



Home of the Crusaders!

Sacred Heart School

2926 E. 96th St.

Chicago, IL 60617

773-768-3728

Fax: 773-768-5034

# Parent-Student Handbook 2023-2024

Revised 08/14/2023

## **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 21<sup>st</sup> 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**

Sacred Heart School, a parish school, opened its doors in 1913 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, an air-conditioned library, 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 NWI 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

## **STAFF**

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 Rectory**

2864 W. 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

### **2023-24 Teaching Assignments**

PK- Mary Wojcik  
K- Maricela Palma-Gomez  
1st and Assistant Principal - Judy Wedryk  
2nd -Nicolette Castaneda  
3rd - Alyssa Reyes  
4th -Sandra Knight  
5th - Homeroom-Isabella Wallace (Science)  
6th - Homeroom- Kristal Stosich (Language Arts)  
7th -Homeroom-Richard Danielewicz (Social Studies)  
8th - Homeroom-Lucy Reyes (Math)  
Teacher Aide – Katie Norkett  
Art – Selmy Verdi  
Physical Education - Patrick Hogan  
Spanish - Mari Carillo  
Title I Services - Julie Berezewski  
After Care Coordinator – Marie Rokicki  
School Counselor - Tiffany Thomas  
Special Education Services - Margaret McInerney  
Academic Coach - Amber Diaz  
Registrar - Kathie Stelmaszek

## **ABSENCE & TARDINESS**

If a student is ABSENT or TARDY:

- A phone call from his/her parent/guardian is expected before 9:00 A.M for an absence.
- If a student is going to be tardy, please call the school office as soon as possible.
- 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).
- Calls are to be made between 7:30 and 9:00 A.M.; calls may be made prior to this time via the answering system.
- If a student is absent from school due to illness, she/he may not attend or participate in events or sports sponsored by Sacred Heart in late afternoon or in the evening.
- 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.
- 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.

***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.***

## **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.

## **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.

## **ACCREDITATION**

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.

### **ADMISSION POLICY**

The class enrollment size of Sacred Heart School is 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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.

### **ADMISSION POLICY: Transfers In**

Parents transferring children into Sacred Heart Catholic 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.

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 Catholic School at the end of the quarter 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.

#### **ADMISSION POLICY: 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.

#### **ADMISSION POLICY: Non-discrimination Policy**

- Sacred Heart Catholic School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.
- Sacred Heart Catholic 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 Catholic 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.

#### **FIRST ADMISSION PRIORITY IS EXTENDED TO THE STUDENT WHERE...**

- 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.



### **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.

### **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.
- 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.

### **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.

- Preschool: Must be age three by September 1st.
- Kindergarten: Must be age five by September 1st.

### **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.

### **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.***

### **ATTENDANCE POLICY**

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.

### **Reporting Process**

#### **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](mailto: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.

### **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 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.

### **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. (See Volunteers)

### **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.

### **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.

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.

### **CELL PHONES/SMART WATCHES**

Students may not have a cell phone or smart watch 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.

### **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.

### **CHILD CUSTODY**

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.

## **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 Monday.
- A Monthly Newsletter and 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.

## **CORPORAL PUNISHMENT**

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

## **CURRICULUM:**

### **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.

Expectations:

Regardless of Religious Formation:

- all students are to pray;
- complete religion curriculum,
- attend weekly mass,
- and monthly All School Mass.

#### **Goal-Culture**

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

Objectives:

Sacred Heart will:

- 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:

Sacred Heart will:

- 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:

Sacred Heart will:

- use data to differentiate student tasks,
- provide engaging lessons that demonstrate 21<sup>st</sup> 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:

Sacred Heart will:

- 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.

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

7:10-7:30	Breakfast is served in the cafeteria. Students must choose breakfast to utilize this time.
7:30	Students will go to their classrooms
7:55	Tardy Bell Rings
8:00	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
2:40pm	Preschool Dismissal
2:45pm	K-8 Dismissal

Mass	5-8 <sup>th</sup> Thursday
Mass	1 <sup>st</sup> -4 <sup>th</sup> Tuesday (Kindergarten after Thanksgiving)
Gym	Monday, Wednesday, Friday
Spanish	Tuesday
Art	Tuesday or Thursday (TBD)

**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.

**Students May Receive Detentions for the Following Offenses:**

- 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, students;
- 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.

### **DRUGS, ALCOHOL & TOBACCO 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 founded, 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.

### **EARLY DISMISSAL BY REQUEST**

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.

