

Dear Parents and Students,

It is our pleasure to welcome you to Sacred Heart School. The administration, teachers and staff are happy to have you as part of the Sacred Heart School family.

The Parent-Student Handbook is filled with useful information about our school. You may access the handbook on the Sacred Heart School website www.shspana.com or by requesting a printed copy. **Please take the time to read the Handbook thoroughly.** We suggest that parents and pupils read it together. Feel free to ask your child's teacher or the principal for additional information on the material in this handbook.

In any school, it is necessary that rules and regulations are established for the safety and well-being of all our students. The real basis for all these rules is caring - caring enough to set limits so that students won't harm themselves or others. We care about our students. Our main goal is to promote good behavior. For the most part, we are very proud of the way our students handle themselves and it is hoped that very little of what has been written concerning discipline will have to be applied.

Please keep this handbook readily available throughout the year. A parent or guardian is asked to sign the receipt at the bottom of this sheet and return it to the school office.

Thank you for choosing Sacred Heart School!!

Sincerely,

The Administration, Faculty & Staff of Sacred Heart School

I have received the Sacred Heart Student/Parent Handbook for the school year 2023-2024

Signature

Date

Mission Statement

Our mission at Sacred Heart School is to provide opportunities for students to actively live the Catholic faith, which will permeate their relationships with the school, family, parish, and world. The school is an extension of our student's family and an essential component of St. Patrick's Parish, Pana, IL. Ultimately, Sacred Heart School strives for the spiritual and academic opportunity that will endow students with responsibility and freedom, and with a thoughtful understanding of God's role in their lives.

Nondiscriminatory Policy

Sacred Heart School does not discriminate on the basis of race, color, sex, or national/ethnic origin in the administration of its admissions policies, educational policies, scholarships, loan programs, athletic policies, and any school administered programs. All students have the same rights, privileges, and access to programs and activities generally accorded or made available to the students at the school. The principal has been designated by the pastor to coordinate activities and to investigate complaints for Title IX.

Procedure for Amending School Policy

A recommendation to amend school policy requires a vote of one more than a simple majority of school board members present at a regular meeting in which a quorum is present. The Pastor has the final say on whether a recommendation to amend school policy will be adopted.

PHILOSOPHY OF SACRED HEART SCHOOL

We believe that Catholic Education is an expression of the mission entrusted by Jesus to the Church He founded. The four-fold purpose of Catholic Education is to teach doctrine, to build community, to worship, and to serve. Through education, the Church seeks to prepare its members to proclaim the Good News and to put it into action. Community is at the heart of Catholic Education, not simply to be taught, but a reality to be lived. The experience of community leads naturally to service of God, Church and neighbor.

CATECHETICAL GOALS

1. That in all our teaching we may foster a love for truth, goodness and beauty.
2. That by word and example we may communicate Christian values to those to whom we minister.
3. That by our faith, energy, and devotion, we may inspire others with a sense of responsibility for the world.
4. That we may serve those in need, in our school and in our community, with kindness and dedication.
5. That we may be faithful to our vocation as Christian educators.
6. That through our worship, we may contribute to the completion of all things in the risen Christ.

SACRED HEART SCHOOL

VISION STATEMENT

The vision of Sacred Heart School consists of several components:

1. Our building will be clean and orderly, and will show that active learning is taking place.
2. Our students and staff will make greater use of technology to facilitate student independence and self-discipline.
3. Students will take responsibility for their choices in both word and action.
4. Cooperative learning and multi-age interaction will permit students to develop general successful life skills.
5. Students and educators will have pride of ownership in the school with a consistent code of behavior and ethics, derived from the school's philosophy and mission.

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Admission

Children entering Kindergarten must be at least five (5) years old before September 1 and children entering first grade must be at least six (6) years old before September 1 of the school year. These are minimum ages and parents may choose to postpone enrollment for one year to permit an additional year of maturity.

Children enrolling in our school for the first time will register by completing the following requirements:

1. A completed enrollment form for each child.
2. An official birth certificate verifying the birth date of each child to be enrolled.
3. Evidence of required immunizations, health, dental, and eye examinations, and proof of lead screening on each child.
4. **Necessary information and permission for our school to request transfer records** from the previous school attended.
5. **A signed medical consent form allowing the administrator or his/her designee to administer prescription and/or non- prescription drugs at school, when necessary.**

School Insurance:

Sacred Heart School maintains a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and information may be picked up at registration or in the school office. A parent or guardian must sign an affidavit that their student(s) currently has private or public health insurance coverage or the parent or guardian must purchase school accident insurance.

Social Media Policy

Expectations of Parents/Guardians of registered Sacred Heart Students regarding social media use in regard, but not limited to:

1. Raising major concerns and/or complaints directly with the school rather than posting them on social media – whether on their own pages, in closed groups (e.g. groups set up for school parents to communicate with each other) or on the school's pages.
2. Not posting anything malicious about the school or any member of the school community.
3. Asking friends/family member to remove malicious posts/complaints about the school or any member of the school community and to please bring those to the school as well.

If a parent/guardian is accused of making malicious comments about the school or a teacher on social media, the parent(s)/guardian(s) will be invited to a meeting with the school. If the parent has a reasonable complaint, this should be addressed through the usual complaints procedure – but the school can request that the offensive comments are removed. If the parent refuses, reserves the right to remove posts from the school's page(s); including closed groups, the school can escalate the matter by reporting it to the social networking site or the local authority, or can seek legal advice. Comments that are threatening, abusive, racist, sexist or that could be seen as a hate crime can be reported to the police as online harassment.

