

Sacred Heart

2011-2012  SCHOOL



Parent-Student Handbook

Welcome to Sacred Heart Parish School. We are proud that you have made Sacred Heart your choice for Catholic Education. We are indeed fortunate to have the opportunities that our Lord has provided for us.

This handbook is designed to provide students and parents with the necessary information that you will need throughout the school year regarding school policies and guidelines.

It is our hope that this handbook will serve as a convenient resource when you have a question. Otherwise, please feel free to call us at school with any question or comment that could serve to improve our programs here at Sacred Heart. We are here to serve our parish and our community as best we can.

Sincerely,
 Judy Luchtefeld
 Principal

**SACRED HEART SCHOOL
 Faculty and Staff 2009-2010**

Pastor:	Fr. David Hoefler	Teachers:	Carolyn Niebrugge
Principal:	Dr. Dan Clasby		Linda Workman
Asst. Principal:	Judy Luchtefeld		Shauna Albert
Secretary:	Joy Gorman		Kasey Tays
Teachers:	Marsha Bloemker		Maria Zumbahlen
	Barb Keller		
	Lisa Reardon		
	Lisa Rhodes	Art:	Jill Swingler
	Cis Ozenkoski	Cooks:	Kayla Cordes
	Bev Marshall		Nancy Koester
	Vicki Niemerg	Maintenance:	Tom Borries
		Janitor:	Geneva LaGrand

CALENDAR FOR 11-12 SCHOOL YEAR

August	17	Teacher Institute
	18	First 1/2 Day of School (<i>Institute</i>)
	19	1/2 Day of School (<i>Institute</i>)
	31	1/2 Half Day of School (<i>Institute</i>)
September	5	No School (<i>Labor Day</i>)
October	7	Teacher Institute
	10	No School (<i>Columbus Day Holiday</i>)
	21	No School (<i>Parent-Teacher Conferences</i>)
November	11	No School (<i>Veteran's Day</i>)
	24-25	No School (<i>Thanksgiving</i>)
December	23	No School (<i>Christmas Break begins through Jan. 4</i>)
January	3	No School (<i>Teacher Institute</i>)
	4	School Resumes
	16	No School (<i>Martin Luther King Day</i>)
February	10	1/2 Day of School (<i>Teacher Institute</i>)
	20	Presidents' Day
March	5	No School (<i>Casimir Pulaski Day</i>)
	16	1/2 Day of School (<i>Teacher Institute</i>)
April	6	No School (<i>Good Friday</i>)
	9	No School (<i>Easter Monday</i>)
May	28	No School (<i>Memorial Day</i>)
	29	Last Day of School (<i>If no snow days are used, last day will be earlier.</i>)

RIGHT TO AMEND

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

PHILOSOPHY

We believe that the school's primary responsibility to the child, his/her home, and society is to form a whole Christian person prepared in our faith community for life in today's world. The child matures as a witness and assumes responsibility for living the Gospel values.

Through both the faculty and curriculum, the school

- teaches the Catholic faith and Christian values
- promotes a positive self-image
- creates an atmosphere of concern, mutual respect, and encouragement
- cultivates an awareness of the needs of all God's creation.

Sacred Heart School acknowledges that parents are the primary educators of their children and accepts the responsibility of sharing in the privilege of this education.

MISSION STATEMENT

Our mission at Sacred Heart is to provide a well-rounded, quality Catholic education for all children regardless of race or religious affiliation.

ABSENCE

When a student is absent, parents must call the school between 8:00 A.M. and 9:30 A.M. If no call is received, the school will contact the parents. The purpose of this policy is to ensure the safety of the children.

If a student is present five or more hours, he/she is not counted absent. If he/she is present less than five hours but more than two and a half hours, he/she will be counted one-half day absent. If a student is present less than two and a half hours, he/she is counted a full day absent. Lunch period is not included in time counted present.

