



Home of the Crusaders!

Sacred Heart School

2926 E. 96th St.

Chicago, IL 60617

773-768-3728

Fax: 773-768-5034

Parent-Student Handbook 2024-2025

Revised 08/01/2024

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A MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians:

Welcome to Sacred Heart School! I am very proud to be the Principal of this wonderful educational institution! I look forward to partnering with teachers, parents, parishioners, alumni, Father Steve and members of our community to make our school the best place it can be.

This handbook has been designed to help you become more knowledgeable with our purposes, policies and procedures at Sacred Heart School. We rely on your support and partnership in order to ensure a successful experience for you and your child. Parents are the primary educators and together we collaborate in the best interest of your child. It is important that families do not seek exceptions for their own children and support the policies as described in the handbook.

Our root beliefs drive everything that we strive to accomplish here at our school. These root beliefs include:

- God is in all things.
- Faith and Knowledge are our foundation.
- Education is a progressive journey.
- We partner with parents who are the primary educators of morals, faith, manners, values, and responsibility.
- We believe that all actions should reflect the teachings of Christ.
- We believe that all children deserve a peaceful and safe learning environment.
- We love God and we worship God together and privately.
- We work together; we play together; we grow together; and we forgive one another.
- We are a Catholic Elementary School dedicated to serving God, one another and the community.
- that every person is created by God in the image of God and has dignity because of the likeness, and, therefore, deserves respect;
- Together, as a family, we make up the Sacred Heart School Community.

It is our hope that your child will experience a school program that helps to develop a love for learning and a love for Christ while developing their God-given talents. The Sacred Heart Faculty and Staff will ensure continuity of learning, development of social/emotional skills and development of skills needed for the 21st century. It is our hope that your child will thoroughly enjoy their work and have many memorable experiences here in our Christian, Franciscan Community.

We sincerely attempt to meet the needs of your child by providing an enriching environment where our students will grow and excel. As Christian educators, we seek to establish an atmosphere and curriculum steeped in the teachings of the Gospel.

We ask that you take time to read and understand the policies and procedures set forth in the Student/Parent Handbook. Thank you for choosing a Catholic education, specifically here at Sacred Heart School! May God Bless you today and always!

Sincerely,

Ms. Linda Moscinski
Principal

HISTORY, MISSION & PHILOSOPHY STATEMENT

HISTORY

Sacred Heart School, a parish school, opened its doors in 1914 with four classrooms. The ministry of education was mainly for Croatian immigrants. Due to increased enrollment, Sacred Heart School needed a safer and larger building. The people of Sacred Heart Parish responded generously to the need, and the new school building opened its doors in 1959. The present building has ten classrooms, air-conditioned meeting rooms, preschool room, cafeteria and a spacious all-purpose room.

The school is well-maintained and is used also in the evenings for senior group meetings, Cap meetings, cultural meetings and practices, faith formation classes for public school children, neighborhood meetings, e.g. Vet's Park Improvement Association, etc. The Sacred Heart School building currently provides Catholic education to ethnic children of Croatian, Hispanic and other cultures as reflected in the neighborhood changes, and is a living testament and tribute to the parish and community.

The enrollment is stable. Our goal is to maintain twenty-five students in each classroom, grades one through eight, twenty students in Pre-K and Kindergarten.

At Sacred Heart School, people are the "heart" of it all. Teachers and parents work in partnership as collaborators. Parents are informed, involved, and provide volunteer service for the School and Church. Together, the administration, teachers and parents focus on the developmental needs of the child. Students learn Christian values, integrity, and the rewards of hard work. They grow up to be leaders in the community, in the business and professional worlds, in local and state government positions, and in the Church. Sacred Heart School is a Catholic School dedicated to serving the families of South Chicago and NW Indiana.

MISSION STATEMENT

Sacred Heart School is a Roman Catholic educational community, dedicated to providing an integration of quality education with a lived holistic faith experience; through the development of the student's spiritual, academic, emotional, social, and physical potential; and enabling the student to accept responsibility as a steward of God's gifts. This integration is shared in a family atmosphere with parents, the primary educators, and with members of our school and church communities to achieve the purpose of education, to proclaim the Good News of Jesus in Eucharistic worship, in witness, and in service.

PHILOSOPHY OF EDUCATION

Sacred Heart School exists to provide a challenging, faith-based learning environment that encourages students who are confident about making decisions as responsible members of a family, school, church and local community as well as in the world at large.

Guided by Gospel Values, we at Sacred Heart School direct ourselves to develop within our students a deep commitment to a meaningful Christian value system. Students will be brought to an awareness of our Catholic traditions and the relevance of our Catholic faith in an ever-changing society. Specifically, Sacred Heart students will be inspired and nurtured to:

- Know and understand that each child is a unique creation of God, that he has been given special talents and abilities, that each child is worthy of respect, love and interest
- Accept and respect themselves in all their potential and be the best he/she can be
- Understand that each child has rights and responsibilities as an individual and likewise as a member of a group
- Become a self-directed lifelong learner in the fulfillment of her/his potential
- Be responsible, flexible and independent problem-solvers
- Develop into caring, thinking, lifelong learners

- Assume responsibility for his/her decisions and actions
- Be guided toward making mature Christian judgments
- Be acutely aware of their American and Religious heritage and own ethnic culture before they can understand, appreciate, and respect the cultures and differences of others
- Learn to love and worship the Creator, to strive to bear witness to Christ, and to make a difference in the entire Church in the Christian formation of peace and justice in the world.
- Embrace their Religion and live a life encompassed by the spirit of prayer
- Be a people of service with a concern and compassion for others

FACULTY & STAFF 2024-2025 SCHOOL YEAR

Sacred Heart School is administered by the Pastor, the Principal and the Archdiocese of Chicago's Office of Catholic Schools. The Sacred Heart Staff is made up of tenured and new teachers. Teachers employed at Sacred Heart must hold a valid Illinois Teaching License and are in compliance with the Archdiocese of Chicago Office of Protected Child Services. Teachers who are not certified must be working towards their certification. The Sacred Heart Administration is dedicated to supporting the professional growth of its teachers. Teachers are asked to attend professional development opportunities, work with academic coaches and stay up-to-date on best practices in teaching.

Sacred Heart Catholic School

2926 E. 96th St.
Chicago, IL 60617
773-768-3728
Fax: 773-768-5034

Sacred Heart Parish/Rectory

2864 E. 96th St.
Chicago, IL 60617
773-768-1423

Principal: Miss Linda Moscinski

Pastor: Fr. Stephen Bedenikovic

School Office Administrative Assistant: Ms. Raya Lopez

Business Manager: Mrs. Veronica Verdi

2024-25 Teaching Assignments

PK- Mary Wojcik
K- Maricela Palma-Gomez
1st and Assistant Principal - Judy Wedryk
2nd -Nicolette Echeverria
3rd - Alyssa Reyes
4th -Sandra Knight
5th - Homeroom-Isabelle Wallace (Science)
6th - Homeroom- Kristal Stosich (Language Arts)
7th -Homeroom-Richard Danielewicz (Social Studies)
8th - Homeroom-Lucy Reyes (Math)
Teacher Aide/Academic Coach – Katie Norkett
Art – Selmy Verdi
Physical Education - Mary Ann Kopchak (Mack Education)
Spanish - Mari Carillo (Fran Center)
Music - Floyd Donaldson (AAIC)
Title I Services - Julie Berzewski (CPS Title Services - Catapult Company)
After Care Coordinator - Marie Rokicki
After Care Aide - Maria Sanchez
School Counselor - Tiffany Thomas (United Stand)
Special Education Services - Margaret McInerney (CPS Title Services - Catapult Company)
Academic Coach - Amber Diaz (CPS Title Services - Catapult Company)
Speech - Fatima Huizar
Registrar - Kathie Stelmaszek
Lunch Supervisor - Sonia Salas (FSP)

ADMISSIONS

ENROLLMENT

- Each new school family arranges for an interview with the principal prior to the completion of registration.
- Once the family has been approved by the Principal, the family will meet with the Business Manager to be apprised of Tuition expectations.
- Each registrant is assessed a registration fee; it is to be paid after the interview and when registration acceptance is acknowledged by the principal/registrar. The registration fee is non-refundable.
- A student registering for Kindergarten is five on or before September 1st.
- ALL new and Kindergarten students to Sacred Heart School bring an original:
 - a. Birth Certificate
 - b. Baptismal Certificate (if baptized)
 - c. An up-to-date physical with immunization records
 - d. Dental exam
 - e. Eye exam

Each new student's status is probationary for one year and will be reviewed at trimester and end of the school year to determine re-enrollment.

ADMISSION POLICY

The class enrollment size of Sacred Heart School is a maximum of twenty-five (25) students in grades one through eighth, and twenty (20) in Kindergarten and Preschool. Once Sacred Heart is at capacity students are placed on a waiting list. PreK and Kindergarten Active Parishioners are given priority considerations. Students transferring in must meet with the Principal and provide transcripts, test scores, attendance and discipline records before being admitted. The School Principal has the right to deny admissions to transfer students who do not have the documents requested. The School Principal has the right to deny admissions after interviewing the student and family.

All students enrolling at Sacred Heart School will need the following:

- A copy of the child's birth certificate
- Baptismal record
- A record of compliance with city and state health requirements
- When a student is transferring from another school, the parent/guardian shall request the proper transfer and appropriate notification from the school previously attended.
 - Sacred Heart School will, in turn, request all records from the former school, including health records and discipline records, to be transferred.
- New and transferred students will be subject to a one academic year probation period and may be expelled from Sacred Heart School for violation of any policy or procedure, or at the discretion of the Principal.
- Note that a student will not be allowed to enroll unless all financial obligations have been satisfied from the previous school.
- All school age children shall be eligible to apply for enrollment in Sacred Heart School:
 - Note that enrollment/admission priority will be given to children whose parents are registered members of Sacred Heart Parish and/or to children who have siblings already enrolled in Sacred Heart School.
- Sacred Heart School may admit students who are non-Catholic, provided that they will not displace Catholic students. Both students and parents must understand that participation in

Catholic religious instruction and school activities related to the Catholic character of the school is required.

- Final approval of enrollment will be the determination of the Principal.

TRANSFERS IN

Parents transferring children into Sacred Heart School must present the following:

- A transfer form from the sending school
- Medical and dental records from the sending school
- The child's birth certificate and baptismal certificate
- A completed registration form, along with payment of registration fee
- Parents must also sign a release form authorizing the sending school to send us all official academic records.

Certified copies of transfer students' records are requested within 14 days of enrollment.

All transfer students are on probation for one academic year.

- Should academic and/or behavioral problems arise and be unable to be remedied, the student will be transferred out of/expelled from Sacred Heart School at the end of the trimester in which the decision is made.
- In case of a mid-year transfer, registration and book fees are non-refundable. A tuition liability will be prorated from the date of entry if necessary.
- Should space be limited, children will be placed on a waiting list by grade, subject to the constraints of the admission policy. While on the waiting list, no fees are paid but a completed form must be on file.
- An interview between the student, parent, principal and/or teachers may be required regardless of grade level.

TRANSFERS OUT

The following information is needed when requesting a transfer:

- Signed release form to send transcripts to the receiving school
- Name of the receiving school
- Complete address of the receiving school
- Contact person at the receiving school
- New address of the student
- Reason for transfer
- It is the obligation of the parent to secure this information. Transfers will not be issued unless all of the above information is supplied.
- No refunds will be given for tuition or fees paid. All fees, payments and parish obligations must be met before records will be sent.

Sacred Heart School sends **unofficial** records of students transferring to other schools within 10 days of the request. **Official** records are sent once all financial obligations have been met.