Arrival/Dismissal Times:

Students should NOT arrive to school before 7:45 a.m. Students are NOT allowed in the school building before 7:45 a.m. unless they have written permission from their teacher or the principal. Bus students will arrive at approximately 7:55 a.m. All students should go straight to his/her classroom before going to Mass on Mass days.

Students will be dismissed at 3:05 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Students will be dismissed at 2:20 p.m. on Wednesdays.

Parking/Drop-Off/Pick-Up:

ALL CAR RIDERS MUST BE DROPPED OFF AND PICKED UP IN THE SCHOOL YARD NORTH OF THE SCHOOL BUILDING. Please be prompt in picking up your children. For the safety of the students, if a child is not picked up by 3:15 p.m., the student will be instructed to wait in the school office. After 3:15 p.m., a parent will need to report to the school office to sign out his/her child.

It is imperative that all persons responsible for dropping-off and/or picking up of their children keep in mind that our primary concern is our student's safety. **NO ONE WILL BE ALLOWED TO PARK IN THE NO PARKING ZONE ALONG OAK STREET AND NO PARKING IS ALLOWED IN THE SAVE-A-LOT FOODS PARKING LOT.**

Attendance:

According to Illinois School Code and Illinois law, students are required to be in attendance each day school is in session unless there is valid cause for being absent. Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by administration. When it is necessary for a child to miss school, please call the school office (562-2425) before 9:00 a.m. on that day. In persistent cases of absence or tardiness, the services of the public school truant officer, shall be enlisted. After 3 consecutive days of being absent, students must bring a doctor's note.

Promptness to class/school is extremely important. Students are to be in their classroom or at school Mass no later than 8:00 a.m. If a student is tardy, the teacher will confer with the student after class or after school.

AFTER A THIRD UNEXCUSED TARDY IN ANY GIVEN QUARTER, THE TEACHER WILL REFER THE STUDENT TO THE PRINCIPAL'S OFFICE AND A PARENT CONFERENCE WILL BE SCHEDULED TO ADDRESS THE ISSUE AND DEVELOP A CORRECTIVE PLAN.

A student with an excused absence will be allowed as many days as he/she was absent to make up missed work, starting with the day he/she returns to school. Examples of excused absences are illnesses and family emergencies.

Visitors:

ALL VISITORS, INCLUDING PARENTS/GUARDIANS, MUST REPORT DIRECTLY TO THE OFFICE. IN ORDER TO AVOID DISRUPTING CLASS ACTIVITIES, PARENTS ARE ASKED TO DROP OFF STUDENT SUPPLIES AND CLASSROOM MATERIALS IN THE OFFICE. ANY VISITOR WHO HAS PERMISSION TO REMAIN IN THE BUILDING MUST SIGN IN AND OUT IN THE OFFICE.

Dress Code:

Sacred Heart School takes extreme pride in the appearance of our students while they are in attendance at our school. A student's dress reflects the quality of our school, as well as the quality of his or her work. We require our students to dress appropriately when at our school and when they are representing our school in extra-curricular activities. The Dress Code is intended to develop and promote self-discipline, self-worth, and self-esteem and, consequently, helps to prepare students to live and learn according to our Catholic Faith.

It is imperative that ALL parents exercise good judgment in the appropriateness of clothing that you allow your child to wear to school. If there are any questions or concerns as to the appropriateness of a student's apparel, the student will be sent to the office. If a student's attire is determined to be inappropriate, the student's parent will be notified. **The student will rejoin his/her class as soon as he/she has appropriate attire consistent with the dress code.** In compliance with SB 0817, Sacred Heart School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

Student dress must adhere to the following dress code guidelines.

KINDERGARTEN - 4TH GRADE BOYS

- SHIRT** **HUNTER GREEN UNIFORM OXFORD OR POLO SHIRT** with long or short sleeves. No logos or emblems. Buttoned to the second button from top. Must be tucked in at all times.
- PANT** **PLAIN NAVY BLUE UNIFORM PANTS** with plain black, blue, or brown dress belt. No cargo/slit leg pockets or other embellishments. Pant legs may not be tucked into any boots.
- SWEATER** **SOLID NAVY BLUE OR WHITE LONG-SLEEVE SWEATER OR SWEATER VEST** worn over uniform shirt. No logos or emblems. No Hoods.
- SHOES** **SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR COWBOY BOOTS MAY BE WORN.** All shoes must be worn with socks.
- SOCKS** **NAVY BLUE, BLACK, OR WHITE SOCKS** of a single, solid color and with NO logo/emblem.
- SHORTS** Weather permitting, boys may wear NAVY BLUE UNIFORM KNEE-LENGTH SHORTS from the start of school in August until October 1 and from May 1 until the end of the school year. NO cargo pockets or other embellishments.

