



# SACRED HEART TUTORIALS

Parent Policies  
Handbook  
2019/2020

Sacred Heart Tutorials  
A Catholic Homeschool Cooperative vs.5

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# Sacred Heart Tutorials

## A Catholic Homeschool Cooperative vs.5

### Background/History

In spring 2006, several interested women met to discuss the need for a Catholic home-school cooperative tutorial in the north central Maryland area. After that meeting, an advisory board was formed to start a tutorial service which would meet Catholic home-schooling needs. And so, Sacred Heart Tutorials, Inc., was born. Over the next ten years, Sacred Heart grew to serve families in South Central Pennsylvania as well. The organizers of Sacred Heart Tutorials are home-schooling mothers, most of whom have been schooling at home for over ten years. They come from a wide variety of educational backgrounds and work experiences. Some have taken courses in special education; some have taught at public high schools and colleges. Members of the organizational body have experience in the business world, advertising, military, science, and accounting. Many have started home-schooling activities such as sports teams, support groups, cooperatives, and clubs. All are committed Catholics and active members of their parishes and communities. Together they share a common goal of weaving the Catholic faith into every aspect of their lives, especially at Sacred Heart Tutorials.

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## Mission

The mission of Sacred Heart Tutorials is to support Catholic parents in the home education of their children. We do this by providing:

1. Tutorial classes in core subjects in which Catholic doctrine and teaching is emphasized across a classically designed curriculum;
2. An opportunity for the development of relationships supportive of living the Catholic life today. We believe in all that is contained in the official doctrines and teachings of the Roman Catholic Church as expressed by the Magisterium and contained in the Scriptures and the Catechism of the Catholic Church.
3. An encouraging environment in which each child might be educationally equipped for the vocation to which God will lead him/her.

It is our earnest desire that in providing Catholic cooperative learning, each child will grow to know, love, and serve God more fully and to embrace the Faith more completely, evangelizing the world to Christ and His kingdom.

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**Philosophy and Purpose:**

Parents are the primary educators of their children (Catechism 2223). The vocation of humanity is to show forth the image of God and to be transformed into the image of the Father's only Son (Catechism 1877). Sacred Heart Tutorials, Inc. believes that for some families the best way to embrace these two teachings is to educate their children at home. Sacred Heart Tutorials, Inc. will assist families who educate their children at home by providing a family-friendly atmosphere where students can come together to learn core academic courses. Sacred Heart Tutorials, Inc. believes that our Catholic Faith is central to all we learn, and all its tutors provide only material which agrees with the tenets of the Faith.

Our tutors are not, for the most part, professional teachers. They are home schooling parents who are interested in sharing the responsibilities of home schooling. We follow a classical curriculum.

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**Board of Directors for 2019-2020**

The Sacred Heart Tutorials, Inc. Board of Directors shall be comprised of three or more people. Board members usually serve up to three years, based on their personal circumstances.

Current Sacred Heart Tutorials, Inc. Administration

Chairman	Beth Reilley
Vice-Chair	Lauren Phelan
Secretary	Wendy McCall
Treasurer	Rebecca Notto
Administration	Kristina Lowe

NOTE: Duties and responsibilities of the Board can be found in the Administrative Handbook.

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## Tuition and Fees 2019-2020

		<b>Payment Options:</b>	
Number of Students	If making 9 Monthly payments	If Paying Quarterly:	If Paying Semi-Annually or Annually:
1	\$100	\$225.00	\$450/\$900
2	\$111.11	\$250.00	\$500/\$1000
3	\$122.22	\$275.00	\$550/\$1100
4	\$133.33	\$300.00	\$600/\$1200
5*	\$144.44	\$325.00	\$650/\$1300
6*	\$155.55	\$350.00	\$700/\$1400

\* 5<sup>th</sup> and 6<sup>th</sup> students are FREE when parent is tutoring three or more periods:

(Tuition – Monthly -\$133.33, Quarterly -\$300.00, Semi -\$600, Annual - \$1200)

Quarterly payments are due on September 1, November 1, February 1 and May 1

Semi Annual payments are due September 1 and February 1

All other payments are due by the 1<sup>st</sup> of the month. If your payment is not made by the 15<sup>th</sup> your student may not attend Sacred Heart Tutorials until the payment is made. In order to keep the co-op operating smoothly families need to stay up-to-date with their payments. Please see treasurer if there is a situation where payments may be late.

