetings, performances, etc.) unless otherwise noted by the Director.
- In the event of an epidemic or pandemic, school may be closed for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures.

The Director will notify all stakeholders (staff, parents, pastor, boards, CSO etc.) through the Remind App, or through an alternative viable means, as early as possible, generally the evening before a closure and no later than 6:00am on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

Student Discipline

GENERAL POLICY

SHCP will do its best to provide a safe environment for all children. We understand that positive body control is a process; however, the discipline policy is as follows:

- If a child becomes a possible threat to himself or herself, another child, a staff member or any adult, action will be taken. Violence of any kind will not be tolerated and the child may be sent home immediately following the incident. In addition, if a child's behavior is such that it disrupts the normal function of the group or teacher, actions may also be taken.
- An action that may be taken may include the child being removed from an area and redirected to another learning area in the classroom.
- The first offense may be a warning, phone call, or letter home to the parent/guardian with documentation being placed in your child's file.
- The second offense may be a one-day suspension from SHCP with documentation being placed in your child's file. The parent will be called and the child will be sent home immediately. The child may return on the next scheduled school day. No make-up will be allowed and tuition will not be refunded.
- A third offense may be a one-week suspension from SHCP with documentation being placed in your child's file. Tuition will still be due to continue enrollment. No make-up will be allowed. A 30-day probationary period and a mandatory meeting with the Director, Principal, and Pastor will follow the suspension.
- A fourth offense may result in termination from SHCP with documentation being placed in your child's file. Termination from the school must have the approval of both the Principal and the Pastor.
- Corporal punishment will not be allowed at any time.

It is our goal to provide a safe environment for all children. We rely heavily on the support of families to work with us in the best interest of the child. Resources, strategies, and parenting workshops may be provided to help foster the child's self-regulation.

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to a search of his/her person, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the

search was conducted. The school also reserves the right to search any area of campus and school property including school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS (outside of licensing agents)

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- An adult, school staff member will be present for any interview with a student unless being interviewed by Licensing staff. Licensing can have private interviews with children, no staff present and no parental consent/notification is required.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.

Conditions for Termination

A student's enrollment in our program may be terminated when:

- A student becomes a possible threat to himself, another child or teacher and the security/safety of the children and staff in our program is compromised by the student's attendance.
- The needs of the student cannot be met and/or the student will not benefit from continued attendance in our program.
- A parent/guardian has failed to meet the financial obligations that he or she accepted upon enrolling his/her child into our program.
- A parent/guardian is uncooperative with the preschool's staff, program policies, procedures, or state regulations.

Whenever possible, two weeks' advance notice will be given to the parent/guardian of the child that is being terminated from our program. The Director, in consultation with the Principal and Pastor, will determine the terms of termination.

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the Director. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the Director. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as

possible; parents will remain involved in the process through verbal or written communication or conferencing.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the Director, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Injury or harm to persons or property, vandalism, or serious threat to same;
4. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
5. Hazing;
6. Assault with, or possession of, a lethal instrument or weapon;
7. Serious theft or dishonesty;
8. Outrageous, scandalous, or seriously disruptive behavior;
9. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church.

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the Director, in consultation with the Principal and/or Pastor. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the Director, parents, appropriate staff, and the Principal and/or Pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled.

DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at Sacred Heart Catholic Preschool as appropriate.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Sacred Heart Catholic Preschool recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school parent or student is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as, Parent Association, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonably prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Sacred Heart Catholic Preschool, or Parish, or the Diocese of Stockton."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.

- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Sacred Heart Catholic Preschool has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

Social Media for Parent Viewing

For the purpose of sharing our day with parents, Staff will at times take pictures of the children and share in a private Facebook page for enrolled families only. If you do not wish to participate, please notify the Director as soon as possible.

Harassment and Bullying

Sacred Heart Catholic Preschool affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the Director, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
 - B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
 - C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
 - D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
 - E. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the Director, the person being harassed/bullied is to contact the Principal/ Pastor.