KINDERGARTEN - 4TH GRADE GIRLS

- SHIRT** **HUNTER GREEN UNIFORM OXFORD OR POLO** with long or short sleeves. No logos or emblems. Buttoned to the second button from top. Must be tucked in at all times.
- PANT** **PLAIN NAVY BLUE UNIFORM PANT** with plain black, blue, or brown dress belt. No cargo/slit leg pockets or any other embellishments. Pant legs may not be tucked into any boots.
- JUMPER/ SKIRT** **PLAIN NAVY BLUE JUMPER OR SKIRT, knee-length** (with plain black, brown or navy dress belt, if garment has belt loops)
- SWEATER** **SOLID NAVY BLUE OR WHITE LONG SLEEVE SWEATER OR SWEATER VEST** worn over uniform shirt. No logos or emblems. No Hoods.
- SHOES** **SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR COWBOY BOOTS MAY BE WORN.** All shoes must be worn with socks.
- SOCKS/ TIGHTS** **NAVY BLUE, BLACK, OR WHITE SOCKS/TIGHTS** of a single solid color with NO embellishments.
- SHORTS** Weather permitting, girls may wear NAVY BLUE UNIFORM KNEE-LENGTH SHORTS, SKORTS OR CAPRIS from the start of school in August until October 1st and from May 1 until the end of the school year. NO cargo pockets or other embellishments.

5th GRADE - 8TH GRADE BOYS

- SHIRT** **NAVY BLUE UNIFORM OXFORD OR POLO with long or short sleeves.** No logos or emblems. Buttoned to the second button from top. Must be tucked in at all times.
- PANT** **PLAIN KHAKI UNIFORM PANTS** with plain black, blue, or brown dress belts. No cargo/slit leg pockets or any other embellishments. Pant legs may not be tucked into any boots.
- SWEATER** **PLAIN NAVY BLUE OR WHITE LONG SLEEVE SWEATER OR SWEATER VEST** worn over uniform shirt. No logos or emblems. No Hoods.
- SHOES** **SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR COWBOY BOOTS MAY BE WORN.** All shoes must be worn with socks.
- SOCKS** **NAVY BLUE, BLACK, OR WHITE SOCKS of a single, solid color and with no emblem.**
- SHORTS** Weather permitting, boys may wear KHAKI UNIFORM KNEE- LENGTH SHORTS from the start of school in August until October 1st and from May 1 until the end of the school year. No cargo pockets or other embellishments.

5TH GRADE – 8TH GRADE GIRLS

- SHIRT** NAVY BLUE UNIFORM OXFORD OR POLO with long or short sleeves.
No logos or emblems. Buttoned to the second button from top. Must be tucked in at all times.
- PANT** PLAIN KHAKI UNIFORM PANTS with plain black, blue, or brown dress belt. No cargo/slit leg pockets or other embellishments. Pant legs may not be tucked into any boots.
- JUMPER/
SKIRT** PLAIN KHAKI UNIFORM KNEE-LENGTH (with plain black, blue, or brown dress belt if garment has belt loops)
- SWEATER** NAVY BLUE OR WHITE LONG SLEEVE SWEATER OR SWEATER VEST worn over uniform shirt. No logos or emblems. No Hoods.
- SHOES** SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR COWBOY BOOTS MAY BE WORN. All shoes must be worn with socks.
- SOCKS/
TIGHTS** NAVY BLUE, BLACK, OR WHITE SOCKS/TIGHTS of a single, solid color and with no emblem or other embellishments.
- SHORTS** Weather permitting, girls may wear PLAIN KHAKI UNIFORM KNEE-LENGTH SHORTS or PLAIN KHAKI CAPRIS from the start of school in August until October 1st and from May 1 until the end of the school year. NO cargo pockets or other embellishments.

FOR ALL GRADES

- SWEATSHIRTS** Only PLAIN NAVY OR WHITE sweatshirts or NAVY, WHITE OR GREEN sweatshirts with the St. Pat's logo are allowed. No Hoodies.
- JACKETS** Only the APPROVED SACRED HEART SCHOOL JACKET with the school emblem, sold by S.H.O.P. may be worn in the classroom.
- NOTE:** On "Dress Down" days when Hoodies may be worn, sweatshirts must not display graphics or words that are offensive or inappropriate. Students may not wear hoods over their heads.

Tattoos & Body Art:

Tattoos and body art of any kind do not comply with the expectations of our dress code and are, therefore, not allowed. If a student has a tattoo or body art, it must be removed or fully covered so as to not be visible during the school day.

Athletics:

The purpose of school-sponsored athletic programs is to teach athletic skills, to foster healthy exercise, to teach fair play and to give enjoyment. Boys and girls are encouraged to participate in available programs.

Specific regulations will be explained more fully in the Student Athletic Policy Handbook. Diocesan, as well as Illinois Elementary School Association Regulations are to be followed. The following are requirements of elementary school-sponsored athletic programs.

1. Participation permission forms signed by both parent(s) AND participant.
2. Signed acknowledgment of receipt of SHS Athletic Policy Handbook
3. Physical examination within six months of the beginning of an athletic season, when required.
4. Proof of health insurance coverage (i.e., purchase of school insurance or a notarized proof of other insurance)
5. A copy of the child's birth certificate.

To participate in athletics a student must maintain at least a "D" average in all core academic areas. If a student fails to maintain a "D" average in any core academic class at any point during the season, he/she is not eligible to participate in games or team practices. Likewise, a student who receives as "UNSATISFACTORY" grade in an enrichment class will be ineligible to participate in games or team practices.