## **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.

## **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 K students to Sacred Heart Parish School bring an original:
  - a. Birth Certificate
  - b. Baptismal Certificate (if baptized)
  - c. Social Security identification number at the time of registration. (Copies are made and the original is returned.)
  - d. an up-to-date physical with immunization records
  - e. dental exam
  - f. 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.

## **FIELD TRIPS**

- 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.

**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.

**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.

**FUNDRAISING EXPECTATION**

Each family is required to earn \$350.00 + in proceeds, or pay \$350.00 +in lieu of funding participation for the school. There are three mandatory fundraising fees that families participate in: The Walk-A-Thon, Chocolate Sales and Parish Raffle.

**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.

**GRADING SCALE FOR PROGRESS REPORT AND REPORT CARDS**

A+ = 99-100%    B+ = 91-92%    C+ = 83-84%    D+ = 75-76%    F = 68% and below  
 A = 95-98%    B = 87-90%    C = 79-82%    D = 71-74%    I = Incomplete

A- = 93-94%    B- = 85-86%    C- = 77-78%    D- = 69-70%    NG = Not Graded

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.**

**GRADING----HONOR ROLL -Grades 4 - 8**

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

**A HONOR ROLL.....**

All A’s

However, the student does not receive 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.

**A/B HONOR ROLL .....**

A’s and B’s

However, the student does not receive 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.

**HONORABLE MENTION.....**

Students who have earned A’s, B’s and C’s can be recognized for their effort and be awarded with a Certificate of Honorable Mention. Students will not receive recognition if he/she demonstrates a lack of respect to authority, peers or property, fails to help create a Christian atmosphere; fails to heed suggestions for improvement or receives a behavior detention in the trimester.

**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.

## **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 the next day. If students do not return homework the next day, 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.**

## **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](http://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.

### **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 firewalls
- 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 harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

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.

### **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.
- **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. Orders and Menus are online and orders must be placed by the 12<sup>th</sup> of each month. Reminders are on the monthly calendar. A choice of chocolate or white milk is made with the hot lunch program. Chocolate or white milk may be ordered monthly without ordering the hot lunch.



- Students/parents cannot presume that a student without lunch will purchase 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.

**MEDICAL/DENTAL AND OTHER HEALTH MATTERS**

Physical and dental examinations are prescribed by the State Department of Health for all students immediately prior to or upon entry into Preschool, Kindergarten, Sixth and Ninth grades. Furthermore, new students, 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).

Your child will be excluded from school/classes in September, if the student is not in accordance with the law. (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.

### **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.

### **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.)

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.

### **ADMINISTRATION OF MEDICAL CANNIBAS**

Students are not permitted to use or possess cannabis in our schools except accordance with the law, school policy and permission of the superintendent. 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.

### **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.

### **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.
- 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.
- A good breakfast is needed.
  - A good breakfast and plenty of rest are preventive measures and important to support good behavior and successful student performance/achievement in school.
- Eat nutritious snacks.
- Get sufficient hours of rest.

### **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.

### **SCHOOL ADVISORY BOARD**

The advisory board is made up of members that advise the Pastor and Principal on “big picture” issues, concerns and challenges that the school faces. The advisory board provides educational needs for all students in the school and serves as a positive public relations agent for the school. The advisory board will use its talents, gifts and insights for the common good of the school and the parish community to promote the mission and goals of Catholic Education. The board is an advisory board with final decision-making power resting with the Pastor and Principal.

### **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.

### **HOLY NAME SOCIETY**

The Holy Name Society invites all men (young and older) of the parish to join. They are bound together by love to honor the Sacred Name of Jesus. Meetings are held in the Rectory Basement Hall on the second Tuesday of the month at 7:00 P.M.

### **KOLO**

### **RELIGIOUS EDUCATION**

### **GIRL SCOUTS & BOY SCOUTS OF AMERICA**

### **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.

### **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.

### **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.

### **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 1- 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 1<sup>st</sup>-8<sup>th</sup> 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.

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.

### **RELIGIOUS EDUCATION: 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.

### **RELIGIOUS EDUCATION: 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.

### **SCHOOL OFFICE HOURS**

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

### **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.

### **SERVICE HOURS**

Each family is required to complete 25 hours of Service that directly benefits the school and Parish 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.

Families can provide service hours at the following events or by volunteering to be an Activity Coach/Sponsor.