Payments can be dropped off at the front desk during the school day or you can mail your payments to:

Sacred Heart Tutorial  
P.O. Box 911  
Fairfield, PA 17320

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**Additional Fees**

Number of Siblings	Cost per <b><u>year</u></b>
1	\$30
2	\$40
3	\$50
4+	\$60

**Registration Fee:** \$85.00 or \$115.00 (late registration – after July 1<sup>st</sup>)

**Part-time Student Payment Options**

<b><u>No. of Classes</u></b>	<b><u>Annual or Semi Annual Tuition</u></b>	<b><u>Quarterly (4 payments)</u></b>	<b><u>Monthly (9)</u></b>
1	\$300.00/\$150.00	\$75.00	\$33.33
2	\$600.00/\$300.00	\$150.00	\$66.66



## Discipline Policy

- Good behavior will be positively reinforced through our rewards program.
- Talk to your students from Day 1 about what constitutes good student behavior for your class. Brainstorm with other tutors, and Board members how to solve classroom behavior problems. (for example, assigned seating, etc.) NOTE: There is a difference between willful disobedience/ unruly behavior, and those students who truly have learning difficulties/ADD/ADHD, etc.
- Communicate with the parents of the student(s) involved, to get their feedback and cooperation.
- The Board is always available and willing to support you. Please contact the Board member at any time, and we will assist you. We can help resolve any issue.
- Once you know your students understand the class expectations, follow below:
  - 1st Offense: The tutor of the class will issue a demerit which must be signed by a parent; if the behavior is disruptive to the class, the student will sit in the Narthex with a Board member for the remainder of that class.
  - 2nd Offense: The student will write an apology to the tutor and will write an essay, assigned by a board member, on a related topic, such as obedience, respect, etc. The board member may choose to assign a work of service in place of the essay, such as weeding the garden, etc. The board member will also contact the parent, informing them that one more strike will result in permanent removal from that class.
    - 6th & 7th graders: 200-word essay
    - 8th & 9th graders: 400-word essay
    - 10th – 12th graders: 500-word essay
  - 3rd Offense Student pulled from the class permanently

### DEMERIT SYSTEM

A 4-point detention system will be implemented as follows:

- A total of 4 points individually or collectively in any category will result in detention.
- If a student receives 2 detentions, then he/she will also be assigned an essay to write.
- A 3<sup>rd</sup> detention will warrant an intervention by the board with the possible outcome of suspension or expulsion at the board's discretion.

1-POINT INFRACTIONS	2-POINT INFRACTIONS
Improper uniform	Bullying/Being disrespectful
Lack of preparation for class	Damaging building/facilities
	Repeatedly missing homework
	Unauthorized use of technology, ie. Phone, iPad, iPod, etc.

## Discipline Policy (Continued)

When a student receives 4 demerit points, he/she will get a detention. The 4 points earned will not be for just one class, but rather tutorial-wide. There are three copies of the demerit slip– 1 copy goes to the parent, 1 copy goes to the tutor, and 1 copy goes to the study hall monitor for logging. The study hall monitor will know who earns a demerit and how many each student has earned and will be responsible for notifying the student that he/she has earned a detention. The study hall monitor will keep a log of when the student completes his/her detention and who fulfilled the role of the Detention Monitor. On January 1st, the demerit log will be “wiped clean” so that the student has a fresh start.

Detention will be held during lunch in a classroom. The student will report to the study hall monitor who will coordinate a Detention Monitor. The Detention Monitor will accompany the student to a classroom where the student will eat their lunch in silence. The entire lunch period will be spent in the classroom in solitude. No one other than the Detention Monitor and the student will enter the room during the lunch period from right after the lunch time prayers to 12:35.

## Cell Phone Policy

The use of cellphones by students is prohibited in the building. Cell phones may only be in the possession of a parent or adult tutor. If a student brings a cell phone to the tutorial they must immediately give the phone to their parent or study hall monitor. Once the student has signed the “Code of Conduct Agreement” they will receive no further warnings. The first infraction will result in a note to be signed by a parent. The second infraction will result in a 300 word essay assigned by a Board member. The third infraction will result in a parent/board meeting.

## Communications within the Tutorial 2019-2020

To help facilitate a loving and merciful relationship between all families, you are asked to be respectful and honest in all communications and interactions. Please follow the proper channels of authority when making suggestions, proposing changes, or raising concerns. The Board values input from parents and suggestions are always welcome.