Ineligibility reports begin after the first week of each new quarter and every week thereafter. Ineligibility reports are made on Friday mornings. One copy of the report is sent to the coach, one to the parents/guardians, and one is kept in the office. The period of ineligibility begins the Monday after the report is made and lasts for one week. If a student is failing one or more subjects for more than three weeks, a conference will be held with the coach, the parents and the principal to determine whether the student should be withdrawn from the athletic program.

Any in-school or out-of-school suspension during the athletic season will result in a loss of eligibility for the next scheduled game.

Bad Weather Procedures:

**IF PANA PUBLIC SCHOOLS ARE CANCELLED,
SACRED HEART SCHOOL WILL ALSO BE CANCELED.**

IT IS IMPORTANT THAT PARENTS AND STUDENTS REFRAIN FROM CALLING THE SCHOOL PRINCIPAL, SECRETARY, OR TEACHERS' HOMES DURING A BAD WEATHER SITUATION.

Phone lines are needed by school personnel to provide for the safety and well-being of the students. Emergency procedures call for notification of parents directly or by the local radio and TV stations as soon as possible. It is extremely important that the school office has the appropriate emergency phone numbers on file for your children.

Bicycles:

Students are allowed to ride bicycles to school. If a student rides a bicycle to school, he/she must park the bicycle in the bike rack area that is provided (behind the school building) immediately upon arrival to school. Students ARE NOT ALLOWED to ride their bicycles during the school day or at any other time on the school grounds.

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN BICYCLES.

We suggest that students buy sprocket locks and use them when their bicycles are parked in the bike racks. Students ARE NOT ALLOWED to borrow any other student's bicycle. Bike riders MUST leave the school grounds with the teacher patrol.

Skateboards/Roller Blades:

Students are not allowed to bring skateboards or roller blades to school. If a student would bring a skateboard or roller blades to school, the principal will take the item and notify the parents. Sacred Heart School assumes no liability for anyone who violates this policy.

Books:

All books should be transported to and from school in book bags. Students' names should be written on the loan slip inside the book. Children should take care of their schoolbooks, especially the hardback textbooks. Damage done to school property or books must be repaired or replaced and the parent(s)/guardian(s) may be assessed for the cost of replacement.

Conduct/General Behavior Expectations:

As Sacred Heart School strives to promote a positive self-image it is imperative that each student comes to our school with a good attitude. A student's attitude is the key to academic and personal growth. **Be mindful that parents'/guardians' respect for authority and trust in the judgment of professional staff, as well as your appreciation of the efforts of the school, will be reflected in the attitude of your children.**

In order to provide an environment that is conducive to learning, each student will be expected to show self-control, to respect others, and to cooperate and behave in an orderly manner throughout the school. Students are responsible for following the set of specific classroom management rules and procedures established by each of that student's teachers.

Any behavior problems or concerns should generally be discussed with the classroom teacher before consulting with the principal or the pastor.

Off Campus Behavior:

Our students represent our school and its mission. Consequently, students are subject to school discipline while at sporting events (as a player or as a spectator), on a field trip, and at public school events as a visitor.

Disciplinary Procedures:

In general, teachers will address student discipline problems, including administering the necessary punishment. If discipline includes an after school detention or a suspension (internal or external), the teacher will be required to submit a disciplinary action form to the principal. Corporal punishment is NOT a part of the disciplinary procedures at Sacred Heart School.

Based on the seriousness of the offense or other extenuating circumstances the teacher may refer the student to the principal for disciplinary action. The principal will request a teacher's report or referral before taking action. The disposition of the case will be made on the professional judgment of the principal, after consulting with the teacher. The principal's decision will be based on the facts of the incident as shown by the report and any first-hand knowledge of the incident.

Aggressive/Bullying Behavior

Using any form or type of aggressive or bullying behavior or urging other students to engage in such conduct is prohibited. These behaviors include, but are not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct. Consequences for bullying may include verbal warnings, loss of privileges, and in-school and/or out-of-school suspension. Consequences for aggressive or bullying behavior will be determined by the nature and number of infractions. Parents/guardians and/or legal authorities will be contacted in situations that warrant such notification.

After-School Detentions:

After-school detentions may be assigned by a classroom teacher or by the principal. After school detentions will last for 30 minutes. At the discretion of the teacher or the principal, a student may be required to complete a remediation activity (e.g., writing a letter of apology, clean the boards, etc.) At the discretion of the teacher or the principal, the student may be allowed to work on homework assignments. Additionally, the following rules/procedures apply to after school detentions.

1. Bus students MUST arrange alternative transportation.
2. PARTICIPATION IN SPORTS OR OTHER AFTER SCHOOL ACTIVITIES DOES NOT EXCUSE A STUDENT FROM DETENTION. Students who participate in after school activities can avoid detentions by obeying the rules.
3. Students serving a detention must report to their classroom or the principal's office promptly. Any student not in his/her seat five minutes after the close of school is considered late and MUST SERVE ONE ADDITIONAL DETENTION.
4. Students wishing to see a teacher after school for remedial assistance may do so. This takes priority over but is NOT a substitute for a detention. The teacher who assists the student must write a note for the student to give to the principal verifying the extra assistance. The student must serve the detention on the next school day.