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

- Halloween Party
  - Committee Head - 10 hours
  - Set-Up - 2 hours
  - Work at the event 3-4 hours
  - Clean-Up - 2 hours
  
- Super Bingo
  - Committee Head - 15 hours
  - Set-up - 2 hours
  - Work the event - 6 hours
  - Clean-up - 2 hours
  
- Breakfast with Santa
  - Committee Head - 10 hours
  - Set-up - 2 hours
  - Work the event - 4 hours
  - Clean-up - 2 hours
  
- Concession for the Holiday Bazaar
  - Event - hours
  
- Easter Bunny Breakfast
  - Committee Head - 15 hours
  - Set-up - 2 hours
  - Work the event - 4 hours
  - Clean-up - 2 hours
  
- Chaperone Field Trips
  - Maximum 4 hours
  
- Chaperone Walk-a-thon
  - Maximum 2 hours
  
- Lunchroom volunteer

- Minimum 1 hour worked
- Parish Festival (minimum of 2 hours must be served that does not apply to service hours)
  - Set-up - 4 hours
  - Work the event - 8 hours
  - Clean-up - 4 hours
- Fish Fry
  - Committee Head - 15 hours
  - Work the event - 4 hours
  - Clean-up - 2 hours
  -
- Coaching a Sport - 15 hours
  - Assistant Coach - 10 hours
- Library aide - 15 hours
- End of the School Year Picnic
  - Set-up - 2 hours
  - Work the event/clean-up - 7 hours
- Sponsor of an After-School Activity - 15 hours

### **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.

### **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.

### **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.

### **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 10-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 2<sup>nd</sup> 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.

8<sup>th</sup> 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.

### **UNIFORM**

Uniform attire adds a dimension to the atmosphere of learning at Sacred Heart School. There is an adopted school uniform policy for Sacred Heart Parish School. All students in attendance are expected to be dressed in a school uniform. 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.

- Hair styles for both boys and girls are traditional; no extreme, layered, or fashion cuts. NO dyed hair. Hair must be out of the eyes and face. Hair must be tied back if it is long.
- Girls may wear only ONE set/pair of matching post earrings in the lowest set of holes in the ear lobe. Boys may not wear earrings.
- NO watches or bracelets, with the exception of medical bracelets.
- Students may wear one religious necklace, which must be tucked under their uniform top.
- NO make-up, nail polish or artificial nails. NO excessive jewelry or dangling earrings.
- Apple I-Watches may not be worn.
- Fitbits may not be worn.
- Boots may not be worn throughout the day.

### **GIRLS UNIFORM:**

GRADES K-4: Wear a light blue plaid jumper with a light blue polo shirt. (Long or short sleeves.)

GRADES 5-8: Wear a light blue plaid skirt with a light-blue polo shirt. A blue uniform shirt with long or short sleeves is required.

- SOCKS: Solid navy blue or plain white knee hi's, anklets, or tights may be worn. (Socks are free of lace or decorations.)
- SWEATER: A navy cardigan sweater with front buttons is required.
- SLACKS: The navy-blue slacks may be worn on cold days in place of the jumper/skirt and worn with a navy cardigan sweater with buttons.
- HAIR BANDS: 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.

### **BOYS UNIFORM:**

- TROUSERS: Plain navy-blue dress pants (traditional in nature) are worn.
- SHIRTS: Shirts are polo style and are solid light blue, long or short sleeves
- SWEATER: A navy cardigan sweater with front buttons is required.

### **GUIDELINES FOR BOYS AND GIRLS**

- CARDIGAN SWEATERS: The flat knit sweater is a cardigan sweater which has front buttons. The solid color is navy for boys and girls. Sweaters are required for cold days, or when classroom temperatures warrant the use of sweaters for comfort. Sweatshirts and jackets are not to be worn in place of the sweater. Sweatshirts may ONLY be worn on gym days.
- SHOES: 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.

- Fall & Spring Uniform:
  - Girls & Boys may wear navy dress shorts.
  - Girls & Boys may wear gym shoes with navy shorts.
  - The navy shorts should be knee length.

### **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.

### **P.E. UNIFORM:**

- The P.E. Uniform is a Sacred Heart Navy Shirt and Sacred Heart Navy Shorts that can be worn on P.E. Days only.
- The winter P.E. Uniform is a Sacred Heart Navy Sweatshirt and Sacred Heart Sweatpants that are worn on P.E. Days only.
- Tennis or Gym Shoes may be worn with the P.E. uniform.

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

### **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.**

### **VACATIONS**

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 marked absent, 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

### **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.

### **VOLUNTEERS**

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

### **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.