- When serious issues or concerns arise involving a staff member, please bring the problem first to the staff in question.
- When mediation is required to resolve a problem, please contact a member of the Board.
- If issues arise, they should not be avoided. Do not delay in bringing a problem to the attention of the appropriate person.
- Please remember confidential information should be kept confidential.
- An important parent/tutor communication tool is the homework assignment sheet. Tutors are required each week to disseminate to their class a homework assignment sheet.
- If a board member must speak with a student about a negative issue, it is requested that the parent keep in mind that it is not with a malicious intent. Board members are volunteering their time to maintain the order and mission of Sacred Heart Tutorials.
- Most importantly- Please pray for the board members, the tutors, all families and their members and the program regularly.

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## Volunteering at Sacred Heart

Every family is required to volunteer approximately 21 shifts per school year. If you are a tutor at Sacred Heart, this fulfills your volunteer requirements. For the tutorials to succeed, it is imperative for each family to understand that their involvement both on-site and at home is vital. Therefore, each family must come into the tutorials with an understanding that they may have to tutor at some point. If, for the current year you are not a tutor, then your responsibilities will be to sign up for approximately 21 shifts of study hall monitoring, which will include the responsibilities listed below.

**STUDY HALL MONITOR:** Study hall hours are divided into two shifts. The first shift is from 9:00-12:35 the second shift is from 12:00- approximately 3:30. You should arrive on time and not leave until your shift is over and, if you are an afternoon volunteer, until cleaning is complete. In the rare instance when an emergency arises, you must advise a board member that you need to leave early. You are welcome to bring your younger children with you, if they can maintain a peaceful atmosphere in study hall. Once your hours have been scheduled, if you find you are unable to keep a shift, you must find another study hall monitor that is willing to trade shifts with you. Then you must let our Study Hall Coordinator know of the change. The upstairs study hall will be monitored by the person at the front desk and is for silent work only.

- As **AM study hall monitor** - it is your responsibility to maintain order and encourage students to study during their study hall period. Students should come in ready to study and make sure to bring work to do during study hall. During the set lunch time, from 11:55 until 12:35, you will be responsible for helping to keep order while the students eat. This will require watching the students who have gone outside to eat and for recess.
- As **PM study hall monitor** – just as is asked of the AM monitor, you will be required to maintain order and encourage students to study. Again, students are to be working on school assignments or playing peacefully. You are asked to arrive no later than 12:00 to ensure the smooth transition between monitors. This will require watching the students who have gone outside to eat and for recess.

When you register, you will have the opportunity to choose your volunteer hours. Bring your calendar for the school year, so you have the best chance of getting hours convenient to you. At the end of June, we will assign each family who has not signed up yet for hours. If you haven't signed up, you will be responsible for filling the hours assigned you. Please remember the success of Sacred Heart Tutorials is dependent upon all our cooperation. All our involvement is essential for our success.

**CLEAN UP CREW:** At the end of the day we need to leave the building in the same or better condition than when we found it. Cleaning up will include, but will not be limited to the following: emptying the classroom trash cans, picking up debris on the floor, sweeping, vacuuming, cleaning dirty dishes in the sink if they were left there inadvertently, wiping the tables down in the cafeteria, wiping the counters down in the kitchen, gathering all items left and putting them away in the lost and found area, putting away any tables or chairs that were taken out during the day, etc. **All families are to sign up to clean up 6 times throughout the school year.**

## Student Sick Policy

To try and keep students as well as tutors their healthiest, please adhere to the following guidelines:

- If your child has a temperature of 100 degrees or above, please keep him home.
- If your child is sick with vomiting or diarrhea, please keep him home until he has had none for 24 hours.
- If your child comes down with a contagious illness or disease, please make the administrator aware so tutors will be able to be on the lookout for more cases and will be able to inform the other families.
- If your child has conjunctivitis (also known as pinkeye), strep or other such contagious illnesses, bacterial infections, or contagious conditions, please keep him home until the condition is no longer a risk to others as determined by your physician.
- If a child becomes ill at Sacred Heart Tutorials, Inc., he will be taken to his parent onsite. If his parent is off site, the parent will be contacted and should pick up the child ASAP.
- If one or more of a family's children are sick, the parent may still drop off her other well children if they are showing no symptoms and are well enough to attend classes.