FIRST ADMISSION PRIORITY

- There is at least one parent registered at Sacred Heart Parish; this is shown by faithfully attending, and contributing regularly in the offertory envelope on Sundays and Holy Days to Sacred Heart Parish.
- There is demonstrated financial support, in accord with the criteria established, of Sacred Heart Parish, for the parish subsidizes the school up to a maximum of thirty (30) percent of the total expenses needed to operate the school in a given year.
- Brothers and sisters of those who are currently in attendance at Sacred Heart Parish School and are in accord with expectation guidelines.

- Catholics transferring from other Catholic schools and have moved into the parish.

NON-DISCRIMINATION POLICY

- Sacred Heart School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.
- Sacred Heart School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.
- Sacred Heart School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs (if the school has a loan program), athletic or other school administered programs.
- In employment practices, the school shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

AGE OF ADMISSION

A child entering Sacred Heart Catholic School must be in compliance with the requirements of the State of Illinois regarding age admission.

- Students entering three year old preschool (PK-3) must be age 3 by September 1.
- Students entering four year old preschool (PK-4) must be age 4 by September 1.
- Students entering kindergarten must be age 5 by September 1.

TOILET TRAINED

Children must be toilet trained prior to school entry. Accepting children wearing diapers or disposable pull-ups requires that the program have a designated diapering area with an accessible handwashing sink, which Sacred Heart School does not have. Accepting children who are not toilet trained compromises the license-exempt status of our early childhood program.

RE-ENROLLMENT OF CURRENT STUDENTS

Families in good financial standing will be automatically re-enrolled for the upcoming school year. A registration fee of \$75 per student will be added to your FACTS account at the end of January, and must be paid within 30 days. If your student will not be returning next year, please notify the main office by mid February. Additionally, if your family is adding a new student, please inform the main office by March 1 of the current school year.

STUDENT GRADE LEVEL AND PLACEMENT POLICY

It is the responsibility of the principal, in conjunction with the faculty, to place students in the proper grade level and to assign them to their respective homerooms in the best interest of all concerned. Among the criteria used for placement will be the previous academic record of the student in this or any other school, assessment results for new students from another school, and assessment results from the new student screening. Grade placement for new students will be assigned upon receipt of school records from the previous school.

TUITION & FEES

TUITION AND FEES

Sacred Heart School operates on the financial vitality of its school families. We believe that each family must account for their child’s tuition through financial support, service and fundraising.

Expectations for all families include:

- Meet with the business manager to determine tuition package,
- Apply for financial aid through the FACTS management system utilized by Sacred Heart
- Set up a valid bank account for monthly withdrawals for tuition.
- Make timely tuition payments.
- If not paying in full, use a 11-month cycle of payment beginning July 1 and ending May 15.

If a family is 30 days past due for tuition and fees, per the Archdiocese tuition policy, an exclusion date will be used on the 2nd Monday of each month. Students will not be able to attend school until tuition is up-to-date or arrangements have been made with the business manager.

8th grade students, whose families are not current, will not be able to participate in graduation activities.

Report cards may be withheld if there is an outstanding tuition balance.

Families who are not current with their tuition will not be able to register the following school year.

Student official transfer records will be withheld.

Families transferring out may be held accountable for the year’s tuition and must be approved by the Principal before transfer is made.

Families transferring out must complete transfer documentation and meet with the principal prior to transferring.

K-8 TUITION 2024-2025

STUDENT	TUITION	BILLING
1 Child 2 Children 3 Children Additional children	\$4,850.00 \$7,575.00 \$9,175.00 add \$1,300 per additional child	One time payment plan. September 15, 10% discount. 11 month payment plan July 2024 - May 2025
Registration Fee per child Curriculum Fee K-8 Fundraising fee per family Mandatory Parish Raffle Tickets (5 tickets \$20 each)	\$75.00 \$400.00 \$350.00 \$100.00	<u>Payable at registration on FACTS</u> 1st 4 months of billing cycle <u>(July, August, Sept., October).</u> If the family chooses not to <u>fundraise, due May.</u> If the family chooses not to sell tickets, billed in May.
Volunteer/Service Hours (25 hours)	\$500.00 (\$20.00/hr if volunteer/ service not completed)	May
Volunteer Parish Festival Hours (2 hours)	\$50.00 (if volunteer/service not completed)	May

PRESCHOOL TUITION 2024-2025

STUDENT	TUITION	BILLING
Per student	\$7,380.00	One time payment plan. September 15, 10% discount. 11 month payment plan July 2024 - May 2025 Family rate discount does not apply.
Registration Fee per child Fundraising fee per family Mandatory Parish Raffle Tickets	\$75.00 \$350.00 \$100.00	<u>Payable at registration on FACTS</u> If the family chooses not to <u>fundraise, billed in May.</u> If the family chooses not to sell tickets, billed in May.
Volunteer/Service Hours (25 hours)	\$500.00 (\$20.00/hr if volunteer/service not completed)	June
Volunteer Parish Festival Hours (2 hours)	\$50.00 (if volunteer/service not completed)	June

MISCELLANEOUS FEES

After Care \$6.50/hr. per student
 Family School Association Dues \$25.00 per family (Annual Fee)
 Sacramental Fees - First Communion 2nd grade \$75.00
 Graduation Fee \$150.00

PAYMENT PLAN, DISCOUNTS & INCENTIVES

- One Time Payment Plan - Pay full tuition on September 15, 2024 – 10% of tuition will be discounted.
- 11 Month Payment Plan - Billing cycle July 2024 - May 2025
- Bring a New Family Incentive – \$350.00 Tuition credit (New Family must stay registered at least one full semester to receive the incentive)

FINANCIAL AID AND OTHER SCHOLARSHIPS AVAILABLE

Please submit your application to FACTS Grant & Aid at <https://online.factsmgmt.com/signin/41ZHW>

ILLINOIS CHILD CARE ASSISTANCE PROGRAM (ILLINOIS ACTION FOR CHILDREN) – EARLY CHILDHOOD STUDENTS (3-5 YRS) AND AFTER CARE PROGRAM (6-12 YRS)

CCAP can help families pay for care in center-based settings. Families are required to cost-share on a sliding scale based on family size and income.

Please visit <http://www.dhs.state.il.us/page.aspx?item=30355> to apply.

Use the following tool calculator to see if you are eligible:

<http://www.dhs.state.il.us/applications/ChildCareEligCalc/eligcalc.html>

FUNDRAISING EXPECTATION

Each family is required to earn \$350.00 in proceeds, or pay \$350.00 in lieu of funding participation for the school. Families may participate in the following fundraising events to meet their fundraising fee: Walk-A-Thon, Double Good Popcorn, World's Finest Chocolate Sales and the Parish Raffle. Fundraising fees will appear on your FACTS account at the beginning of the school year and will be deducted as they are earned. If your family chooses not to participate in the fundraisers the \$350.00 will be due on May 15 of the current school year. While any amount raised beyond this requirement is greatly appreciated, please note that excess fundraising will not carry over into the next school year. We sincerely thank you for your dedication and support of Sacred Heart School.

SERVICE HOURS

Each family is required to complete 25 hours of service that directly benefits the school and 2 mandatory additional hours must be served at the Parish Festival. Parents must be Virtus trained in order to volunteer at the School and Parish. Outstanding hours will accrue a fee of \$20 per hour and will be added to the final tuition payment. While any amount of service hours beyond this requirement is greatly appreciated, please note that excess hours will not carry over into the next school year. We sincerely thank you for your dedication and support of your children and Sacred Heart School.

Families can earn hours of service for working at the following events:

- Halloween Party
- Super Bingos
- Breakfast with Santa
- Concession for the Holiday Bazaar
- Easter Bunny Breakfast
- Chaperone Walk-a-thon
- Lunchroom volunteer
- Parish Festival (minimum of 2 hours must be served that does not apply to service hours)
- Fish Fry
- Coaching a Sport
- End of the School Year Picnic
- Sponsor of an After-School Activity

ATTENDANCE POLICY & REPORTING PROCESS

SCHOOL OFFICE HOURS

The school office opens at 7:30am each school day morning and closes at 3:15pm.

ATTENDANCE POLICY/ABSENCES

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

DAILY SCHOOL SCHEDULE: 7:45am to 2:45pm

7:10-7:30 a.m.	Breakfast is served in the cafeteria. Students must choose breakfast to utilize this time.
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7:30 a.m.	Students will go to their classrooms
7:50 a.m.	Tardy Bell Rings
8:00 a.m.	Morning announcements
11:00-11:25	Lunch for K, 1, 2, 3, 4
11:30-11:55	Lunch for Preschool and Grades 5, 6, 7, 8
2:40 p.m.	Preschool Dismissal
2:45 p.m.	K-8 Dismissal

SPECIAL SCHEDULES

Gym	Monday, Friday
Spanish	Tuesday
Art	Wednesday
Social Emotional Learning	Wednesday
Music	Thursday

ABSENCES

Any day that a student is absent from or tardy to school, the student’s parent/guardian must call the school office at (773) 768-3728 or email rlopez@shschool96.org within 30 minutes of the opening of a regular student attendance day to report the student’s absence or tardy. If a parent/guardian fails to report a student’s absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

In case of prolonged illness, a call is expected notifying the office the first day and later notifying the office of the expected return.

Students need to bring an absence note which must be presented to the teacher on the day the student returns; this note permits the student to be admitted to class. The note should state the date(s) and reason(s) for the absence, and be signed by the parent/guardian. A note of admission from a physician is required after an absence due to a contagious disease or long-term illness (more than five days).

TARDIES

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each trimester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

EARLY DISMISSAL

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at (773) 768-3728. Students to be dismissed early from school will be signed out and picked up from the school office.

EXCESSIVE ABSENTEEISM

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

Students who are habitually tardy or absent can miss out on important instruction and consequently have unsatisfactory grades. If the student continues to be tardy or absent, the Principal may place the student on probationary status. Families who are placed on probation due to attendance issues may be withheld from enrolling the following year.

EXTRACURRICULAR ATTENDANCE

Students who are not in attendance at school **MUST NOT** participate in any extracurricular activities that day or over the weekend (i.e. clubs, and/or sporting practices or events, etc.).

ATTENDANCE REQUIREMENTS

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at Sacred Heart School are **required** to attend school **daily**.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardians of the child. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

DOCTOR RELEASE

If your child has broken bones, sprains or other injuries that require crutches, the school office needs a release from the doctor that they are able to return to school and what, if any, activities, such as gym, outdoor recess, etc., are limited. If your child needs to have limited gym or outdoor recess another doctor release is needed for the school office to verify that activity may resume. Legal Reference: IL Rev. Stat., Ch. 122, par 10-20. 14b.

MEDICAL APPOINTMENTS

Although parents/guardians should avoid making medical and dental appointments during the school day, it is sometimes impossible to avoid, and becomes a necessity. In these impossible situations a parent's/guardian's request for early dismissal of a student must be in writing and presented to the office via the homeroom teacher. (These requests are kept in the student's classroom temporary folder for the year.) The student is to be met by the parent/guardian by the school office and the parent/guardian signs the student out on the release log. It is the policy of Sacred Heart School that NO student will be permitted to go home alone during the school hours.

GUARDIANSHIP

In the event that the parent or parents must leave town on vacation or business and it becomes necessary to leave the child/children in the care of another, written notification must be sent to the school to inform the school who would assume responsibility and that they have your permission to act on your behalf.

VACATIONS & EXTENDED ABSENCES

It is the policy of Sacred Heart School that vacations are not taken during the school term when classes are in session. However, if a situation should arise and there is a real need, please request a form from the office. If this form is not completed prior to the absence, students will be marked unexcused and will not be able to make-up the work. Completing the form will allow the student to be absent and allow the work to be submitted for full credit. The student is still marked as an unexcused absence, nevertheless, because under the Illinois School Code, there are only four (4) acceptable causes of absence/s.