3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
 - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the Director or to a member of the school staff, who will then report it directly to the Director. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
 - C. Students will be asked to verbally explain their complaint. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
 - D. The investigation will include a meeting with the student alleged to have been harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
 - E. Once the facts of the case have been gathered, the Director in consultation with the Principal/ Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
 - F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process for Conflict Resolution.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

Extra-Curricular Activities

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor parties outside of school time are notified that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are to be inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other conditions, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the Director, in consultation with the Principal/ Pastor, teacher(s), and parent(s)/guardian(s).

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the Director and/or Principal/ Pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward the Director, Principal/Pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct with school representatives, staff, or teachers.

TRANSFER OF STUDENTS BETWEEN CATHOLIC PRESCHOOLS

Prior to accepting a student transferring from one Catholic preschool to another Catholic preschool, the receiving Director will contact the Director of the originating school to discuss and review student behavioral performance, parental behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer from another Catholic (or private school) until all outstanding balances at the previous school are paid.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, Directors should ask one other adult (e.g. Principal, teacher, secretary) to witness the presentation of the authorization unless the Director is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.

4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The Director or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- A copy of the Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

Each child will receive special recognition for their birthday. If you would like to stay for the celebration, please let a staff member know. Birthday celebrations are held at 11:45 a.m. Many parents like to bring in special treats to celebrate their child's birthday. With prior notice, these treats can be brought to school. Please check with the Director or Teacher for any food allergies and use the following guidelines when planning:

*Nutritional snacks are preferred: muffins, oatmeal cookies, fruit, veggies with dip, string cheese, granola bars, pudding etc.

*Plates, napkins and utensils, if needed.

*Mini cupcakes are preferred over full size. Large cakes are not advised. Candles may not be used in the classroom.

*If you choose to send a goody bag, they will be distributed at the end of class.

FUNDRAISING GUIDELINES and RESTRICTIONS

Any fundraising for the school not run by the school must be approved by the Director and must not coincide with any school run fundraisers.

LABELS for EDUCATION PROGRAM

This program is run by a parent and is digital.

LOST and FOUND

We have a tub for lost and found items on our yellow table. Please check daily to make sure you retrieve lost items. The tub will be tossed at the end of the month.

LUNCH PROGRAM

Sacred Heart Catholic Preschool provides lunch daily for full day students. We follow the guidelines according to Licensing in providing all the food groups and milk and water to drink. The children will eat family style, serving themselves. They are encouraged to try all foods but not forced. If your child has any **food allergies**, please inform the Director immediately so accommodations can be made if possible.

SCHOOL PICTURES

Sacred Heart Catholic Preschool uses Lifetouch Photography for Fall and Spring pictures.

Volunteer Agreement Form

Volunteer name (please print): _____

Parish / School location name: _____

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School).
3. I, hereby, attest that I am in good health.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____
_____ Volunteer signature

Date: _____
_____ Volunteer signature

Date: _____
_____ Authorized Parish/School Representative

Standards of Conduct For Those Working With Children And Young People

INTRODUCTION

The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions in the Diocese of Stockton. So that it is clear who must be aware of the contents of this document, the addressees include, but are not limited to, priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, parish volunteers, seminarians serving internships, and lay theology students.

This Policy has been developed to help create a safe, appropriate and Christian environment for minors and their relationship with adults involved in Church ministry. These child-specific standards are designed to serve as a supplement to the sexual boundary guidelines/code of ethics applicable to all those involved in the ministry of the Catholic Church (whether with minors or adults) that are set forth in the Diocese of Stockton's Code of Pastoral Conduct for Priests, Deacons, Seminarians, Lay Employees and Volunteers.