## Uniform Policy

Modesty and neatness are the criteria when making uniform selections. The dress code is as follows:

**\*Girls:**

- Khaki pants/capris/shorts/skirts/skortis – if they are knee-length or below. Girls may wear black or blue tights/leggings below their skirts. (Navy is preferred, but black is acceptable.)

**\*Boys:**

- Khaki pants/shorts – if they are knee-length or below.

**\*\*Girls and Boys:**

**\*\*Navy blue shirts with collar (short or long-sleeved).**

Navy blue sweaters/vests/turtlenecks are okay.

**\*\*Outer Layers:**

Navy or Black hoodies with NO logos are okay. (Navy is preferred, but black is acceptable.)

Navy or Black plain sweatshirts with NO logos are okay. (Navy is preferred, but black is acceptable.)

**\*\*Dress or tennis shoes okay; no extreme heels, no open-toed shoes.**

Conservative jewelry, make-up and nail polish please.

Parents are strongly urged to have each article of clothing marked with their child's name so that when they are found they can be returned promptly to their owners. Items unclaimed at the end of each semester will be donated.

Please help us enforce these guidelines.

## Miscellaneous Policies

### **Inclement Weather:**

To stay abreast of possible inclement weather, you should see [www.wbal.com](http://www.wbal.com) for information on Frederick and Carroll County school districts and [www.wgal.com](http://www.wgal.com) for information about the Fairfield Area School District.

If Carroll or Frederick County, or Fairfield Area School District cancels school, Sacred Heart will be closed on that day. We will follow the worst weather conditions policy. No make up days will be scheduled for cancelled snow days. These days are still considered working school days. On cancellation days, tutors will e-mail assignments to all their students no later than 10am.

If any of the school districts has a delay, Sacred Heart Tutorials will also be on a delay and will use the delay schedule.

If winter weather hits while already in class, we will decide on the necessity for early dismissal based on Frederick and Carroll County and Fairfield's school's decisions and the discretion of the Sacred Heart board chairperson. Notification of early dismissal will be sent out via e-mail to all Sacred Heart families as soon as that decision is made. Families should check e-mail often on such days.

**Tutor Absence Policy:** If a tutor knows in advance that they will be absent, they are responsible for securing a substitute. If a tutor is ill or absolutely cannot make it to class on a given day, any parent could be called upon to substitute. Please be charitable and generous if you are called upon in this manner. Tutors are responsible for developing two "stand-alone lessons" to be stored in the file cabinet in the maintenance closet on the 1st floor in case of an unexpected absence. Tutors will be prepared to relate the lesson plan to the substitute and help plan what to teach for that day OR the "stand alone lesson" can be used.

**Tutorial Attendance Policy:** According to Maryland Law 7-301: Compulsory Attendance, every child between the ages of 5 and 17 must attend school. All children who will be 18 years old by September 1 of any given year may not attend Sacred Heart Tutorials without a waiver from the board due to insurance regulations.

**Student Absence Policy:** If a student will be absent, the parent will contact a board member no later than 9 a.m. When your child is sick, it is your responsibility to obtain your child's schoolwork, and the work covered in class on the missed day. If you are pre-planning your absence, please advise the tutors ahead of time of your plans. Any absence known of in advance should also be communicated to a board member

**Volunteer Absence Policy:** Parents scheduled to volunteer who need a substitute will call another Sacred Heart parent to get a substitute for their scheduled day and time. Study Hall Monitors who cannot fulfill their assigned duties must arrange for another parent to fill in for them. This is not the responsibility of the Study Hall Monitor Coordinator.

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**Arrival/Drop off Procedures:** All children must be picked up no later than 10 minutes past the end of his/her last class. Children should remember always that St. Mary's is allowing us to use their facilities and children MUST maintain a safe and respectful behavior even when in the parking lot upon arrival and departure. Parents must maintain positive control over their children in the parking lot. A child playing catch or riding around on a skateboard while cars are moving is a hazard.

**Emergencies:** In the event of an emergency, we will make every attempt to contact the parents or the emergency contact person.

**Cleaning:** The church will be doing the bulk of the deep cleaning of the space we use, however, please remind your children to be neat and tidy with their things. We must leave each classroom (hallways, lunchroom, bathrooms etc.) in the same shape we found it in and therefore we will be counting on the children and tutors to clean up after themselves and make sure they are not leaving any trash behind when they leave their seats or classrooms. Our goal is to leave everything looking better than when we arrived! Please practice the "leave no trace" habit.