ABSENTEE HOMEWORK POLICY FOR GRADES 5-8

Homework for students when they are ill or absent from school is to be compiled by the student when he/she returns to class. The student is responsible to see that the assigned work is completed and given to the teacher (s) in the appropriate number of days after they return. The students have one day for each day absent to see that the work gets turned in. (e.g. if a child is absent for two days, he/she has two days after he/she returns to school to hand in all homework, three days absent - three days to make up work.) If this does not happen on the required day, a 0% may occur. Further consequences may result should students repeatedly choose not to do homework.

Therefore, when a student in grades five through eight is absent, he/she is responsible to seek out all missing assignments from his/her teacher. This is the responsibility of the child.

The school staff would prefer that students wait until they return to school to get homework that has been missed due to absence. Obviously, other arrangements can be made in the event of a prolonged absence.

4715 AIDS

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish religious education programs. Students who are known to have AIDS should be individually evaluated by the pastor, appropriate administrator(s), physician(s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

Persons seeking employment in parishes, schools, and other facets of the educational mission shall not be discriminated against on the basis of AIDS, unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

Employment by the parish, school, or other facet of the educational mission shall not be terminated unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

The parish/school should respect the right of privacy of the individual. Knowledge that a student or teacher has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of confidentiality requirements.

ADMISSION

The purpose of Catholic education is to give a well-rounded education to Catholic children. This education is open to students at Sacred Heart regardless of race, sex, or ethnic background.

Educational programs operated under the auspices of the Diocese of Springfield in Illinois must admit students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally available to students in these programs.

Appropriateness of educational programs and/or the availability of space may be legitimate factors affecting admissions.

- a. A student may be admitted to kindergarten who is five years of age by September 1 of the current school year.
- b. Students fulfilling the basic age requirement but who, after sufficient examination, are found lacking in maturity or readiness for kindergarten may not be accepted.
- c. Students not fulfilling the age requirement, but who, after adequate examination, are found to possess sufficient maturity to enter kindergarten, may be accepted.
- d. Students of non-parishioners will be accepted provided there is room in the respective classes.
- e. All new students are required by Illinois State Law to have a complete physical examination and to present proof of immunization at the time of registration.
- f. All students who enroll are on probation.

ATTENDANCE

Records containing names of persons to be contacted in case of injury or illness must be kept on file. If your phone number or other emergency information changes, please notify the office immediately.

- a. A sick student can never be sent home alone.
- b. If your student becomes ill during school hours, you will be contacted before the child is permitted to leave the building. Be sure your child knows where you are each day and how to reach you.
- c. Students who must be excused for medical or dental appointments, funerals, or other reasons during school times must present this request stating the reason to the homeroom teacher before the appointment. **The student must also bring a note from the doctor, dentist, etc., when returning to school.** Students may not be excused during the school day for reasons other than the ones listed above. In order for a student to leave school between 7:55-2:55, the parent must come into the office to sign the child out and back in. These appointments should be made outside of school time, if possible.
- d. Students not able to participate in physical education should have a note from parents if it is a temporary disability or the doctor if the disability is of a longer duration.
- e. Perfect attendance awards are not given.
- f. When a student transfers, please make a formal withdrawal at the office.
- g. Students missing more than 18 unexcused days of school, or, ten percent of days in session, could be reported to the Regular Attendance Program (RAP).

BICYCLES

Bicycles must be walked on school premises at all times. Each child is to stand the bike upright in the bike stand and lock it. The school will not be responsible for any damages or loss of bicycles.

BIRTHDAYS AND HOLIDAYS

Birthdays may be celebrated appropriately at school with some type of **small treat** all the students in the class can enjoy, for example: candy, cookie, fruit snack (**no frosted cupcakes, no meals, please!**). Purchased treats are preferred. **No drinks will be permitted.** We ask that gifts such as balloon bouquets, flowers, etc. NOT be delivered to school. We prefer that party invitations not be passed out at school, but if they are, they must include everyone, all boys, OR all girls.