GUIDELINES WITH REGARD TO MINISTRY WITH MINORS

1. Any and all involvement with minors (i.e. individuals under the age of 18) is to be approached from the premise that minors should always be viewed -- whether in a social or ministerial situation -- as restricted individuals; that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents and guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions. 2. Whenever possible (see Nos, 3, 4, 5 and 6 below) adults must avoid situations which will place them in a position to be alone with a minor in the rectory, school, or in a closed room. In meeting and/or pastoral counseling situations involving a minor, excluding Sacrament of Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g., piano lessons, disciplinary meeting with an administrator, etc.), another adult should be informed that the meeting is taking place. The meeting place should be accessible and visible, with the door where the meeting is taking place left ajar, unless there is a clear window built into the door. 4. An unaccompanied minor is allowed only in the professional section of the rectory or parish center, not in the living quarters. Minors age 16 and over are permitted to work in the rectory when there would normally be at least two adults present, i.e., over 21 years of age. 5. At least two adults should be present when in a bathroom, locker room, or other dressing areas whenever minors are using such facilities. 6. Adults are to avoid being the only adult in a bathroom, show the following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions in the Diocese of Stockton. So that it is clear who must be aware of the contents of this document, the addressees include, but are not limited to, priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, parish volunteers, seminarians serving internships, and lay theology students.

7. Youth trips of any kind should have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students. 8. While on youth trips or program activities with minors, adult chaperones, as well as the minors, are not to use alcohol or controlled substances, 9. While on youth trips, clergy or lay leaders are never to stay alone overnight in the same motel/hotel room with a minor or minors, with the exception of a lay leader staying in the same room with his/her own child. 10. Sacristy doors should remain open whenever minors are present within the sacristy. 11. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor. 12. Adults are prohibited from serving or supplying alcohol, tobacco products, controlled substances, or inappropriate reading materials to minors 13. Audiovisual, Internet, music, and printed resources used in programs should be screened prior to use to ensure their appropriateness for the participants.

If child pornography images are discovered on church, school, or agency property or in the possession of church personnel, whether on a computer or in the form of a video, printed pictures, or some other form, it must be promptly reported to law enforcement and also must be promptly reported to our Human Resources Office (209)466-0636.

The discovery of child pornography in the hands of church personnel or on church property, including school sites, should be treated as promptly and carefully as child abuse is treated.

14. Careful boundaries concerning physical contact with minors must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way. An adult should not assume that a child is comfortable with an adult-initiated hug or embrace, and, in any event, special care should be taken to avoid incidental contact, unintended or otherwise, with or in the vicinity of a child's genital areas. If the child initiates physical contact, such as a hug, an appropriate limited response is proper. 15. Adults should refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardian and the pastor or administrator. 16. Clear violations of these standards, as well as any sexual misconduct, must be reported immediately to the appropriate parish, diocesan and/or civil authorities in accordance with civil law and diocesan policy.

GUIDELINES WITH REGARD TO PASTORAL COUNSELING

Pastoral counseling must take place only in the professional portion of a rectory or parish facility, not in the living quarters. 2. Offices or classrooms used for pastoral counseling should have a window in the door, or the door is to be left ajar during the counseling session. 3. Another should be in close proximity during any counseling session. 4. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session. 5. A referral for professional assistance is encouraged if counseling is expected to extend beyond two or three sessions with a minor. Evaluation of the situation should be made with the parents or guardians. 6. The counselor should remain alert to recognize any personal/physical attraction to or from a client. In such a situation, the client should be referred to another qualified adult or licensed professional.

Approved: February 11, 2019

Most Reverend Myron / Cotta Bishop of Stockton Diocese

DIOCESE OF STOCKTON
STANDARDS OF CONDUCT FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE

ACKNOWLEDGEMENT PAGE

I hereby acknowledge that I have read the Standards of Conduct of the Diocese of Stockton and I am aware that there is a complete copy of the Code of Pastoral Conduct which I may access on the Diocesan website at www.stocktondiocese.org. I agree to abide by this code and conduct myself in complete accordance with it. I understand that any violation of the Code of Pastoral Conduct as identified in this document will be subject to remedial action by the Church organization. Corrective action may take various forms depending on the specific nature and circumstances of the offense and the extent of the harm in accord with canon and civil law.

Date: _____

Position: _____

Name and location of Parish, school or agency: Sacred Heart Catholic School; Patterson, CA

Signature: _____

*For a complete copy of the Code of Pastoral Conduct, refer to the Diocesan website.

Family name: _____

2023-2024 Parent/Student Handbook Agreement

[Please detach, sign, and return by the first day of school]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in Sacred Heart Catholic Preschool, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date