**General and Electronic Policies:** There is no eating allowed during classes. Also, gum is not permitted at Sacred Heart. No iPod, cell phone use, cameras, or other electronic devices are permitted at Sacred Heart Tutorials for students. Laptops are permitted only in the upstairs silent study hall for class and study use with permission of the board. No pocket knives or weapons are permitted on the premises.

**Leaving Sacred Heart Tutorials:** If you leave Sacred Heart Tutorials at any time, during any session without permission or arrangement from the board, you will no longer be considered a "member" and your privileges will be revoked. Once you have made a commitment to our cooperative, please realize that we are counting on you. Should you change your mind, barring any family emergencies or illness, your family will not be able to reapply, unless there is special permission from the board.

**Dismissal:** Sacred Heart Tutorials reserves the right to dismiss a child and/or family for reasons of non-cooperation, delinquency in payment of fees, or the inability of the child and/or parent to adjust to the rules of the tutorial. A member may be dismissed with a majority vote from the Board of Directors.

**Study Hall:** Sacred Heart Tutorials has a limit of two study hall periods for our students. However, there are some exceptions to this rule. The exceptions are: if a parent plans to pick up their child early each day or arrive later on campus, if a parent is at the tutorial all day with their children, or if a parent receives special permission from the board



## **Academic Expectations**

- Children are expected to be prepared for class and to complete homework assignments on time.
- Occasionally a student may need to be excused from an assignment for extraordinary circumstances.
- If a student/parent is interested in auditing a class, permission must be granted by the board.
- If the course load appears too strenuous for an individual child, the tutor will have the right to hold a conference with the parent to assess what is best for the child. Likewise, a parent who wants to pull a child from a class will first discuss their intention with the board.

## **Policy on Plagiarism and Cheating**

- The tutor should define this for his/her class based on the grade level and type of work assigned. (The middle schoolers do not need to be held to as strict a standard as the high-schoolers, but tutors can start this conversation when appropriate.)
- Explain what constitutes plagiarism and cheating in your class on Day 1 & remind the students often the first few weeks of school, especially as you give assignments.
- Understanding what constitutes Plagiarism/Cheating and how to prevent it is a learning process. For example, sometimes the students like to work together in study hall or at home. Is this okay for your class? For this assignment? For every assignment? Talk about this with your students often in the beginning of the year. Give examples of what is okay and what is not.
- Be clear, repeat, remind, until the students really grasp it. Most students do NOT plagiarize on purpose – it is something that must be taught. We are helping them to develop into mature young adults ready to go to college or a career. Promote the use of our Catholic virtues like Honesty, Integrity, doing work for the Greater Glory of God, etc. **Accidental plagiarism and intentional plagiarism are two different things. Sometimes it is hard to tell the difference.**
- Talk about online sources and how to give credit. Also discuss how the students should put the info in their own words and use their own sentence structure. This is very difficult for many students and takes practice. If a student gets info, pictures, data, graphs, etc. online or elsewhere, they must be able to cite the source if it is not their own. Simply copying an online source without giving credit is plagiarism/cheating.
- Middle School versus High School: **USE OF ANSWER KEYS:** Using an answer key to check to see if you understand how to do a problem correctly should be under the direction of a parent and is not the same as “copying” the answer key simply to get it done. Parents need to guard the answer keys and ensure their proper use. If a student is simply copying an answer from a key, or even copying the work of another student, without explanation or understanding, they are not learning. They are cheating! Explain this to your class.

**1<sup>st</sup> Offense - will be handled by the Tutor** (after following the advice given above). The tutor of the class will issue a demerit which must be signed by a parent. The student(s) will be given a chance to re-do the assignment, but with one letter grade drop.

### **2<sup>nd</sup> Offense – will be handled by the Board**

The student will NOT get a chance for a re-do and will receive a ZERO for that assignment. The student will write an apology to the tutor, and be assigned an essay on a related topic such as plagiarism, respect, etc.

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6<sup>th</sup> & 7<sup>th</sup> graders: 200-word essay

8<sup>th</sup> & 9<sup>th</sup> graders: 400-word essay

10<sup>th</sup> – 12<sup>th</sup> graders: 500-word essay

A Board member will contact the parent to let them know that one more strike will result in permanent removal from that class.

**3<sup>rd</sup> Offense** - Student will be expelled from the class.

It is important that respect be maintained between the parent and the tutor when a student is discovered to be cheating/plagiarizing. Honesty is the standard we are called upon to uphold – student, tutor, and parent alike.