Parents may also consider donating a book to the school library to commemorate their child's birthday. An appropriate notation could be made on the inside cover of the book to signify the purpose of the donation.

Homeroom mothers provide treats for the Kg through Grade 8 Christmas parties and Kg through Grade 4 Valentine's parties.

BUS SCHOOL MISCONDUCT POINT SYSTEM EFFINGHAM UNIT SCHOOL DISTRICT NO. 40

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any other adult designated by the Unit No. 40 Board of Education to supervise the students riding the bus. The bus driver must devote one hundred percent of his/her attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding the bus.

The bus misconduct point system was approved by administration, bus drivers, and parents as a program designed to insure that students conform to the transportation and school rules and policies. The following misconduct system applies to students in preschool through grade twelve. Points serve as a notice of some type of misconduct and/or the violation of school rule. The three main components of the misconduct point system are as follows:

1. Points are issued upon violations of school rules and transportation rules.
2. Points accumulate throughout the school year and start over with each new school year.

3. Accumulation of points WILL result in being placed on detention or time off the bus or removal from bus for remainder of school year.

A copy of each misconduct notice will be mailed to the parent/guardian of the student.

10 Points:

- Obscene language/gestures toward student
- Possession of tobacco product
- Opening emergency door
- Getting off at wrong stop

10-20 Points:

- Deliberate delay

10-30 Points:

- Consumption of candy, food, drinks
- Defiance (disrespect)
- Excessive noise
- Fighting
- Misconduct under substitute driver
- Refusal to stay seated
- Vandalism (plus restitution)

10-60 Points:

- Projectiles

30 Points:

- Deliberate boarding unassigned bus
- Use of tobacco
- Extremities out windows

30-60 Points:

- Weapons possession/use

40 Points:

- Obscene language/gestures toward driver/bus aide/staff member

40-60 Points:

- Threat/intimidation of driver/bus aide/staff member (physical or verbal)

60 Points:

- Alcohol and drugs (see Policy 7.190)
- Assault of bus driver/bus aide/staff member
- Explosive Device

<u>Accumulated Points</u>	<u>Discipline/Consequence</u>
10	1 hour detention
20	Off bus (1-3 days)
30	Off bus (5 days)
40	Off bus (10 days)
50	Off bus (20 days)
60	Removal from bus for rest of school year

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

CHAIN OF COMMAND

Parents wanting to check on specific incidents that have occurred in the school setting should follow the chain of command:

- 1) Meet with teacher/coach first about incident
- 2) Contact the principal after speaking with teacher/athletic director if necessary.

4714 COMMUNICABLE DISEASES

The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease.

In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

COMMUNICATION (HOME-SCHOOL)

We encourage good communication between home and school, by way of notes, email, voicemail, phone calls, visits, and parent-teacher conferences. When trying to contact a teacher, please keep in mind that he/she is usually not available from 7:55-3:00 during the school day. **The administration asks that any parent-teacher conference be scheduled in advance.**

A. GRIEVANCE/APPEALS

If parents want to check on a specific incident that has occurred in the school setting, please **meet with the teacher/coach** about this incident. **After** talking to the teacher/coach, if more discussion or clarification is needed, you may then contact the principal. General topics or suggestions may be discussed with the principal.

B. CONFERENCES:

Parent-Teacher conferences are encouraged and may be requested by either the parent or the teacher. All parents are **REQUIRED** to come to the parent-teacher conferences in the fall. Report Cards will be held until a parent-teacher conference has taken place.

C. PROMOTION, ACCELERATION, RETENTION:

Should a teacher and/or parents feel that a retention or acceleration of a child would be beneficial to the child, they will meet during the course of the year and discuss the child's attitude and academic progress. Written accounts of these meetings will be kept on file.

A student needs to demonstrate mastery of the subject matter to be promoted to the next grade level. Demonstration of adequate maturity and social skills must also be shown by students in kindergarten and primary grades 1 and 2.

For students in kindergarten - 2, failure in reading and math may result in retention.