- Illness
- Family Emergency
- Death in the immediate family
- Observance of religious holidays

HOMEWORK FOR ABSENT STUDENTS

- Homework may be picked up by a sibling or by an assigned student at 2:30 P.M. in her/his respective classroom. Please follow the pick-up time of 2:30 so that the teacher may adequately prepare for the absence. Parents may pick up absent work at the office after 2:30 P.M.
- Students are given a day for each day out to make up work.
- Students are responsible for making-up work when they are out and should meet with the teacher to make arrangements to make-up tests missed.

HEALTH, WELLNESS & SAFETY

EMERGENCY FORMS

Emergencies do occur. An "emergency authorization form" for every family of students enrolled shall be on file in the school office. The school needs to have open communication with the family in the event of an emergency or when the student becomes ill at school. Therefore, EMERGENCY FORMS are kept on

file in the office. People listed to call on the form should have a valid phone number and be at home during the school day. Care should be taken in filling out the emergency information so that undue delay is not caused in securing, if the need arises, medical attention for ill or injured children. It is the policy of Sacred Heart School that NO student be permitted to go home alone when school is in session. It is important to be thoroughly complete in filling out the form.
Special HEALTH CONDITIONS MUST BE INDICATED.

CHANGE OF ADDRESS/PHONE #: When a family has a change of residence or phone number (either at home or at work) the office should be notified immediately. This is necessary because the office must be in a position at ALL times to contact the student's parents/guardians in the event of an emergency.

MEDICAL TREATMENT AUTHORIZATION AND CONSENT

Parents are required to complete a medical treatment authorization and consent in the case of an emergency medical situation if parents/guardian is not available. This form provides legal authorization for necessary medical treatment.

INSURANCE

All students must be insured and the type of insurance must be indicated on the Emergency Form.

All students participating in an extra-curricular sport program, must carry some kind of insurance. Verification is to be made prior to participating in the individual sport program.

ELEMENTARY HEALTH RULES

The elementary rules of health should be encouraged by parents and teachers.

- Cover nose and mouth when sneezing or coughing.
- No spitting or biting on things, on others, or on the floor.
- Wash hands after using the washroom.
- Eat nutritious lunches and snacks.
- A good breakfast and plenty of rest are preventive measures and important to support good behavior and successful student performance/achievement in school.
- Keep hair clean -- Do not put on hats and coats of other people. Do not use another's comb or brush. (Check hair periodically for lice. Keep school informed of any unusual conditions.)
- LONG HAIR must be tied back and jewelry must be removed during all gym classes. Hair must be kept out of the eyes and face during class sessions.

HEALTH POLICY

Physical, eye exam, dental examinations and immunizations are required by the Illinois Department of Public Health upon entrance to Pre-K, Kindergarten, 2nd grade, 6th grade and for all new students in the school, regardless of grade, must show proof that s/he is in compliance with Illinois Law prior to entrance to school. Every student shall have on file up-to-date authorized immunizations according to the State of Illinois; the recording must be properly authorized with, month, day, and year to each dose given since birth and verified with the doctor's signature.

Every student must be immunized against measles, tetanus, diphtheria, poliomyelitis, pertussis, mumps and rubella, and Hepatitis B vaccine. Students entering K must have chicken pox (varicella).

Reports of examinations with immunization dates, TB, eye examination, dental examination and lead screening are to be returned no later than September 30th. Stale law requires that after October 1st children without required examination and immunizations be excluded from class. (Child Health Examination Code, Part 665)

We ask you to protect others by keeping your child home when s/he is ill. Sending children to school before a complete recovery often spreads the illness to other students. If your child contacts a

communicable disease, do NOT permit her/him to return to school until your physician gives his/her permission written on a doctor's prescription form or letterhead stating the child may attend school.

This permission slip MUST be presented to the school office upon the student's return.

If physical and dental forms are not in accord with the State Law and Sacred Heart School Requirements, a notice of exclusion is given. Exclusion is enforced and extends until the requirements of the LAW are fulfilled.

Each year in October all schools are required for continued State Certification to send a report of our Physical and Immunization Compliance for the students; Sacred Heart School does this conscientiously. All health and dental records are inspected periodically by the State.

MEDICALLY DIAGNOSED HEALTH CONDITIONS

Parents/guardians of students that have illnesses, allergies, or a physical condition that may affect the child's school performance should make this known to school authorities and the teacher so that the student may have the adequate care and protection demanded by the condition. A letter from the child's doctor should be presented to the school office with information identifying the condition. A notice of this must be indicated on the Emergency Form. Be specific as to what is to be done; what medications the child is on, time of reaction, etc. A letter from the doctor is advisable if the student needs more frequent lavatory visits; if it is an extraordinary situation for a day or so, a note from the parent will suffice.

MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication. Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. The Procedures and forms are given to parents/guardians for each student at the time of enrollment and on Book/Tuition Payment Day in August. A condition for enrollment is that the forms must be returned in completion for each child enrolled. It is complete if it contains the following information:

- A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order;
- Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription;
- Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication; and,

Written permission and authorization for the administration of medication signed by the student's parent/guardian. The forms are:

Medical Information and Emergency Notification Form
Medical Authorization Form
Parent/Guardian Permission and Authorization
Physician Request for Self-Administration of Medication

At the opening of the current school year these forms are on file in the school office by grade; therefore, all the required forms are needed for each child.

ASTHMA INHALERS/EPI-PEN GUIDELINES

Under Illinois law, students who suffer from asthma, allergies or other conditions that require the immediate use of medications shall be permitted to carry such medication and to self-administer such medications without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under supervision of the school. The necessary forms are available in the school office. The information and written authorization will be kept in the student's file.

Parent(s)/Guardian(s) must understand that any abuse of this statutory right by a student possessing this medication will result in appropriate disciplinary action by the school.

ADMINISTRATION OF MEDICAL CANNABIS

Students are not permitted to use or possess cannabis in our schools except according to the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school hours/day may NOT be sent home alone. Parents/guardians are contacted via EMERGENCY FORMS; parents/guardians are to take them home or make arrangements notifying the school who will come to school and sign the student out in the office. (Name with relationship and phone numbers that are current for the parent representatives must be on file in the office; this is a condition for enrollment.)

ACCIDENTS

All accidents are to be reported to the school office immediately. The Administrative Assistant will attend to the injured and serious matters and record all details of the incident. Every attempt will be made to communicate with parents/guardians regarding the injury of his/her child. Regardless, for serious situations, 911 will be called, requesting an ambulance be dispatched. Note that the school cannot give permission to a hospital for a procedure or care; therefore, it is essential that information given to the school office be accurate, complete and current. Also note, the school does not assume the financial responsibility of the parent to provide insurance for their children.

SUPPLY OF UNDESIGNATED OPIOID ANTAGONISTS POLICY

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

School hours: 7:30 AM - 2:45 PM

After School hours: 2:45 PM - 5:30 PM

Maintained in the following designated secured area: Main School Office

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, Sacred Heart School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, Sacred Heart School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that Sacred Heart School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless Sacred Heart School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

COMMUNICABLE AND INFECTIOUS DISEASE

Children with a fever of 100.4°F or greater should be kept home and be fever free for 24 hours without medication before returning to school. The child can still be contagious if a fever is present.

LICE

Parents/guardians must notify the school if the child/ren has contracted lice. This is necessary to avoid an epidemic, because lice are contagious in that it spreads rapidly upon contact. Confidentiality will be maintained. Therefore, for safety and sanitary reasons long hair must always be tied back, especially during gym, during the school day.

AIDS POLICY

Sacred Heart School follows the Archdiocesan policy with regards to the AIDS virus. A student with AIDS will not be denied entrance into the school.

BACKGROUND CHECKS/VIRTUS TRAINING

All faculty and staff members of Sacred Heart Catholic School undergo criminal background checks. Parents who volunteer to work with children are required by Archdiocesan guidelines to do the same. In addition, all staff members and school volunteers who work with students must also attend Virtus training.

All Volunteers are required to complete the following before they begin to work with children or chaperone any student activity or function:

- Criminal Background Check
- Virtus Training
- Read and complete the Code of Conduct form. Complete the CANTS form

CHAPERONES

Potential chaperones must have completed Virtus Training and have satisfied a Criminal Background Check, as well as a Code of Conduct and CANTS form before they can be considered as a chaperone for a school sponsored event or field trip.

- Asking to chaperone does not automatically entitle an individual to chaperone an event.
- Often, more chaperones volunteer than are needed. As such, teachers and/or the principal reserve the right to decline an offer to chaperone without explanation.

CHILD ABUSE

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Neglect may include failure by a parent or guardian to provide necessary food, shelter, medical care, and school attendance. Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. The 24-hour DCFS hotline: 1-800-252-2878.

BULLYING PREVENTION

We at Sacred Heart Catholic School believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in our Catholic school community.

Bullying is:

Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time, directed toward another student or students, that has or can be reasonably predicted to:

- place the student(s) in an unreasonable fear of harm to the student or student's person or property;
- cause a substantially detrimental effect on the student or student's physical or mental health;
- interfere substantially with the student or student's academic performance;
- interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include but not limited to the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

NO student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or extracurricular activities.
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Sacred Heart Catholic School community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

MICROAGGRESSIONS

The everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their actual or perceived...membership such as race, sexual orientation, and gender identity.

HARASSMENT

Any unwelcome verbal, nonverbal, visual or physical conduct that is persistent, pervasive, or severe and objectively offensive and unreasonably interferes with, limits, or denies an individual's education access, benefits, or opportunities. Unwelcome conduct may include, but is not limited to, bullying, intimidation, offensive jokes, slurs, epithets, or name calling, assaults or threats, touching, ridicule or mockery, insults or put-downs, offensive objects or pictures, messages sent via email, text or social media, sexual advances, requests for sexual favors, conduct of a sexual nature, or any other sex-based conduct.

SEXUAL HARASSMENT STATEMENT

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, or by one student to another student is not acceptable conduct. Employees or students who engage in any type of sexual harassment, including harassment involving technology, will be subject to appropriate discipline, including suspension and/or expulsion.

- In any case of suspected or intentional sexual harassment, the school will gather the facts regarding all allegations of sexual harassment in as prompt and confidential manner as possible and take appropriate corrective action as deemed necessary.
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

COUNSELING SERVICES

Students who are struggling with issues such as loss, divorce, academics, or relationships can seek assistance from our school counselor or organization that are recommended. Faculty may also recommend/refer students for support services as needed.

MENTAL HEALTH PROTOCOL

Sacred Heart School takes all indications of self-harm, suicidal thoughts, serious threats to others, and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at Sacred Heart School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to Sacred Heart School:

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.
 - Student/family confidentiality is adhered to as dictated by the Ethical Code of the American School Counselor Association.
 - All documentation should be faxed or emailed to the attention of the principal or school designee.
4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.
5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.

6. Re-entry back to Sacred Heart School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

- Evaluation date and outcome/diagnosis
- Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to Sacred Heart School
- Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment

7. Upon receipt of documentation, the principal and Inclusive Education Coordinator will schedule a re-entry meeting.

- This meeting will occur in the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.
- The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of Sacred Heart School. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved. Collaborate with the student and parent in creating and implementing a safety plan.
- Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.

8. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.

- This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting (3-7 days) and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.
- The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.

VISITORS

In order to more adequately provide for the safety of the students of Sacred Heart School, the doors are locked from the outside while classes are in session. All visitors must enter through the front door. A doorbell at your right is provided for your convenience.

Parents/Guardians, visitors, salesperson, and solicitors MUST REPORT TO THE SCHOOL OFFICE. No one is allowed to go to any classroom, etc. without permission from the Principal, or designated person to pick up children, to deliver lunches, to speak with a teacher, etc. All business will be transacted with the school Principal or as delegated to the school Administrative Assistant by the Principal.