In-School Suspension:

If a student receives three detentions within one quarter, the student will serve an in-school suspension for the third detention and for each subsequent detention. The student will attend school Mass with the principal and then report to the office. The student will **receive a zero on any assignment that was due on the day of the suspension or any test or quiz given in class while the student is serving an in-school suspension.** The student will be able to complete and receive credit for work assigned and completed while in internal suspension. When a student has received an in-school suspension, the parent must confer with the principal before the student will be allowed to return to class.

External (Out-of-School) Suspension and Expulsion:

The following offenses are considered serious offenses and may result in external suspension or even expulsion from school.

2. Possession of drugs, alcohol, or cigarettes on school premises
3. Obscene/profane language or gesture, either written or spoken
4. Disrespect for teachers, staff members, and/or other students
5. Fighting (physical violence or threat of imminent violence)
6. Vandalism (e.g. defacing or destruction of property)
7. Possession of Weapons (any object that is intended to cause bodily injury or harm, such as knives, guns, firecrackers, etc.)
8. Cheating/Plagiarism
9. Engaging in any activity that constitutes an interference with school purposes or an educational function

A student should not be externally suspended from school by the principal until there has been a conference with the parent(s) or guardian. Parent(s) will be notified on the same day that a determination is made that a serious offense has occurred. Students who commit a serious offense will be subject to consequences deemed appropriate by the building principal. A parent/guardian must meet with the principal before the student returns to class.

The length of a suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

NOTE: ANYONE SUSPECTED OF DRUG, FIREARMS OR ASSAULT VIOLATIONS WILL BE REPORTED TO THE LOCAL POLICE FOR THE PROCESS OF SEARCH AND SEIZURE.

FOR EGREGIOUS OFFENSES AND/OR DISRUPTIVE BEHAVIOR THAT IS IRREMIEDIABLE, THE PASTOR AND THE BUILDING PRINCIPAL WILL DETERMINE EXPULSION.

General School Rules/Expectations:

Be prompt and prepared

1. Come to class on time and with all needed materials.
2. Come to class/school with the assignments completed.

Respect Authority

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for YOUR behavior.

Respect the rights of others

1. Use the appropriate voice and language.
2. Listen to the speaker.
3. Accept responsibilities for YOUR behavior.

Respect Property

1. Respect property of others.
2. Respect own property.
3. Use materials and equipment properly.

Display a Concern for Learning

1. Remain on task.
2. Allow others to remain on task.

Display Appropriate Social Skills

1. Cope with disagreement, teasing, failure
2. Display courtesy and tact.
3. Interact appropriately with others.

Display Appropriate Character

1. Display a positive attitude
2. Be productive and on task

Lunchroom Expectations:

Each student is required to consistently maintain APPROPRIATE social skills, sanitary standards, and safety procedures in the lunchroom.

Lunchroom Procedures:

1. Enter the lunchroom in an orderly manner. Sit down at designated tables until called to be served.
1. Proceed through the lunch line in an orderly manner.
2. Keep hands, feet, and objects to yourself.
3. **NO GIVING/EXCHANGING OF FOOD IS ALLOWED.**
4. Raise your hand for help and DO NOT LEAVE YOUR SEAT WITHOUT PERMISSION.
5. NO RUNNING.
6. Before being dismissed, clean up YOUR area. Make sure cartons, napkins, and uneaten food on YOUR tray, are thrown away.
7. Students are asked to remain quiet until all students are served. Once students are served, students should use their classroom voices.
8. Line up quietly. Follow rules of good line behavior.

IF YOU MUST BRING YOUR CHILD A LUNCH FROM ANY RESTAURANT, PLEASE PLACE IN A LUNCH BOX/BAG. THANK YOU!!

Playground Expectations:

All students are expected to go outside each day for recess and should dress accordingly.

Students are expected to abide by the following playground rules.

1. Play in a fair and safe manner.
2. Respect ALL other students. **DO NOT EXCLUDE other students from participation.**
3. Respect and obey ALL adults.
4. **Play only in the designated playground areas for your grade level. Do not play or congregate on the stairs or the grass (unless directed by the playground supervisor.)**
5. Line up properly and promptly.
6. **Do not retrieve a ball or object that has gone into or across the road. The supervising teacher on duty will assign a student(s) to retrieve the ball or object at the close of recess.**
7. **Do not throw snow and do not to play or climb on snow piles.**
8. **Play only with sports equipment on the playground.** No other toys, trading cards, or electronic devices are allowed.
9. **STUDENTS ARE NOT TO RETRIEVE A BALL OR OBJECT THAT HAS GONE INTO OR ACROSS THE ROAD. AT THE END OF RECESS, THE SUPERVISING TEACHER ON DUTY MAY ASSIGN A STUDENT Or STUDENTS TO RETRIEVE BALL(S).**

Consequences for playground misbehavior:

The playground supervisor will determine the consequences for playground misbehavior. Consequences may include time out of recess for individuals or for an entire group.

Bus Transportation Rules:

All school bus riders, while in transit or waiting to board or exit, are under the jurisdiction and control of the school bus driver. The bus driver is duly responsible for the safety of both the passengers and the bus. Any behavior on the part of the school bus riders which diverts the driver's attention could result in a serious accident and will not be tolerated.