For students in grades 3-8, failure in two or more core subjects is grounds for retention. Core subjects are as follows: reading, english, math, science, and social studies.

The final decision to promote, retain, or accelerate a student will be a cooperative one of parents, teacher, and principal. Teachers have the final say after kindergarten.

Pupils completing a grade's work to the extent of their ability shall be promoted to the next grade. Promotion shall be based on grades received in the core subjects.

D. REPORT CARDS:

Report cards are issued every nine weeks. Progress reports are sent out in the middle of each quarter. These are to be signed by the parents and returned to the respective teachers.

E. PHONE:

Neither students nor teachers will be called from class for phone calls. **We discourage students from using the phone and encourage them to learn to be responsible and plan ahead.** For a good reason, the homeroom teacher may give a student permission to call home.

F. CELL PHONES/PAGERS/ELECTRONIC DEVICES

Electronic Devices:

Electronic devices including cell phones may be brought to a school activity under the following conditions:

1. Electronic devices must be kept in the OFF position during school hours.
2. Electronic devices may not be used for picture taking unless authorized by the administrator and or designee.
3. There should not be any harassment or threatening of persons via the electronic devices.
4. Game playing, Internet or e-mail access, sending any electronic messages, gambling or making purchases of any kind using any electronic device are not permitted.
5. Violator of these rules regarding electronic devices may forfeit their privileges of bringing them to school.

****Staff has the right to search for and confiscate for misuse of phones and electronic devices.**

G. GREEN NOTES:

"Green Notes" are school newsletters. Expect to receive a "Green Note" bi-weekly. There is often **vital** information included in this note. Parents must look for it every other Wednesday. Non-custodial parents can receive Green Notes through the mail by providing the school with self-addressed stamped envelopes.

CONFLICT RESOLUTION

Conflicting students will be taken to principal's office, where students, teachers, and principal will resolve conflict, and consequences will be handed out as needed.

CRISIS PLAN

The school has an active crisis management plan, and crisis kits are located throughout the school building.

DAILY SCHEDULE

7:45 Walkers, car riders, bike riders may arrive

7:50 Students go to homerooms and prepare for class

8:20 School begins (All school prayer)

2:55 Walkers, bike riders, those participating in sports are dismissed

Note: a. Students may not leave the school grounds once they have arrived, unless escorted by an authorized guardian.

b. **Parking is not permitted in the front driveway of the school. For safety reasons, it is very important to follow school procedures when picking up and dropping off students.**

c. **Students who are car riders should be picked up by 3:05 P.M. The school accepts responsibility for the supervision of students from 7:45 A.M. until 3:05 P.M. After 3:05 P.M. the school will accept responsibility only for the students riding late buses or involved in extracurricular activities.** If the students stay for extracurricular activities, they WILL NOT be allowed to leave the school grounds for any purpose. The school will not be responsible for anyone who leaves the school grounds.

d. Students leaving school on foot must be in at least **sixth grade**. Anyone younger than that must be accompanied by an escort who is in at least **sixth grade**. Walkers must obtain a pass from the office.

DISCIPLINE

To discipline means to teach. Therefore, an attempt shall be made, in all disciplinary procedures, to teach students to consider more productive and positive behavior choices. It is not always easy for the student being disciplined to recognize the distinction. However, we hope that the disciplinary process will be a corrective learning experience, and the consequences not just punitive measures.

One of the most important lessons education should teach is discipline. Although it does not appear as a subject, it does underlie the whole educational structure. It is the training that develops character, self-control, organizational skills, and efficiency. Discipline is the key to developing good conduct and proper consideration for other people.

Bullying/Harassment: We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a secure atmosphere. Bullying of any kind is unacceptable. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be emotional, physical, racial, sexual, homophobic, and verbal. No one deserves to be the victim of bullying. If bullying does occur, all students should report the incident to a teacher or the principal. The incident will be dealt with promptly. Anyone who knows that bullying is occurring is expected to report the incident to the staff or principal. Sexual harassment will not be tolerated. Harassed students or witnesses to harassment should report to school principal for appropriate and confidential action.