Parents/guardians are requested to wait outside of the school building in the parking lot or on the asphalt side, not the walking/passing area, at dismissal and after extra-curricular activities.

FIRE/TORNADO DRILLS/LOCK DOWN DRILLS

STATE LAW REQUIRES ALL SCHOOLS to conduct fire drills at least once a month, weather permitting, and to submit a report on all of these drills to the local fire department officials. Exits are marked above each classroom door. Everyone must leave the building in an orderly and quiet manner. Each teacher will instruct the students on the procedures to follow. Students are to be quiet and alert to respond promptly to the signal of the fire official/and or teacher.

During a Tornado Drill, a student protects herself/himself by going directly to the inside wall and gets down on her/his knees, drawing the knees under, and covering the back of the head with her/his hands.

Lockdown/intruder drills will be practiced throughout the year. Students should be locked in the classroom until the Principal gives an all clear via the PA system. Parents will be notified if a lockdown takes place during the school day.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for, and properly handled. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators. Out of respect for those students with allergies to dogs or other animals, or for those students who may not be comfortable around animals, students and families may not bring animals on school grounds before school, during the school day, or at dismissal.

INCIDENT REPORTING SYSTEM

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

STUDENT PROGRESS

ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools has established guidelines for school records. These guidelines describe your rights to the records of your child which are maintained by your Catholic school. Once your child turns eighteen, he or she obtains all of the rights. These rights are listed below:

- **Right to inspect:** You have the right to look at your child's permanent record which includes report cards, health records, attendance records, and biographical information (name, address, etc.).
- **Right to prevent disclosure:** The school will not disclose anything to third parties from your child's record unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the information is requested by a school to which your child is officially transferring, or (4) the request for the information meets one of the limited circumstances described in the Guidelines for School Records.
- **Right to request correction:** You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or

otherwise in violation of student rights. If the school decided not to change the record, you may insert an explanation in the record.

Please Note:

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regards to parents' rights to access to their child's school records. All students are registered according to the child's legal name. The school also abides by the provisions of the Illinois law regarding the right of the non-custodial parent to his/her child's school records.

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. Any change of custody should be reported to the school with copies of the proper legal documents.

Mailings and student information are directed to the custodial parent. If the non-custodial parent wished to receive the same information, a second mailing is provided upon request to the School Office.

STUDENT RECORDS

Sacred Heart School keeps a permanent record of each student's grades, attendance and test results.

The Confidentiality of Records Act was signed into law in 1974. This act provides access on the part of parents to student records maintained by an educational institution. All requests for school records must:

- Be in writing; State the specific record desired; and state the reason for the request
- Within five days of the receipt of the request an appointment will be made with one of the authorized school personnel to interpret the record for the parent.
- Parents should notify the school in cases of a change of address or telephone number. Because it is occasionally imperative to contact a parent immediately, the school must have an up-to-date file on business and emergency phone numbers as well as home information.
- Parents who will be moving during the school year or at the end of the year should notify the school office at least one week prior to the date the child(ren) will be leaving. This notice will give sufficient time for the school to complete work on the child's file and prepare the needed transfer.

Sacred Heart School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Policy.

REPORT CARDS AND PROGRESS REPORTS

PK & Kindergarten report cards reflect a skills assessment. 1st- 8th grade report cards reflect a letter grade. The year is broken into 3 independent trimesters. Progress reports are sent during the mid-point of the trimester. Report cards are sent at the end of the trimester. Parents are required to attend Fall Parent Teacher Conferences. Spring Parent/Teacher conferences are required if either the parent or teacher requests a conference. Students may be asked to attend tutoring at the request of the teacher.

Religion is assessed in all grade levels. Teachers can determine what knowledge of basic Catholic Doctrine and religious concepts the student has mastered during a specific instructional period of time. There is no evaluation of the child's spiritual growth.

Art, Spanish and Physical Education are not graded objectively. + is for outstanding cooperation and effort in following the expectations and subject matter goals. S is for satisfactory cooperation and effort in following the expectations and subject matter goals. - is for lack of cooperation and inconsistent effort in performance.

Students in grades 3-8 who receive a U in a Core Subject area in a trimester will be withheld from Sacred Heart Extra-Curricular activities until a passing grade is attained.

Students who have several missing assignments will be withheld from Specials to complete the required classwork.

POWERSCHOOL

Sacred Heart School uses the online PowerSchool program to record attendance for all students in grades Preschool through Grade 8. Additionally, all grades for students in grades 1-8 will have their scores recorded online in the PowerSchool program. Parents and guardians will have access to their child’s grade and attendance at all times. Teachers will update PowerSchool on a regular basis to ensure the accurate transmission of grading and attendance information to families.

PARENT/TEACHER CONFERENCES

Mandatory Parent/Teacher Conferences will be held after the first trimester. Parents will come to pick up their child's first trimester report card and meet with the teacher. Parents may sign up online using PTCFast.com for a convenient time. Appointments are on a first come first serve basis, so sign up early. There will also be an optional Parent/Teacher Conference after the second trimester. Apart from these opportunities to meet with a teacher, parents should feel free to contact the teacher at any time should a special concern arise regarding the child’s progress. To contact a teacher, please send an email. The teacher will return your email as soon as possible.

GRADING SCALE

S - Satisfactory I - Improving N - Needs Improvement U - Unsatisfactory	A+ = 99-100 A = 95-98 A- = 93-94	B+ = 91-92 B = 87-90 B- = 85-86	C+ = 83-84 C = 79-82 C- = 77-78	D+ = 75-76 D = 71-74 D- = 69-70	F = 68 and below I = Incomplete NG = Not Grades
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LETTER GRADE POINT VALUE

A+ = 4.33 A = 4 A- = 3.67	B+ = 3.33 B = 3 B- = 2.67	C+ = 2.33 C = 2 C- = 1.67	D+ = 1.33 D = 1 D- = 0.67	F = 0 I = Incomplete Work
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HONOR ROLL

Honor Roll calculations are made in the six major subject areas: Religion, English, Reading, Mathematics, Science, and Social Studies.

Grade 4-8

A Honor Roll	All A’s
A/B Honor Roll	All A’s and B’s
Honorable Mention	A’s, B’s and C’s with effort

However, the student will not receive Honor Roll recognition, if he/she demonstrates a lack of respect to authority, peers & property, fails to help create a Christian atmosphere; fails to heed suggestions for improvement or receives a behavior detention in the trimester.

GRADE PROMOTION & GRADUATION INFORMATION

Students in elementary schools are promoted to the next grade in accordance with the stated policies and curriculum of Sacred Heart School. Promotion relates to students moving into their second or third year of preschool, or advancing to kindergarten through grade 8.

Graduation relates to students who are advancing beyond grade 8 upon successful completion of all graduation requirements. Students may not be promoted or cleared to graduate unless they have successfully completed the curricular and behavioral expectations of Sacred Heart School. Additionally, students who are not meeting curricular and/or behavioral expectations may be put on probation with a Commitment to Success Plan.

MINIMUM REQUIREMENTS FOR PROMOTION / CONDITIONS FOR PROMOTIONS AND/OR GRADUATION

1. Must earn at least 3 grade points in all academic courses for the year (minimum of 15 points cumulative)
2. Tuition payment IN FULL in addition to ALL school fees
3. No incompletes on Report Card
4. All books (text and library) returned in good condition

If given permission to receive an Incomplete due to extenuating circumstances, the grade changes to an F if work is not completed by the mid-term of the following trimester or other designated date.

STUDENT RETENTION

Sacred Heart School makes every effort to provide excellent, individualized academic instruction to support diverse learning needs of all our students. However, students may need to be retained in their current grade for an additional year if every effort to support student's unique learning needs have been made with recommendation for students to continue in their current grade for additional support. Such a practice, however, takes into consideration the unique academic, behavioral and social needs of the student, as well as the presence of a Catholic Educational Support Plan. If such a decision is made, parent(s)/guardian(s) will be informed of the possibility of retention by the end of the second trimester to allow opportunity to develop a Commitment to Success Plan.

CONDITIONAL PROMOTION

Promotion of a student who does not earn at least 3 grade points in any academic subject area is contingent upon the development of a Commitment to Success Plan, verification that the student has attended summer school or Archdiocesan approved online course. Acceptable verification of satisfactory completion of the material to be learned must be presented to the principal by August 1st. Enrollment at Sacred Heart School is contingent upon satisfactory completion of the summer school course and/or additional learning commitments as stipulated in the Commitment to Success Plan.

ACADEMIC & PERSONAL INTEGRITY

At Sacred Heart we believe that: "Honesty and integrity are at the very heart of God's people. Stealing, lying, destroying property or cheating in any form affects us all, and will not be tolerated." Any student involved in incidents of academic/personal dishonesty will be dealt with according to the discipline policy.

HOMEWORK

Sacred Heart believes that providing students relevant homework will improve upon the student's skills. Homework is to reflect what students are learning in the classroom. When students are given homework, it is the expectation that it be completed at home and returned on the next day or the specific due date. If students do not return homework when it is due, they may be penalized with late

points. Parents can help their student(s) to develop strong studying habits by asking about homework, providing time and a quiet place for homework. **Teachers reserve the right to not accept late assignments after 15 days.**

FORMATION

At Sacred Heart School, the focus is not only on what the child can do, but on what the child can be. Through daily instruction, the student is guided in the understanding of his/her Catholic heritage, in developing a strong foundation for growth in faith and Christian Catholic values, in family life, in human sexuality, and in recognizing his/her human potential. ALL students enrolled in Sacred Heart School take part in religious formation that is basic to the mission and philosophy of the Sacred Heart School.

ACADEMICS

Sacred Heart provides instruction that is engaging and relevant to meet the needs of the 21st Century. Teachers utilize the Common Core Standards, Illinois Early Learning Standards, Next Generation Science Standards and student data to drive their classroom instruction. Sacred Heart students will use the iReady program, which is a comprehensive assessment and instruction program that makes differentiated instruction achievable in every classroom. All students in Kindergarten through 8th grade will engage in the iReady program for Reading and Math. This online assessment and instruction helps teachers provide all students a path to proficiency and growth in reading and math.

CURRICULUM:

The instructional program of Sacred Heart School includes religion, language arts, mathematics, the biological, physical and social sciences, the fine arts, physical education and health education.

ARCHDIOCESAN STANDARDS OF LEARNING

Archdiocesan standards of learning can be found on the Archdiocesan website under Catholic Schools Academics tab for grades kindergarten through eighth in math, language arts, science, social studies and religion.

GOALS & OBJECTIVES ALIGNED WITH THE ARCHDIOCESE OF CHICAGO OFFICE OF CATHOLIC SCHOOLS

Goal-Catholic Identity

The Sacred Heart School faculty will provide an environment of Christian living so that the student's Christian morals and ethical principles may in the future be the seed and the salt of the earth

Objectives:

- To make known to each student the person and message of Christ through a curriculum that is geared to the psychological needs of each level of learning.
- To assist the student in developing an understanding of the Church of Christ.
- To help the student develop a spirit of prayer and worship by providing time and space.
- To create an atmosphere for respect of others and of their rights, regardless of differences, since all are God's children.

The expectations of all students regardless of religious formation are to engage in prayer, complete religion curriculum, attend weekly Mass as well as All School Masses.

Goal-Culture

The Sacred Heart School faculty will assist and motivate each student to think imaginatively, creatively, analytically and compassionately.

Objectives:

- provide opportunities and experiences for the student which emphasize her/his heritage, the responsibilities and the privileges of American citizenship.

- assist the student to acquire basic skills, especially in the art of communication, in quantitative thinking, and in the sciences.
- help the student to develop the skills to think constructively, to solve problems, to reason independently, and to accept responsibility for self-evaluation and continuing self-instruction for life in the twenty-first century.
- provide opportunities for students to practice self-discipline.