Types of student behaviors that are considered **UNACCEPTABLE** on the school bus are as follows:

1. Yelling
2. Eating or drinking on the bus
3. Throwing objects in the bus or out the windows
4. Use of profane language or gestures
5. Deliberate damage to the bus
6. Arguing
7. Fighting or harassment of other riders
8. Extending head or arms out of the windows
9. Getting out of YOUR seat.
10. Engaging in other behavior which seriously distracts the school bus driver.

Bus Infraction Consequences:

First Infraction	May lead to detention or bus suspension
Second Infraction	Will result in bus suspension
Third Infraction	Will result in a minimum of three day bus suspension

***** Continued bus infractions may result in loss of bus privileges**

Report Cards:

Using the FAST DIRECT Student Management program, parents will be able to monitor grades on assignments, quizzes and tests as grades are posted in the grade book. Each student will receive a progress report at the end of each quarter grading period. The report card shows the progress made academically and also the progress in the character formation of your child. Report cards will be available approximately one week after the nine week grading period comes to an end. If your child has not attained satisfactory results, it is **STRONGLY RECOMMENDED** that a parent/teacher conference be arranged rather than trying to settle the problem by telephone. We encourage all parents to meet with our teachers anytime a problem or misunderstanding exists.

Office for communications with faculty will be accepted Monday thru Friday from 7:45am thru 3:30pm.

Parents wanting to observe in a classroom must get approval from the principal or pastor. Visits must be scheduled with the classroom teacher at least 24 hours before the visit is to take place.

All teachers of Sacred Heart School follow this grading scale for grades 1 – 8 (with the exception that 1st grade students will not receive letter grades until the second quarter.)

A	93-100
B	86-92
C	77-85
D	70-76
F	69 and below

To be considered for Honor Roll, all grades must be based on Sacred Heart School's grading scale for all students.

Release of School Records:

Parent(s)/legal guardians have the right to access their student's records. If a parent wishes to review the academic record of his/her child(ren), he/she needs to set up an appointment with the principal and/or the classroom teacher.

Copies of transfer students' records are requested within 14 days of enrollment; the school sends unofficial records of students transferring to other school within 10 day of the request if all fees are paid in full.

Sacred Heart abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we educational interest provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Missing Person/His or Her School Records:

Sacred Heart School shall follow the provisions of Section 5(a) of the Missing Children Records Act (325 ILCS 50/5) which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police. The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Testing:

Sacred Heart School administers MAP testing to grades 1st thru 8th each year and ACRE religion tests to grades 5th and 8th. These assessment help inform curriculum and instruction and provide information on student achievement. Test results for individual students are available to that student's parent/guardian.

Homework:

Sacred Heart School is extremely committed to providing the best Catholic education to your child. With this in mind, your child will receive periodic homework assignments. We suggest that every family set aside **APPROPRIATE** time each evening to do homework. It is strongly recommended that parents set a consistent time/hour to do homework. Based on the child's maturity and degree of mastery, homework sessions may need to be broken into smaller segments. The length of any single session should not last longer than one hour.

Late Homework Policy:

We at Sacred Heart School believe that a strong, positive work ethic is vital to the growth and development of our students. Therefore, we have adopted a zero-tolerance attitude toward late papers.

An assignment is considered "late" if it is not completed at the time it is requested. A student may finish an assignment by the end of the following school day to receive a late grade (a 20% deduction). In grades 3-8, assignments will not be accepted after the date due.

Grades K-2 procedures regarding incomplete work will be left to the teacher's discretion.

Promotion/Retention:

Promotion to the next grade will be based on academic and emotional readiness as determined by formal and/or informal assessments administered by the classroom teacher, as well as other formal/informal assessments when available.

Parents will be notified of the possibility of non-promotion by the end of the third grading period. A final decision will be made with the parents by the end of the school year.

Retention may be recommended in each of the following situations:

1. a student is absent for more than 30 days in a given school year.
2. a student in grade K-4 has not yet reached the maturity and/or mastery level needed to do the school work required for a given grade
3. a student in 5th, 6th, or 7th grade receives an overall failing grade in two major subjects within a given school year

An 8th grade student who fails two major subjects in his/her 8th grade year will not graduate and may not be accepted back at Sacred Heart, at the discretion of the Pastor and the principal.

Upon successful completion of the 8th grade, a student will graduate. Successful completion includes passing the Illinois State Constitution and Federal Constitution tests. Once a student has graduated from the 8th grade, he/she will be considered a freshman in high school.

Field Trips & Retreats:

Field trips and retreats are a privilege and not a right. Each teacher plans his or her own field trips with administrative approval. Parents must sign a student permission slip at registration allowing the student to participate on school-sponsored the field trips.

Volunteer drivers must provide a copy of a valid driver’s license and proof of automobile insurance. Volunteer drivers, as well as other chaperones must also sign a field trip policy form acknowledging their responsibilities as a driver and/or chaperone. At no time during any field trip is any driver or chaperone to possess or consume alcoholic beverages. Any driver or chaperone must have taken the "Protecting God's Children Class." see attachments - a, b, and c)

Contact Information/School Telephone Usage:

Sacred Heart School (Office Phone)	562-2425
Sacred Heart School (Fax)	562-2942
Lunchroom (Parish Hall).....	562-4405
St. Patrick's Church Office (Phone).....	562-5396
St. Patrick's Church Office (Fax)	562-2308

Please be mindful that messaging students during the school day disrupts classes and therefore, will be kept to a minimum. If it is necessary to send a message to your child on a school day, you MUST contact the school office and a message will be forwarded to the appropriate teacher or the student in a manner that will not interfere with instruction.