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

Severe Clause: Problems dealing with such things as violence, cheating, stealing, vandalism, bullying, etc. will be handled on an individual basis, with input from teachers, administration, parents, the student involved, etc. Bullying of any kind by anyone associated with Sacred Heart School is unacceptable. Bullying can be, but not limited to, emotional and verbal. Cyber bullying is an act performed by technical application methods such as blogging, texting, and instant messaging. In addition, engagement in cyber bullying such as, but not limited to, blogging and texting, may result in disciplinary action if the content of the student's verbiage includes defamatory comments regarding the school faculty, students, or the parish. Some examples of behaviors that would lead to more severe consequences:

disrespect toward staff

possession of or use of tobacco products

possession of or use of alcohol products

possession of drugs, drug paraphernalia, or look a likes (Legal authorities will be notified.)

weapons

defiance of authority

harassment/intimidation

sexual harassment

possession of disruptive devices

inappropriate use of technology (internet I.e., Facebook, MySpace, etc., cell phones, pagers, electronic devices, etc.)

Search Policies

Student Searches: The Principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based on the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker/Cubby Searches: School lockers/cubbies are the property of the school. A student who uses a school locker/cubby may not expect privacy in that locker/cubby or its contents. The Principal may search student lockers/cubbies at any time. The Principal may also authorize any school official or law enforcement officers to search any student locker/cubby at any time.

DRESS CODE

Students at Sacred Heart are asked to dress in a manner that is respectful and does not draw undue attention toward themselves. Clothing should be neat, clean, and **modest**. Clothing must also fit properly, neither over- nor undersized. Students not adhering to the dress code will be addressed on an individual basis.

- **CHURCH DAY:** On Church days, students should wear dress clothes, i.e. dress shirt/blouse and casual slacks.
- **FOOTWEAR:** Must be worn at all times. Only Grades 6-7-8 are allowed to wear backless shoes.(**NO FLIP FLOPS**)
- K-5 must wear shoes/sandals with closed back or strap at all times. Please keep recess safety in mind when purchasing shoes.
- **JEANS/DRESS SLACKS:** Knit slacks or pants are only permitted in Grades K-3. Small logos and brand names are permitted. Undergarments should not be visible.
- **JACKETS/HOODED SWEATSHIRTS/SWEATSHIRTS/COATS:** Are to be worn outside, not inside unless permitted by teacher.
- **SHIRTS:** Dress shirts/blouses, with or without collars, are to have sleeves, no off-the-shoulders, or no low necklines. Undergarments should not be visible. Collared shirts and dressy shirts of **reasonable** length may be worn untucked; all other shirts must be tucked in. Grades K-3 students may wear appropriate sweatshirts anytime. Grades K-8 students may wear any sleeved green shirt or **SHS** sweatshirt/T-shirt every Friday, unless otherwise noted.
- **SHORTS/SKIRTS/SKORTS/DRESSES:** Shorts with a hem may only be worn **August through October 15** and **April 15 through May**. Length of shorts/skirts/skort/dresses must be **two inches above middle of knee cap** or longer. Only **small** brand name or slogans are permitted. Capris may be worn anytime **if below the knee**. **If leggings are worn with a skirt, the skirt must be two inches above middle of knee cap.**
- **HAIR:** Styles should be simple and in good taste, not drawing undue attention to the student. Hair should be cleaned and combed.
- **JEWELRY:** Females only may wear earrings which are small and inconspicuous in the ears.
- **P.E. UNIFORMS:** Grades K-5: Students must always wear tennis shoes on their P.E. day. Another pair of tennis shoes must be kept at school solely for indoor P.E. in gym. Girls are asked to wear pants on days that they will be participating in P.E. Grades 6-8: Students must have tennis shoes that are worn solely in the gym. Students must wear a specified P.E. uniform consisting of a **plain white T-shirt and solid green shorts (labeled with name)**. **Shorts may be purchased independently or at registration in August.**

PLEASE NOTE THE FOLLOWING DRESS CODE RESTRICTIONS:

No jeans on church days.