Goal-Culture

The Sacred Heart School faculty will provide opportunities in curriculum for each child to develop in all areas; spiritual, intellectual, social, physical, and emotional.

Objectives:

- provide experiences through which each student can develop a sense of wonder and an appreciation of beauty.
- To provide opportunities to develop moral and spiritual values, ethical standards of conduct and basic integrity. To assist students in acquiring a sense of responsibility for the community in which they live and in the world community.

Goal-Curriculum

The Sacred Heart School faculty will provide Standard Based Instruction that is aligned with the Illinois Common Core Standards.

Objectives:

- use data to differentiate student tasks
- provide engaging lessons that demonstrate 21st century learning
- provide use of technology to enhance curriculum
- provide classroom assessments aligned with standards and objectives
- provide Standardized Testing
- provide daily literacy instruction
- provide daily math instruction
- provide daily religious instruction

Goal-Technology

The Sacred Heart School faculty will use technology as a tool for enhancing the curriculum by implementing technology and telecommunications in the classroom using Chromebooks and iPads.

Objectives:

- evaluate the software and integrate it as a functional part of the curriculum
- utilize the Internet and Network programs to enhance and/or to reinforce learning at all levels
- develop and implement personal computer literacy in the areas of computer applications and the use of the Internet to enhance learning skills
- encourage greater student use of computer applications in all areas of the curriculum;
- use technology as a tool for enhancing the curriculum
- continue to update the Sacred Heart Technology Plan
- maintain an updated Sacred Heart Website so that it is functional for students, parents, and to attract future clients

RELIGIOUS EDUCATION

Sacred Heart School wishes to create and maintain a Christian Catholic Educational Community, we encourage the students to participate actively in the Sunday liturgy, at our All School Friday Masses, Sacred Heart Feast days, and during our Tuesday and Thursday Eucharistic Celebrations.

In order to make the Mass/Liturgy more meaningful and personal, each class, grades 2- 8, has the privilege to prepare the liturgy for the school Mass on a rotating basis. Parents and friends are encouraged to attend the school community Masses whenever possible. On special occasions, Para liturgies are celebrated with the entire student body as well as in individual classes.

Grades 1st-8th are expected to attend weekly mass. Kindergarten begins attending in November.

Monthly Family Mass

Because we are a community, it is important that we also celebrate the Sunday liturgy together. As we understand that families choose Sunday Mass times that suit their families, we believe that we should come together as a School Family once a month to celebrate the Eucharist. Monthly Family Masses are an expectation and if families are unable to attend this Mass they should send in a note. These family masses are a part of the student's religion grade. Families are expected to turn in an attendance slip when their family attends mass on Sunday.

Preparing for Sacraments:

Religious Education Courses aim to impart knowledge and Christian attitudes, prayer, frequent reception of sacraments, charity, respect for oneself and others, kindness, generosity, and obedience.

- The Sacrament of Reconciliation (Penance/First Confession) is made for the first time by second grade students, usually in February. Parents are required to attend a meeting which informs them of the details of the reception of the sacrament.
- The Sacrament of Holy Eucharist (receiving of First Communion) is made with the traditional group in the second grade. The Director of the Religious Education Program and the second-grade teacher are the persons in charge of the sacramental programs of Reconciliation and Holy Eucharist. The children are prepared for these two sacraments with parental and teacher guidance. It is essential and required that the parent/s and/or guardian/s attend a meeting which informs them of the details of the reception of the sacraments.
- The Sacrament of Confirmation or a commitment to Jesus is made by the seventh and eighth graders. (Every other year: 2022, 2024, 2026, etc.....) The requirements for the reception of this sacrament are as follows:
 - a. A formal request to enter the sacramental program for Confirmation
 - b. A desire to be confirmed
 - c. Knowledge of basic Catholic beliefs of the Church as demonstrated by an oral and written test
 - d. Attendance at the Day of renewal in the Spirit. Further details of the reception of this sacrament are given by the Director of the Religious Education Program and are announced in the monthly calendar.

Devotions

- The Way of the Cross (Stations) is a Lenten Devotion for the entire school on Fridays during Lent. (The Way of the Cross is a Franciscan practice.)
- The Rosary is an important sacramental. The Rosary is used as prayer especially in the months of October and May.
- The Blessed Virgin Mary is the Patroness of the United States and Our Lady of Guadalupe is the Patroness of the Americas. We honor Mary as the Mother of God and ask her to intercede for us to her Son, Jesus. We honor Mary in a special way in May with a paraliturgical celebration, May Crowning and the Rosary.

E-LEARNING DAYS

The policies listed below are for occasional e-learning days throughout the year.

Alternative/E-Learning involves online or teacher-prepared lessons that students do when away from the physical school building. By using one-to-one Chromebooks, iPads or other digital devices and by making provisions for students without such devices, we recognize that education can continue even when students and teachers are not in the same location. Along with emphasizing the values intrinsic to faith based learning, the **Alternative/E-Learning Day** encourages student growth in the areas of self-sufficiency, adaptability and perseverance and encourages students to take responsibility for their own learning and enforces good habits geared toward high school and college digital learning expectations.

Alternative/E-Learning Day Goals:

- To minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible.
- To allow students an opportunity to practice the kind of online learning that is increasingly part of both college study and workplace training.
- To maximize the use of technology as a tool for independent study.
- Teachers will post assignments by 9 a.m. and will be available until 2:30 p.m. to give assistance to students.

For Students

- Students in grades PreK-2: will have some planned academic requirements on these days but may be limited in scope. Students can be expected to watch videos on educational websites, read leveled readers or complete tasks using materials that are developmentally appropriate to their grade level. Teachers will be available to answer questions via email throughout the day up until 2:30 p.m.
- Students in grades 3-8: will complete assignments posted on the school's online learning platform, Google Classroom. All assignments will be posted by 9am with teachers available to answer questions via email or virtual throughout the day up until 2:30 p.m. It is understood that students will have a wide variety of responsibilities at home during **Alternative/E-Learning Days** and that some may not have access to the internet. Teachers understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.
- Students and parents without home Internet access or with limited internet access must inform teachers at the beginning of the school year of this fact so that needed modifications to assignments and due dates can be made.

BEHAVIOR EXPECTATIONS

DISCIPLINE

In order to create a climate in which students can learn, grow, and enjoy school, regulations are enforced. Discipline is a necessary part of learning. Rules are made to improve the learning situation. It is our belief that discipline lies within the individual person. Students must move toward self-discipline. Behavior regulations/rules are based on the mutual respect students have for one another and for the adult members of the school community. To grow, students must be guided; at times encouraged and rewarded; at times corrected and punished. The discipline procedure at Sacred Heart School seeks to provide clear guidelines for behavior expectations; positive as well as negative reinforcements (detentions) and the consistent guidance of caring members who influence the students' lives by their witness.

BUILDING A FOUNDATION FOR PEACE

At Sacred Heart we attempt to provide skills and strategies for conflict resolution since they are the basic tools for building a foundation of peace. Building a foundation for peace in the school requires a holistic approach to the human interaction within the school environment. Peace is not a static state of being. Peace is a continuous process of interactions based on a philosophy that teaches and practices

nonviolence, compassion, trust, fairness, cooperation, respect and tolerance. In a school where there is peace, the pervasive theme touches the interactions between children, between children and adults, and between adults; it is the valuing of the respect for human dignity and a sense of self-worth that is the source of self-esteem.

Here at Sacred Heart, our goal is to create a peaceful school environment that allows for a focus on learning. In order to build a foundation for peace where human dignity and self-esteem are valued, each individual must understand his/her human rights, respect those rights for self and others, and learn how to exercise his/her rights without infringing upon the rights of others.

The students will continuously and consistently be taught the Crusader Code of Be Respectful, Be Responsible, Be Safe, and Be Kind throughout their day. It is our hope that you and your child have a clear understanding of these expectations so that they can be successful at Sacred Heart.

BEHAVIOR VOICE LEVEL EXPECTATIONS

Sacred Heart has developed a **Behavioral Voice Level Expectations** guide which includes The Crusader Code: Be Responsible, Be Respectful, Be Kind and Be Safe. Each code is broken down into different categories based on location in the school. An explanation of the expected behavior is listed for each designated area. The following lists the Sacred Heart Expectations as well as the appropriate Voice Levels that are expected throughout school.

VOICE LEVELS

0	1	2	3	4
Silent	Soft Whisper	Conversation	Presentation Voice	Recess/Outdoor Voice

BEHAVIOR EXPECTATIONS | HALLWAY, ARRIVAL, DISMISSAL, CLASSROOM, MASS

Location/Activity	Hallway	Arrival/Dismissal	Classroom/Mass
Voice Levels	Voice Level: 1	Voice Level: 1	Voice levels: 0-Listening; 3-Participating
Be Respectful	Keep hands, feet, belongings to yourself	Listen and follow all adult directions: Keep hands and belongings to yourself; Use line basics.	Keep hands, feet, and belongings to yourself, Take care of classroom furniture, equipment and materials.
Be Responsible	Keep your area clean. Go directly to your destination (bathroom, office, locker).	Be on time. Bring/Take your belongings with you.	Bring all supplies including books and writing materials. Hand in assignments on time. Do your own work. Be organized.
Be Kind	Use positive words and tone. Keep the hallway	Use positive words and tone.	Use positive words and tone.

	clean. Hold the door for others. Use your manners. Smile and greet others.	Use manners. Greet each other. Hold the door for others.	Use manners. Take turns. Include everyone. Be patient with each other.
Be Safe	Stay to the right. Walk. Keep hands, feet and belongings to yourself.	Keep hands, feet and belongings to yourself. Walk. Be aware of your surroundings.	Keep hands, feet and belongings to yourself. Be aware of your surroundings and belongings and those of others. Sit on chairs/pews properly.

BEHAVIOR EXPECTATIONS | LUNCHROOM, BATHROOMS, PLAYGROUND

Location/Activity	Lunchroom	Bathrooms	Playground
Voice Levels	Voice Level: 1	Voice Level: 1	Voice levels: 0-Listening; 3-Participating
Be Respectful	Touch and eat only your own food. Speak politely. Listen and follow directions. Use line basics. Keep hands, feet and belongings to yourself.	Respect privacy and respect property. Listen and follow directions.	Listen and follow directions. Take proper care of recess equipment. Use line basics.
Be Responsible	Keep your area clean. Remember lunch and recess items.	Flush toilets. Keep the bathroom clean. Be quick. Use the proper amount of toilet paper and paper towels. Wash hands, turn off water when finished.	Dress for the weather. Return equipment. Line up immediately when the bell rings or when prompted by an adult.
Be Kind	Include everyone. Use positive words and tone. Use manners.	Use positive words and tone. Use manners. Be patient.	Include everyone. Use positive words and tone. Show good sportsmanship. Take turns. Resolve conflict peacefully. Use manners.
Be Safe	Ask permission to leave the lunchroom, Stay seated until dismissed. Walk. Keep hands, feet and belongings to	Wash hands with soap for at least 15 seconds. Keep hands, feet and belongings to yourself.	Use playground equipment properly. Stay in designated areas. Be aware of your surroundings.

	yourself. Eat at your seat.		
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POSITIVE BEHAVIOR PROGRAM

Sacred Heart School will be concentrating on a Positive Behavior Program. Students will be recognized for displaying positive behaviors and for the good things that they do throughout the day.

Sacred Heart School Positive Behavior Program

At Sacred Heart School, we believe in fostering a positive and supportive environment where students are encouraged to demonstrate behaviors that align with our core values of safety, kindness, respect, and responsibility. As part of our Positive Behavior Program, students are awarded *Crusaders Cash* when they exhibit these positive behaviors.

Each time a student displays behavior that reflects being safe, kind, respectful, or responsible, they receive a stamp on their Crusaders Cash. Once they have collected 10 stamps, they can turn in their Crusaders Cash for a chance to win in our monthly reward prize drawing.