In general, students should not be interrupted during school hours by outside calls and messages, EXCEPT in the case of an emergency.

If a parent wishes to contact a classroom teacher, be prepared to leave a message to have the teacher contact you at his/her convenience. Teachers are not generally available to come to the telephone while school is in session. If a parent has a specific concern to discuss with the teacher, an appointment should be set up.

The school telephone is a business telephone. Students will be allowed the use of the school telephone **only in the case of an emergency** or by permission of the teacher or the principal.

Cell Phones:

Cell phones and other electronic devices should NOT be brought to school. If extenuating circumstances require that a cell phone be brought to school, it must be left in a book bag and silenced or turned off. Any cell phone or other device that is seen or heard will be taken by the teacher and reported to the principal.

Withdrawals/Re-Admission:

Before a student is withdrawn from Sacred Heart School for any reason, the situation should be discussed with the teacher, principal, and the Pastor. When weighing the decision to withdraw before the end of the school year, be mindful that a mid-year withdrawal may lead to gaps in the scope and sequence of lessons and can be detrimental to student progress.

Once a student is withdrawn, re-admission will be handled on a case-by-case-basis. After applying for re-admission the parents will meet with the principal and the Pastor to determine if the student should be re-enrolled.

Asbestos:

Sacred Heart School has an Asbestos Management Plan that is on file in the principal's office and is available during normal business hours in accordance with federal regulations.

Unanticipated Situations and Concerns:

In the event of a situation or concern not covered by this handbook, the matter will be taken into consideration by the principal. The principal will advise and consult with the Pastor when serious and extreme matters are under consideration. In the event the principal is not in the building, the Head Teacher will be in charge. The Head Teacher can reach the principal by cell.

Financial Policies:

All Sacred Heart School financial matters are handled at the St. Patrick's Church office.

Tuition

Tuition for Sacred Heart School will be \$3958 for one child, \$5473 for a second child, and \$6908 for a third for each Catholic family per year. At this time, Sacred Heart School does not charge additional tuition for families with more than three children enrolled. Tuition payments can be made:

1. In one annual payment due by July 9th.
2. In two equal payments due by August 15th and January 15th.
3. Monthly using a statement system or automatic bank draft. 10 months August thru May, the 15th of each month.

Tuition for non-parishioner families will be \$4552 for one child, \$6267 for a second child, and \$7910 for a third child for each family per year. At this time, Sacred Heart School does not charge additional tuition for families with more than three children enrolled. If a family relocates during the school year they will receive a pro-rated tuition refund.

Technology & Photo Access:

For instructional purposes, Sacred Heart School provides access to the Internet and students will have limited access in the classroom and full use of the computer lab. All use of the Internet shall be consistent with the school's technology plan, which includes the goal of promoting educational excellence by facilitating resource sharing, innovation and communication. These procedures do not attempt to state all the required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. All parents must sign an Internet authorization form during school registration.

The use of the school's computers and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The technology coordinators and administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Acceptable Use:

Access to the school's computers and the Internet must be for the purpose of education or research and be consistent with educational objectives.

Unacceptable Use:

The user is responsible for his or her actions and activities involving the computer and network. Examples of some of the unacceptable uses are as follows:

- * Using the network for personal emailing, messaging, or other form of personal communications.
- * Gaining unauthorized access to resources and entities, such as administrative, staff, parent or student accounts.
- * Unauthorized downloading of software, regardless of whether it is copyrighted
- * Accessing, submitting, posting, publishing, or displaying any defamatory inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing or illegal material.
- * Using the network for illegal activity, including violations of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
- * Downloading copyrighted material for other than personal use.
- * Using the network for private financial or commercial use.
- * Wastefully using resources, such as file space.
- * Invading the privacy of individuals.
- * Using another user's account or password
- * Posting anonymous messages
- * Using the network for commercial or private advertising.
- * Using the network while access privileges are suspended or revoked.

Before using the Internet, it is required that all parents and students sign the Authorization for Internet Access form. The form refers to the terms and conditions mentioned above. Once completed, this form gives permission for the student to access the Internet at times scheduled by the staff of Sacred Heart School.

Wellness Policy:

The Wellness Policy is available in the school office upon request. Any person interested in participating in the review/updating process of the Wellness Policy may contact our school office.

Student Supplies Inspection

Toxic art supplies are not used in grades K-6th. Art supplies containing toxic substances are not used in 7-8th unless the materials are properly labeled according to statute. Protective eye devices are worn when participating in an activity that requires them.

Supportive Services:

Students who need additional help are evaluated on a case-by-case basis. Sacred Heart students can be referred for screening and may be eligible to receive Title 1 services in mathematics and reading provided through Pana CUSD #8. A parent or teacher can request a Teacher Consultation team meeting through NPT (Nokomis Pana Taylorville Coop) to allow parents, staff and special educators to brainstorm strategies that might benefit a struggling student. Additionally, the Teacher Consultation team, in cooperation with the parent(s) or guardian(s), can request that a student be formally evaluated to determine whether a learning disability exists and/or to determine instructional modifications. All support services offered by agencies outside of Sacred Heart School or Pana CUSD #8 must be provided after school hours.