No retractable roller shoes, cowboy boots, high heels over 1 1/2 inches, or flip flops.

No camouflage.

No long bib overalls in Grades 4-8.

No T-shirts or shirts resembling T-shirts (except on designated days).

No large numbers or logos on clothing.

No sweatshirts in Grades 4-8 (Sweatshirts may be worn only as outdoor jackets in Grades 4-8.) unless permitted by teacher.

Grades 6,7,8 very light make-up.

SPECIAL NOTE: Students not adhering to the dress code may be asked to change and may be subject to discipline if the behavior is repeated. **Good Rule: If you question the clothing, you probably shouldn't wear it!**

ELIGIBILITY

Grades are checked weekly during the school year for students participating in athletics and Scholar Bowl. All "D" and "F" grades are turned in to the office on the last school day of the week. If **any student** on the extracurricular eligibility list is receiving a **failing grade of 69% or below** in one or more subjects, that student will be declared "ineligible." A child must be present for school 1/2 day on the day of an activity. (Excused absences, such as for a funeral or for a doctor or dentist appointment with a doctor's note stating return are exceptions). Eligibility, which is cumulative, runs Monday through Monday. Each student's grades will be cleared at the beginning of each quarter. Tennis and fifth and sixth grade basketball is not IESA sanctioned; therefore, eligibility does not pertain to the 5/6 basketball season.

Sacred Heart School is a member of the Illinois Elementary School Association and must follow their rules for eligibility.

EMERGENCY PLAN AND POLICY

In the event of a crisis on a school attendance day, Sacred Heart School has the right to make decisions deemed in the best interest of our student population, including, but not limited to, transporting/moving students off-campus or outside the city limits, as recommended by the crisis response team. In case of evacuation, parents/guardians will be required to present a photo ID in order for their child to be released to them. Parents will be asked to follow the procedures directed by emergency personnel and Sacred Heart School personnel once they reach the location.

4313 ENROLLMENT

- A. Sacred Heart School admits students in accordance with the policies established by the Diocese of Springfield. We accept only those students who desire both religious and academic formation.
- B. Preference for enrollment for Grades 1-8 are as follows:
1. Children currently enrolled at Sacred Heart
 2. Siblings of children already enrolled at Sacred Heart.
 3. Catholic families in the parish
 4. Catholic families from neighboring parishes.
 5. Non-Catholic families interested in enrolling.
- C. Preference for enrollment for preschool or kindergarten is as follows:
1. Siblings of children already enrolled at Sacred Heart.
 2. Catholic families in the parish.
 3. Children currently enrolled in Sacred Heart Preschool.
 4. Catholic families from neighboring parishes.
 5. Non-Catholic families interested in enrolling.

Enrollment may be denied if the number will result in a class size larger than the allowed maximum. Upon reaching maximum for a particular homeroom, a waiting list will be established.

Continued enrollment in the schools is based upon the students and their family's fulfillment of all financial, academic, physical, and spiritual obligations stated in the school handbook. Any new student enrolled at Sacred Heart School will be on a probationary period of up to two quarters. If at anytime during this probationary period the administration feels the student and/or his or her family is not fulfilling their obligations, enrollment can be terminated. We reserve the right to test any student entering from a non-certified private school or home schooled for proper placement.

4613 EXPULSION

The expulsion of a student from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her.

The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor. The best environment for a student with a behavior problem is the Christian atmosphere of a Catholic school.

The general situations which demand removal of a student from the school can be reduced:

- Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils
- Chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if at all possible, that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word "withdrew" are sufficient for the permanent records.

EXTRA CURRICULAR ACTIVITIES

- A. Sports:

The purpose of sports is to teach the skills of the game, to foster healthy exercise, to teach fair play, and to give enjoyment to the students. A parent meeting is held before each sport to explain expectations, rules, practices, etc.