This program not only reinforces good behavior but also provides students with tangible recognition for their efforts, helping to create a positive and motivating school culture.

STUDENT DETENTIONS

- Using abusive language directed at peers
- Destruction of School Property
- Inappropriate language, signs
- Disrespect to authority
- Rough play
- Throwing objects
- Throwing snowballs
- Cheating/Plagiarism
- Leaving Grounds without permission
- Excessive uniform violations 4 or more in a trimester
- Excessive classroom disruptions, not following classroom expectations
- Refusal to comply with teacher and/or staff
- Cell phone in the classroom
- Unruly behavior in the lunchroom.

Detentions can be assigned by the classroom teacher and/ or principal. Detentions will be a minimum of 30 minutes and will be served before/after school from 7:00-7:30 a.m. or 3:00-3:30 p.m. A teacher/principal may also withhold a student from his/her special for the above behavior. Students who miss an assigned detention may be given an additional detention.

There may be times when a student's behavior is extreme and is seen as disruptive to the school atmosphere. At these times, the principal may assign an In-School Suspension. **The following actions may receive an In-School Suspension:**

- Multiple detentions
- Taunting/Continued Teasing
- Intentional tripping or pushing of a peer
- Inappropriate on-line behavior (posting pictures or passing along information that could put another student in a negative light)
- Theft
- Failure to Serve Detention(s)

- Failing to comply with the Technology Policy
- Profanity that is used to dehumanize another (severe name calling)
- Inappropriate use of technology (see technology policy)
- Behavior that the Principal deems that is severe in nature

At times the Principal may deem a student's behavior to be extreme and/or threatening to the school environment and will assign an Out of School Suspension. **The following actions may receive an Out-of-School Suspension and/or Expulsion:**

- Fighting
- Intimidating faculty, staff, student
- Abusive language used towards faculty and/or staff
- Possession of illegal substances
- Possession of weapons
- Intent to use school items as a weapon
- Gang related activities
- Several detentions and/or in school suspension
- Multiple or severe inappropriate use of technology (see technology policy)
- Bullying Behavior
- Prolonged and open disregard for school authority and rules
- Behavior that the Principal, Pastor, and/or Archdiocese deems that is severe in nature

CORPORAL PUNISHMENT

Corporal punishment in any form will not be tolerated when disciplining students at Sacred Heart Catholic School.

LUNCH/RECESS GUIDELINES

- All students remain at school for lunch since Sacred Heart School is a closed campus school.
- Students need a nutritious, well-balanced lunch. Junk food should be avoided. Juice or soup may be brought from home in a thermos or plastic container. Pop in cans or bottles of any kind may NOT be part of the lunch or brought into the school by a student/parent. A microwave is **not available** to heat a child's lunch.
- **Fast Food for lunch may not be carried in for a student.**
- Sacred Heart School has a Federal/State Express Breakfast program and a Hot Lunch program administered through the Archdiocese of Chicago. Menus are online and sent home with the monthly calendar. A choice of chocolate or white milk is made with the hot lunch program.
- Students/parents cannot presume that a student without lunch will receive a hot lunch. If students are absent, we do have extras, but not always. Call the office after attendance time to check if an extra lunch is available.
- It is the student's responsibility to have his/her lunch. Lunch should not be delivered during the school day; however, exceptional cases are honored, but not habitual cases.
- Remember, no fast restaurant foods may be accepted by the office personnel for students.
- Students should not swap or exchange food during breakfast and/or lunch.
- We do have a peanut free lunch table.

Lunchroom Expectations:

Students Should:

- Remain in their seats during lunch.
- Talk quietly to their peers at their table.
- Clean up after themselves.
- Be respectful to the Lunch Supervisor and Lunch Helpers.
-

Recess Expectations:

Students Should:

- Not Push or engage in rough play.
- Be careful of others during play.
- Be welcoming to all peers during play.
- Not go into the street or alley without permission.
- Line up and enter the building quietly after recess.

***Students will go out to recess if the “feels like” temperature is 32 degrees or above. Please send a jacket and/or coat with your student. They will not be able to stay in during recess.

INTERNET/COMPUTER USE - POLICY FOR ACCEPTABLE USE OF TECHNOLOGY

Computer and internet access at Sacred Heart Catholic School is provided strictly for use in school-related activities. Students will use only software approved by their teacher and are not allowed to access online chat rooms or e-mail accounts except those approved by the faculty.

Through the use of filtering software, inappropriate and objectionable content is blocked. However, no filtering software can be completely foolproof. As such, Sacred Heart School cannot be held responsible if such material is accessed.

- Unintentional discovery of inappropriate material should be reported to a faculty/staff member immediately by the student.
- By guiding student access to appropriate areas of the internet and teaching proper techniques/standards for internet participation, students will be able to safely explore the educational resources available on the internet.
- The misuse of the internet could result in loss of access privileges, result in disciplinary action, as well as have possible monetary and/or legal consequences.
- The school will also be monitoring related issues such as privacy, software uses, copyright laws, and e-mail etiquette.
- Since Sacred Heart owns all the technology equipment in the school, it also owns any information contained on the equipment. Student work may be monitored or inspected at any time. Sacred Heart will issue student emails for school use which will also be monitored or inspected at any time.

Use of technology resources that are prohibited include, but are not limited to:

- attempt to access files or folders of others
- using a school computer without knowledge/approval of school personnel responsible for the computer
- changing or attempting to alter any configuration, program, or password on any computer
- downloading, installing or storing software on a school computer without approval of appropriate school personnel
- attempting any unauthorized access, including hacking any computer system in order to bypass filters or firewall
- accessing, downloading, uploading or sharing inappropriate material (violence, nudity, gambling, hate, racism, etc.)
- violating copyright laws
- plagiarizing information-which is representing information found on the Internet as if it were your own
- using inappropriate language, pictures, and gestures in any form on the Internet
- using school technology resources for financial gain, illegal activity, political purposes or for making unauthorized purchases

- giving out personal information such as name, address, telephone number, credit card number, pictures, etc.
- deliberate damage to computer equipment, printers, network, etc.
- accessing or attempting to access another person's files without the other person's permission
- cyber bullying, which is defined as using technology to hurt, threaten, harass or be cruel to another person
- unauthorized use of social networking sites, such as Facebook, Instagram, Snapchat, etc.
- engaging in any activity on the computer that violates a school rule or a local, state, or federal law

Parents/guardians are responsible for any damage caused by a student's inappropriate use of the Internet. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family. The school is not responsible for any damages the student may incur, including loss of data. The school is also not responsible for the accuracy or quality of any information obtained through any school Internet connection.

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Parents/guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

Students and their parents/guardians are advised that Sacred Heart School, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty of Sacred Heart School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

At the beginning of each school year, parents/guardians and students must read and sign the Sacred Heart School Policy for the Acceptable Use of Technology before students will have access to the school's technology resources. The school may withdraw this access at any time. Should a student violate any of the above guidelines, a student's use of the Internet and/or other forms of technology will succumb to disciplinary action which could lead to suspension.

DAMAGE TO SCHOOL PROPERTY AND BOOKS

Textbooks and workbooks are the property of the school. They are for the use of the student. It is a school rule for a book bag to be used to bring books to and from school. If there is damage of any kind to any textbook or workbook, the book must be paid for by the student. Books and book covers must be kept clean, neat and free from graffiti. Any book that is marked with graffiti must be paid for by the student. Any lost or damaged book fee will be added onto the student's tuition at the end of the school year and must be paid.

PARENTAL RESPONSIBILITY

In the spirit of Catholic attitude, parents are accountable for their child's behavior and academic performance. Parents are reminded that Illinois State law provides that parents can be held personally liable for destructive acts (e.g., vandalism of school property or personal injury to another) caused by

their children. In such cases, the school will take all steps necessary to enforce the provisions of the Illinois Parental Responsibility Law and seek restitution from parents.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

As partners in the education of children, the parent/guardian in the Sacred Heart Community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, the partnership is no longer viable, Sacred Heart reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to the following: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students, and volunteers of Sacred Heart School.

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the administration may take the following actions:

- To inform the parent/guardian of his/her right to be present on school grounds is temporarily or permanently suspended.
- To dismiss the child(ren) of the parent/guardian temporarily or permanently from Sacred Heart School.

Withdrawal of Students Based Upon Financial Delinquency

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal/Business manager will attempt to formulate a payment plan with the family. The Principal/Business Manager will attempt to be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. If a family is 30 days past due for tuition and fees, per the Archdiocese tuition policy, an exclusion date will be used on the 2nd Monday of each month. Students will not be able to attend school until tuition is up-to-date or arrangements have been made with the business manager.

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System.

Attacks are of two types and both are to be reported to the police, OCS, and to the ISP or SIRS.

1. Aggravated Battery-A person commits aggravated battery if he or she intentionally or knowingly without legal justification and by any means causes bodily harm to an individual or makes physical contact of an insulting or provoking nature with an individual that he or she knows the individual harmed to be such teacher or other person employed in any school and such teacher or other employee is upon the grounds of school or grounds adjacent thereto, or is any part of a building used for school purposes. **Note: Aggravated Battery means there was physical harm to the victim.**
2. Aggravated Assault- A person commits aggravated assault, when, without legal authority, he or she engages in conduct that places another in reasonable apprehension or fear of receiving aggravated battery, and he or she knows the individual assaulted to be a teacher or other employee is upon the grounds of school or grounds adjacent thereto, or is any part of a building used for school purposes: **Note: Aggravated Assault means there was not physical harm to the victim, only the fear or threat of harm.**

Pastor, Principal, Archdiocese members reserve the right to dismiss students or not allow Admissions to Sacred Heart for the following year if the student has not taken corrective actions in his/her behavior; and/or parents are unsupportive of school personnel or the school environment.

Students may be dismissed due to parental disclosure verbally, written, social media platforms that put Sacred Heart in a negative light.

DRUGS, ALCOHOL, TOBACCO & VAPING PREVENTION POLICY

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of children, Sacred Heart School has a fundamental legal and moral obligation to prevent drug use and to maintain an educational environment, which is drug free.

- Under no circumstances will the possession, sale or use of alcohol or any illegal drugs by students be condoned or tolerated. This would include possession, sale or use in school, on school grounds, or at school sponsored events.
- Under no circumstances will students be permitted to smoke or use any type of tobacco or vaping products in school, on the school grounds, or at school-sponsored events.
- Students suspected to be in violation of this policy would be subject to the following procedures:
- Suspension from school pending investigation.
- Conference with principal, parents, child, pastor, and other appropriate persons. Confidentiality will be maintained.
- If the violation is confirmed; professional evaluation, and if necessary, treatment shall be provided by the parent or guardian.
- Based upon the nature of the particular situation, suspension from school may continue pending treatment.
- If pastoral or rehabilitative measures have been exhausted with little or no success, the principal may choose continued suspension and/or expulsion. (In extreme or special circumstances expulsion may be considered earlier in the process).
- Police notification shall be made at the appropriate time, as directed by law.
- Mitigating circumstances warrant differences in procedures. This would include, but not be limited to the following: first offense, age, seriousness of offense, prior conduct, cooperation of parents, attitude of student, initial success of rehabilitative measures, etc.

GANG PREVENTION POLICY

All students have a right to attend school in an environment conducive to learning. Since "street gang" membership and activities are, for the most part, illegal, contagious and interfere with both effective learning and the healthy development of children, Sacred Heart School has a fundamental legal and moral obligation to prevent gang involvement by any of its students.

- Under no circumstances will gang membership, or even the display of gang membership (e.g./clothing, appearance etc.) be condoned or tolerated. Students suspected to be in violation of our stated policy would be subject to the following procedures.
- Suspension from school pending investigation.
- Conference with principal, parents, child and other appropriate persons as determined by the principal.
- If the violation is found, the student will be expelled.