Parent Teacher Conferences:

Scheduled parent-teacher conferences are to be held in both the Fall and Spring. The parent/legal guardian, teacher or principal may request additional conferences.

Safe Environment

Our Catholic School is mandated by law to report all incidents involving a firearm, either present or visible, that occurs on school property. Similarly, all incidents of violence/attacks on school personnel will also be reported to law enforcement officials. In addition, notifications of these incidents will be made to the Illinois State Board of Education through the Student Incident Reporting System (SIRS). "All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the school may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school."

Additional Parent Information:

Information regarding the Sacred Heart Organization of Parents (SHOP) is available during school registration.

Newborn Infant Act: Our students will be informed of the parameters of the Abandoned Newborn Infant Protection Act during health, religion, etc.....class during their 8th grade year.

HEALTH POLICIES

Blood Borne Pathogens: A control plan for blood borne pathogens is on file in the school office.

Prescription Medications: Written order from the physician and written request from the parent/guardian for the school to comply with the physician's order is required. Medication must be brought in the original container appropriately labeled by the pharmacy or physician. Only the Principal or her designee will be allowed to dispense medications. The school has notified parents in writing that the school and school personnel incur no liability for injuries occurring when administering these medications. (Asthma, Epinephrine Injectors, Opioid Antagonists, Glucagon & Medical Cannabis). The school district has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. This policy allows parents or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. This policy allows the self-administer of the product under the supervision of the school administrator or nurse.

Physical Exams: Physical exams are required by the Illinois State Board of Education are required by October 15 of all new students and students entering Kindergarten and Grade 6. Proper documentation of physical exams is required for all students prior to their participation in sports practices and events.

Immunizations: The School Code of Illinois, Chapter 122, Public Act #89-618, Section 27-8.1 states that every child (K-12) shall present or have presented "proof of having received immunizations against preventable communicable diseases as the Illinois Department of Public Health shall require." The Illinois School Code further states that if "a child does not comply by October 15th, the school authority must exclude that child from school until such time as the child presents proof of having received those required immunizations which are medically possible to receive immediately." Also, any student entering Kindergarten should have proof of the varicella vaccine or proof of having the chicken pox. This law reaffirms the principle-upheld in several decisions guaranteeing a child the right to obtain an education in a healthful disease-free environment of the local school authority.

Dental Exams: The end of the school year requires dental exams as required by the Illinois State Board of Education for students in Kindergarten, Grade 2, and Grade 6. Report cards will be withheld for students who have not turned in the proper forms signed by a dentist.

Eye Exams: Eye examinations are required for all Kindergarten students and any student not previously attending school in Illinois.

Communicable Diseases: The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Health regulations have been fulfilled must be presented when the student returns to school.

Head Lice/Nit Policy: If it is discovered that a child has lice/nits, a parent or guardian will be called and the child may be sent home to receive treatment. Once the child had been successfully treated, he/she will be able to return to school after a nurse/doctor has cleared the student with a note for the school office. When head lice/nits are discovered, a letter/email will be sent home informing the parents of other students in that building, so that they are aware and able to check and treat their own child if necessary.

Aids: Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish Religious Education Programs. The pastor, appropriate administrators, physicians and other professional personnel should individually evaluate students who are known to have AIDS in order to determine if their behavior or condition poses a high risk or spread of the disease. Purpose of evaluation is to prepare a specific plan for the education and care of the student.

Weapons/Threatening Behavior/Attacks on Personnel

This policy addresses the use of weapons, threatening behavior, threatening words, or actions that threaten the health or safety of the students, staff, volunteers and visitors. All threats against the health or safety of others are not allowed and will be taken literally. Off handed joking or remarks are inappropriate and will also be taken seriously. Law enforcement authorities will be contacted immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirements to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7. The following process will be used to address these serious violations of school policy.

4. A suspension may be appropriate to ensure the health and safety of the students, staff, volunteers and visitors. The student will remain suspended until the violation has been investigated.
5. The violation will be fully investigated to determine the truth fullness of the allegation or action.
6. The principal will interview the person(s) involved in the presence of at least one observer. In the principal's absence the pastor will fill this role.
7. If deemed appropriate, a conference will be requested with the parent(s) or guardian of the person(s) involved.

Police Questioning

When students become involved with law enforcement officers, the officer is to be requested to confer with the student he/she is not under the jurisdiction of the parish/school if this can be arranged. The following steps shall be taken to cooperate with the authorities:

1. The officer shall properly identify him/herself
2. The parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
3. The student's parent(s) or guardian have(has) a right to be present if the conference is held in the parish/school.
4. If the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.
5. If there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administrator should be a witness to the conference held in the parish/school.

Reporting Drug Violations to Authorities

Sacred Heart School shall follow the provisions of the School Reporting of Drug Violations Act. 105 ILCS 127 which provided that the principal of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A drug violation is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity: A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2.

A person delivers a controlled, counterfeit or look alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401 (b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the principal or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web based application used by school to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Reporting Firearms on School Property to Authorities

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the principal or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirements to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

ALL ADDENDA, REVISIONS, AND NEW POLICIES ARE UNDER THE RECOMMENDATIONS OF SACRED HEART SCHOOL BOARD, PASTOR, AND PRINCIPAL. (UPDATED 2021-2022 SCHOOL YEAR)