NO FIREARMS POLICY

- Guns in schools are an unnecessary and significant threat to the safety of children. Schools should be a safe haven from the violence that touches so many Americans. Sacred Heart School is a no firearms school. Signs are posted at all three doors indicating NO FIREARMS are allowed in our building. Law enforcement will be contacted if this policy is violated.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

Searches of School Property: All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Searches of Student's Person and Personal Property: The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

STUDENT DROP-OFF & PICK-UP PARKING LOT PROCEDURES

CAR TRAFFIC SAFETY

Morning drop-off: All students will enter the front doors of school each morning. Please drop all students off at the curb in front of the school and/or church. We need to keep traffic moving to avoid traffic hazards of congestion, especially at the corner. Do not drop off or pick up students on the opposite side of the street at any time; this is a violation of safety procedures. NO cars are to be in the parking lot in the morning. However, if you need to see a teacher, etc., park close to the church; do not hold up traffic at the Sacred Heart School curbside.

Pick-up time: To help eliminate the traffic crunch, drivers are to follow the following procedure for picking up students.

- Arrive coming from Escanaba to 96th Street; go east to the driveway. Only the driveway near the school is the drive-in. One way only--that is IN. Drive in and pull up into the middle parking area facing the church (west), so that two cars fit in each row.
- After picking up students, please leave by going out the drive-out only driveway, nearest church, on 96th Street to Escanaba.
- Pull out going west; turn to exit and drive out the drive-out only driveway. Make a right turn and go west toward Escanaba to leave.
- Please watch out for the crossing guards (S.H.S. Safety Patrol) and the students who walk.
- Please be in the school parking lot area by 2:30 P.M. No cars will be allowed onto 96th Street from 2:45 P.M. to 2:55 P.M., or until all cars have left the parking area. ONLY cars leaving the parking area (going west) will be allowed onto 96th Street between these times.
- For the safety of our children, please do not park in any crosswalks.

Parents should park and wait in the Church and School parking lot. Parents/Guardians or designated drivers are to yield to patrol and walkers at all times. Driving in or out of the parking lot should be at a careful and slow movement; it is important that extra precautions be observed in inclement weather when students are less aware of traffic.

EXTRA CURRICULAR PROGRAMS & ACTIVITIES

AFTER SCHOOL CARE

After School Care is a program provided at an additional cost to serve families who due to work and other commitments cannot pick up their child/ren at the regular dismissal time. Since, as stated previously in the Sacred Heart Handbook, there is no supervision on the playground except immediately before and immediately after school, we strongly recommend the following for your child/ren's safety. After School Care is from 2:45-5:30pm with a \$6.50 per hour charge.

After School Care will be available on half-days from 1:00pm-5:30pm with a \$6.50 per hour charge.

- Students who are not picked up by 2:55pm are sent to the hall to be supervised.

- Families will be charged for a full hour beginning at 3:00pm.
- During After School Care students are to listen and be respectful to the supervisor. If a student does not comply, they will not be allowed to attend aftercare.
- Students will be asked to complete their homework from 2:45-3:30 p.m.
- Students are given a snack while in After School Care.
- Parents pick up their student(s) using the back door to the hall.
- Parents must sign their child out at pick up time.
- If aftercare charges are in arrears, a student will not be allowed to attend after school care.

ALTAR SERVERS

Altar servers are enlisted from grades four (4) through eight (8). Punctuality is expected. Reverence for the sacred is expected to be shown in action.

FIELD TRIPS

Students participating on field trips will be issued a form for the parent to sign by a specified date. A student who does not have a signed permission form will not be allowed to go on the field trip. A phone call from a parent will not be accepted in place of the signed form. A signed fax/email note is permissible. All field trip chaperones must have completed the Virtus Training through the Archdiocese of Chicago, as well as completed the required DCFS Criminal Background Check, State Police Criminal Background Check, Mandated Reporter Training and signed the Archdiocesan Standards of Behavior.

- In situations where a parent is not chosen to chaperone a particular event, and they decide to keep their child(ren) home as a result, note that if the child(ren) does/do not attend school to participate in the scheduled event, they will be recorded as being absent for the day.
- If a child takes the bus with their class and a parent who is not chosen to be a chaperone opts to drive to the field trip location on their own, note that the parent will not be able to join the school group for any portion of the day due to liability and admission concerns.
- Similarly, if a child(ren) is/are absent from school on the day of the field trip and a parent chooses to drive the student(s) and themselves to the field trip location, note that neither the child(ren) nor the parent will be allowed to join our school group for any portion of the day due to liability and admission concerns.
- Moreover, if a child(ren) rides the bus to the field trip site, they may not be removed from the school group unless the parent or designated guardian signs them out (Refer to the Handbook under Early Dismissal)
- The option to drive to the field trip location separately from a school group cannot be used to circumvent Protection of Children & Youth requirements or school policy.
- Children, especially young children, work better and follow instructions clearly when they are not presented with major distractions such as a parent, grandparent or classmate showing up unexpectedly.

These policies and procedures are imposed not only for liability reasons, but more importantly to promote safety and security for our students, and thus allowing them to have a meaningful time on their trips.

ATHLETICS

Sacred Heart offers athletic activities for boys and girls beginning in 5 th grade. Uniforms are provided for all sports, and a participation trophy is given at the end of the season. The Sports Program is self-supporting based on fees, but fundraisers may be held to meet the expenses of special equipment purchases. In cooperation with the school, students in grades 5th through 8th are expected to be in good academic AND behavioral standing. Probations and suspensions will be enforced according to school guidelines.

SPORTS OFFERED

- **Coed Soccer:** Grades 5, 6, 7, 8. Practices are held 1-2 times a week and games are played per schedule.
- **Girls Volleyball:** Grades 5, 6, 7, 8 Practices are held 1-2 times a week and games are played per schedule (usually once a week.)

Sacred Heart School complies with the Handbook for Athletics through the Archdiocese of Chicago. In order for a student to participate in a sport, they **must** submit a sports physical. Students must be academically (no more than one D in any subject area) and behaviorally (no detentions for the week, no suspensions for the year) eligible to participate in a sport.

CONCUSSIONS

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, a concussion can also occur when an area of the head or upper body moves rapidly or violently. While some concussions can cause a loss of consciousness, most do not. A child may have a concussion and not realize it because they did not lose consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers 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. The CDC has additional information available regarding concussions through the HEADS UP campaign. There are various materials available to help coaches, parents and athletes further understand and respond appropriately to concussions. Further information on IDPH's policies can be found here.

Symptoms

Concussion symptoms may be mild, moderate, or severe. Common mild concussion symptoms can include headache or migraine, temporary memory loss, and nausea. Moderate to severe concussion symptoms can include dizziness, dilation of pupils, migraine, convulsions, and temporary changes in vision, smell, and taste. A person may also lose consciousness. The concussion symptoms outlined below are from the CDC's website. They contain concussion symptoms that can be observed by coaches, and symptoms that may be reported by students.

Concussion Signs Observed

- Can't recall events prior to or after a hit or fall
- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Symptoms may be immediate, or they may not show up for a few hours or days. Continuing to check on a child who sustained a head injury for a concussion in the upcoming days is best practice. If an athlete

exhibits any concussion symptoms, call their parents/guardians immediately. They need to be seen by a physician in order to return to play. No players with even the MILDEST concussion symptoms should return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment.

Return to Sport

Anyone who has suffered a concussion needs to rest their brain until all the symptoms are gone. This means they should be able to read, do math and think at their usual pace with no headaches, fatigue or other symptoms. This can mean a few days resting at home, not doing schoolwork and no exercise. There is no timetable chart to follow; each child needs a treatment program tailored to their symptoms and circumstances. Younger children may take longer to recover than adults and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers a concussion, they are more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeated concussions.

Second Impact Syndrome

If someone with a concussion too hastily returns to contact sports or 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. Under no circumstances can an athlete return to action without clearance from a medical professional. A signed Return to Play Form must also be obtained from the athlete's parents or guardians in addition to medical clearance.

HOME - SCHOOL COMMUNICATION & CELL PHONE USE

COMMUNICATION

- Weekly messages and announcements are sent home through the Thursday Folders. Parents should check, empty and sign this weekly and return to their student's teacher by no later than Monday.
- A Monthly Calendar will be distributed to all families at the beginning of each month.
- The Principal will use School Messenger for updates, reminders and school closings.
- Many of the teachers use Class Dojo or Remind to communicate with families. If you need to speak with the teacher, please email her to ask for a time to meet.
- If you need to meet with the Principal, please call the office to ask for an appointment.
- Before meeting with the principal with a student concern, please give the teacher an opportunity to hear your concerns.
- When communicating with teachers/staff/ principal, please do your best to be courteous and respectful.
- Please do not walk to teacher's classrooms without an appointment.
- There are times when the Principal is meeting the needs of the school, if you wish to speak with her, please ask for an appointment so that time is allotted to hear the parental concern.

CELL PHONES/SMART WATCHES/AIRPODS

Students may not have a cell phone, smart watch or airpods on their person or at or on their desk during school hours (7:45am — 2:45pm). In the event that a parent deems it necessary for a child to carry a cell phone to school, the phone must be turned "off" once the child arrives at school.

- The phone or watch must be turned in to the homeroom teacher to be stored in a container in a secure location until the end of the day and remain off. Should this rule be violated, the cell

phone or watch will be confiscated by the school and only returned to the student's parent/guardian.

- Repeat offenders will be subject to an after-school detention. Continued offenses will result in additional consequences determined by the administration.
- Cell phones and Smart Watches will not be allowed on ANY school field trips, but cameras ARE allowed.

INCLEMENT WEATHER/SCHOOL CLOSURE

On rare occasions, the Principal may decide to close the school due to severe weather conditions or an emergency situation. In addition to notifying school families via email, school closings will be announced on radio stations: WMAQ/670 AM, WGN/720 AM, WBBM/780 AM and 102 FM. School closings will also be announced on ABC Channel 7, NBC Channel 5, CBS Channel 2 and online at www.emergencyclosings.com.

- At times during the months of August & May, outdoor temperatures can become extremely high, thus causing temperatures in classrooms to be unbearably warm
 - Teaching and learning are strained when temperatures in the classrooms are too hot.
 - At the discretion of the school Principal, students will be dismissed early from school
 - In these extreme cases, the school office staff will notify parents and guardians as soon as it is feasible so that child care accommodations can be made.

TELEPHONE BROADCASTING SYSTEM (SCHOOL MESSENGER)

To enhance communication between parents and school, Sacred Heart uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service will also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolMessenger. Sacred Heart will continue to report school closings due to snow or weather on local radio and television stations, and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a record message. The service will deliver the message to both live answer and answering machines. No answer and busy signals will be automatically retried twice in 15 minute intervals after the initial call.

NOTE: This requires NO registration by the parent on the SchoolMessenger website. All information and contact numbers are strictly secure and confidential and are only used for the purpose described herein.

UNIFORM POLICY

UNIFORM

We believe that wearing our Sacred Heart School uniform creates an atmosphere of respect, self-discipline, school spirit, and fosters a sense of community. Therefore, all students are required to adhere to our uniform policy. Uniform attire adds a dimension to the atmosphere of learning at Sacred Heart School. Neatness and cleanliness help set the stage for better learning. Good grooming is vital. A sense of personal worth and dignity should motivate each student to look her/his best at all times. Skirts, jumpers and shorts should be no shorter than three inches above the top of the knee. Non-Sacred Heart jackets, sweatshirts or other apparel **MAY NOT** be worn over the school uniform during school hours. Please label the **inside** of all items of clothing with a **permanent marker**. If an unlabeled piece of clothing

ends up in Lost and Found and not claimed within a month, it will be donated. Students dressed inappropriately will receive a uniform warning that will need to be signed by a parent or guardian.

DAILY UNIFORM K-8

Girls	Boys
Navy-blue shorts or slacks (no leggings) Light blue polo shirt (short or long sleeve) Light blue plaid jumper (Grades 1-4) Light blue plaid skirt (Grade 5-8) Navy cardigan sweater (front buttons) Socks (solid navy blue or plain white knee hi's, anklets or tights)	Navy-blue shorts or slacks (plain/traditional) Light blue polo shirt (short or long sleeve) Navy cardigan sweater (front buttons) Socks (solid navy or white)

PE UNIFORMS

PE Fall/Spring	PE Winter
Sacred Heart t-shirt Sacred Heart navy shorts Gym shoes	Sacred Heart sweatshirt Sacred Heart sweatpants Gym shoes

These uniforms are purchased on Book Night in August. The uniform may also be purchased during the school day on Wednesdays.

FOOTWEAR

- Black, Navy or Brown Dress Shoes must be worn with the uniform.
- Toms, Keds, Vans and Gym Shoes are not to be worn with the regular school uniform.
- The sole of the shoe may be soft, but should not be of a different color.
- Acceptable shoes for girls include: ballet flats, Mary Jane's, etc....
- Boots are not a part of the uniform and are not allowed to be worn throughout the day.
- Tennis or Gym Shoes must be worn with the P.E. uniform.

HAIR

As per Illinois PA 102-0360. Sacred Heart School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

- **Boys:** Hair must be neat, clean, and well groomed; it must not hang in the student's face. **Dyed hair is not permissible, even in natural hair colors.** Facial hair is not permitted.
- **Girls:** Hair must be neat, clean, and well groomed; it must not hang in the student's face. **Dyed hair is not permissible, even in natural hair colors.**
- **Hair Ornaments and Headbands:** Regular hair bands may be worn and are helpful in keeping hair out of the eyes or face. However, sweat bands/ or extreme ribbons may NOT be worn. NO character or novelty headbands are allowed.

CAPS, HATS, & HEAD COVERINGS

- Caps, hats, hoods, bonnets, scarves or any other types of apparel in this category are **NOT** part of the uniform and are not to be worn while school is in session.
- Non-religious head coverings of any kind may **NOT** be worn by either boys or girls unless approved by the principal.

MAKEUP, JEWELRY & OTHER ORNAMENTAL STYLES OR ACCESSORIES

- **Makeup:** Makeup of any kind is not permissible. No perfume or cologne is allowed to be cognizant of others' allergies. Only chapstick (not lip gloss) is permissible.
- **Nail Polish:** No nail polish or artificial nails may be worn.
- **Jewelry:** One religious necklace may be worn, 1 set of small stud earrings (girls only), NO bracelet/wristband and watches including smartwatches may be worn by students, with the exception of medical bracelets.
- For safety of students, hoops, loops, or dangling earrings may not be worn. Earrings worn by boys are not permitted in school.
- **Tattoos & Body Piercings:** No tattoos (temporary or permanent) or body piercings are acceptable in the elementary school environment. Pierced ears are the only exception.
- **Purses & Handbags:** Sacred Heart School is not responsible for lost or stolen purses, or the contents. Purses must remain in the locker during the school day.
- **Sunglasses:** Students are not allowed to wear sunglasses in the building. Transitions© corrective eyeglasses are permitted.

PRESCHOOL & KINDERGARTEN UNIFORM

The Kindergarten Uniform is the P. E. Uniform Attire -- in warmer weather it is the navy-blue shorts and T-shirt, in colder weather it is the sweatshirt and sweatpants. However, there is another option. If the regular uniform is desired to be worn as an option on some days, follow the guidelines for Grade 1-4. The school uniform is an important quality of Sacred Heart and we expect all students to follow the uniform policy. If your student is unable to wear the dress shoe or another part of the uniform due to circumstances, please discuss these circumstances with the Principal.

DRESS DOWN DAYS

When a student earns a dress-down/dress-up pass they are expected to use good judgment in accord with the philosophy of Sacred Heart School. Therefore, students are not allowed to wear:

- Bagging or jeans with rips/tears,
- Leggings
- Tank or strapless tops
- Muscle t-shirts
- T-shirts with advertisements for alcohol, drugs, cigarettes or with profanity.

Shorts should be worn slightly above the knee and not fitted. If the principal deems the clothing to not fit the dress down guidelines, she will ask parents to provide different clothing for the dress down day. If parents are unable to bring in clothing, students will receive a uniform violation.

Parents/guardians are asked to help support the uniform policy by ensuring that uniforms are neat in appearance, free from stains, rips and tears.

WARM WEATHER UNIFORM

In hot weather, students will be permitted to wear their PE uniform to school as designated by the Principal/School office.

*****Non-Sacred Heart attire may not be worn throughout the day (with the exception of dress down days). Students will be reminded to remove jackets and sweatshirts that are not a part of the Sacred Heart Uniform Policy while in the classroom.**

UNIFORM VIOLATIONS

The uniform policy will be strictly enforced by the staff of Sacred Heart School. Violations of the uniform policy will be subject to disciplinary actions. Repeated, excessive violations of the uniform policy by students will result in receiving a Sacred Heart Student Code of Conduct Disciplinary Infraction Form to be signed by the parent. Detention, suspension or additional disciplinary actions may follow.

ATHLETIC UNIFORMS

Sacred Heart School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modifications.

SCHOOL SUPPLIES

To support your child(ren)'s academic success in school, you are asked to purchase school and/or art supplies for the school year. Please visit Sacred Heart's website for a complete school list by grade listed.

A few reminders:

- Label ALL student clothing and belongings
- Label folders and headphones where applicable
- Follow teacher specific instructions.

ADDITIONAL INFORMATION

ACCREDITATION/ADOPTION OF STATE REQUIREMENTS

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Sacred Heart is an Archdiocesan Approved and State Accredited School. A State and Archdiocesan Evaluation is scheduled approximately every five years. The most recent State Evaluation occurred during the 2018-2019 school year. The school is in compliance each year with the state, and has an active and monitored School Improvement Committee. Sacred Heart School continues to receive high commendations for its policies, curriculum, exceptional staff, and student relationships that surpass expectations for recognition. Sacred Heart School is a member of the national Catholic Education Association. The principal is a member of the Association for Supervision and Curriculum Development and participates monthly in Archdiocesan Council Meetings, Curriculum meetings and Professional Growth.

ADOPTION OF OCS POLICIES AND PROCEDURES:

Sacred Heart operates under the auspices of the Archdiocese of Chicago. Therefore, Sacred Heart adopts in whole all policies set forth in the **Educational Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

GOVERNMENT PROGRAMS

LAP Representative

The Sacred Heart School LAP (Legislative Action Person) representative keeps us informed on Government Programs that are beneficial to parents/guardians and students. When a program/law is in jeopardy, s/he will inform us how to address the situation, or lobby for retention of a law/program, or to lobby for a new law beneficial to parents/guardians and students enrolled in nonpublic schools.

Breakfast Express, Hot Lunch/Milk Program

Sacred Heart School participates in the express breakfast program and the lunch/milk program sponsored through the Archdiocese of Chicago. Students whose family income is at or below the levels shown on the release bulletin are eligible for free or reduced milk. However, all children who order lunch or milk regardless of race, creed, etc. benefit by the service and all parents benefit because of lower costs; the government subsidizes the programs with funds. At the beginning of each school year families receive an application form to apply for free/reduced lunch. Since circumstances may change during the year, a family may apply at any time during the year by requesting an application. Usually within two weeks of receiving the application, the school informs the parent/guardian whether the children are eligible for free or reduced lunch. If you do not agree with the decision, you may request a hearing from the sponsorship of the program; this can be done by calling or writing a letter.

Title I Program

In order for a school to be eligible for services, students attending a non-public school must reside in an eligible targeted Title I public school attendance area. (About 85% or more of Sacred Heart School students are eligible because they reside in Title I public school areas.) To receive services students must be at risk of failing HIGH academic standards. Sacred Heart School has utilized the Title I Program since the beginning of the 1999-2000 school year. Our School employs Catapult Learning for Title I Tutoring and Instruction.

Chapter IV, Safe and Drug Free Schools and Communities Program

Each October, Sacred Heart students participate in Red Ribbon Week. The Student Council with the approval of the Sponsor/Principal identifies themes that celebrate ways to encourage students to be Drug Free.

OPEN HOUSES/SCHOOL TOURS

- New families will have the opportunity to tour the school on specified dates and times.
- Shadow days are available upon request.
- Families may contact the school office to make an appointment for tours of the building.

ORGANIZATIONS OF SACRED HEART SCHOOL AND/OR PARISH

Parish Pastoral Council (PPC)

The Sacred Heart Parish Pastoral Council meets quarterly. There are four commissions that are the working arms of the pastoral council and parish. They are the Spiritual Life Commission, the Education Commission, the Parish Life Commission, and the Human Concerns Commission.

Sacred Heart Family School Association (FSA)

The purpose of this school organization is the advancement of Catholic education and the welfare of ALL the students of this parish school. Furthermore, it acts to promote parent/school communication and to facilitate parent networking. FSA is made up of the Executive Board and Sacred Heart families. The Board elects 6 officers, President, Vice-President, Secretary, Corresponding Secretary and Treasurer. The Board meets with the Pastor and/or the Principal to discuss functions hosted for the community.

The Family School Association has fundraisers during the year to provide additional resources for the students and teachers. The FSA meetings are held bi-monthly and meet at the school. Please see the current calendar for scheduled meetings.

Sacred Heart Athletic Club

The Sacred Heart Athletic Club (SHAC) provides a sports program that is an extension of the Sacred Heart School philosophy and academic programs. SHAC helps to organize teams, practice venues and promote an overall feeling of teamwork. The SHAC board helps to organize fund-raising events to support the

program and host an end of the year awards ceremony. Programs are contingent upon student body participation.

Altar And Rosary Society

All women of the parish are invited to become members. The purposes are to unite for prayer with special devotion to the Blessed Virgin Mary, for parish work and activities, for each other, and for strengthening the Sacred Heart Parish community. Meetings are held in the School Hall on the third Tuesday of the month at 7:00 P.M.

Kolo

Girl Scouts & Boy Scouts Of America

PUBLICITY

From time-to-time pictures of school activities may be used for publicity on the school's website, on the School's Facebook page, in the local newspapers and television stations. If a parent does not want his/her child's photograph to be used in media publications, this desire must be stated on the letter sent home to each family.

TRANSPORTATION

Sacred Heart Parish School does not provide bus or transportation to and from school. It is the parent's/guardian's responsibility. Please make sure to identify all members who may pick up your child after school. These names should be indicated on the emergency form.

Bus transportation is used for field trips. Information sent home in communications states how the students will travel and with what bus company.

Fundamental bus travel guidelines are:

- Remain seated once the bus is in motion.
- Keep the seat belt fastened.
- Keeps head, hands, feet and all body parts inside the bus at all times.
- Food is not eaten on the bus.
- Keep coats, backpacks and other objects out of the aisles.
- Assist in keeping the bus clean of debris.
- Loud talking and laughing, unexpected noises, or unnecessary confusion can divert the bus driver's attention and are not acceptable behaviors.
- In case of emergency, follow the instructions of the bus driver or teacher.

ADMINISTRATOR'S RIGHT TO AMEND THE HANDBOOK

There are circumstances when rules and regulations need to be amended. Therefore, the administration of Sacred Heart Catholic School retains the right to amend this handbook during the course of the school year.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

**Sacred Heart School
2926 E 96th Street
Chicago, IL 60617
(773) 768-3728**

To: Parents, Teachers and all other School Employees
From: C. Gregory Veith, Archdiocese of Chicago,
Department of Finance/Facilities and Construction
Re: Notification Letter Concerning Asbestos Content and Management for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retardant capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged. Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.