Sacred Heart offers the following sports:

BOYS

Baseball (Coop)
Basketball
Track
Tennis
Cross Country (Co-Op)

GIRLS

Volleyball
Basketball
Track
Tennis
Cross Country (Co-Op)
Cheerleading

Athletic physicals, birth certificates, and proof of insurance **MUST** be on file at the school before students may practice.

B. Scholar Bowl:

Scholar Bowl is offered in the spring for students in grades seven and eight.

C. Additional Activities:

Band	Choir	Musical Programs	Essay Contest
Literary Contest	Star Lab	Spelling Bee	Art Fair
Space Camp	Student Council	Read Nights	Science/History Fair

*** All junior high sports will be filled with seventh and eighth grade students first.**

5537 FIELD TRIPS

Field trips are an extension of the learning process. The principal will encourage only those field trips that are appropriate educational experiences.

Primary grades: (1) adult for every (5-6) students; otherwise, on field trips there will be at least one (1) adult chaperone for every eight (8) students.

Permission, in writing, must be secured from parent(s) or guardian of students who go on scheduled trips. Information to the parent(s) or guardian will include the date, purpose, destination, expected student behavior, and time of return. No notes for personal outings will be distributed at school.

Prior to school activity/field trip, all chaperones must submit to the school office a one-time proof of attendance at a Protecting God's Children diocesan workshop and a completed background check form. All volunteer field trip drivers must be at least 25 years of age or older.

FINES

Lost or damaged library book: cost of the book.

Lost or damaged textbook or workbook: actual cost of the book.

Gum is never allowed on school property. Candy is not allowed on school property unless authorized by school staff. This entails a fine of \$5.00.

All school personnel have authority to enforce the rules.

All fines must be paid in full before the end of the year.

The school reserves the right to hold report cards, etc. in the event the fines are not paid.

FIRE/TORNAD/EARTHQUAKE/EVACUATION DRILLS

Procedures for fire, tornado, earthquake, and evacuation drills are communicated to students at the beginning of the school year. Drills are held periodically throughout the year to keep students in practice for what to do in case of an alarm. Absolute silence and good order are necessary during these circumstances.

FUNDRAISERS

All fundraising activities must be cleared through and approved by the SHS school board.

HEALTH PROGRAM

The school is required to pay a yearly fee per student each year for health services. Health forms must be kept up to date in the school office. Please notify us immediately of any changes or additions in your child's immunizations, diseases, serious illness, or anything that might affect them at school.

At the present time, students in grades kindergarten, first, second, and fifth have their vision checked each year. This vision check is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Hearing is tested in grades kindergarten, first, second, third and fifth.

Every child in grades one through four will be checked for head lice toward the beginning of the year. This service is provided by the County Health Department. Any student with head lice must go to the ECHD to be cleared before re-entering school.

Immunizations/Physicals

All students must be in compliance with Illinois State Law Regulations concerning immunizations. A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. Within one year before entering kindergarten or the first grade;
2. Upon entering the sixth and ninth grades; and
3. Whenever a student first enrolls in a District school, regardless of the student's grade.

Any child who is not in compliance by October 15 of the current school year will be asked to remain at home until the child has the proper immunizations.

Immunizations are provided by the City or County Health Departments if the parent desires.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the administrator a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

Eighth graders are required to get a tetanus shot before entering high school. The school nurse comes to school to give these shots to the eighth graders who want it now instead of waiting.

Parents of a child having asthma or allergies (such as bees) should inform the office and the child's teacher of the asthma or allergy.

The Principal or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. Sacred Heart School, however, assumes no liability for preventing, identifying, or treating such problems.

Dental Exams: Dental exams are required for all students attending kindergarten, second, and sixth grades. Dental exams are acceptable if done anytime after November 15 of the year preceding entry into Grades Kg., 2, and 6. They are due by May 15 (the end of the kindergarten, second grade, and sixth grade school years).

Vision Exams: A vision exam is required for students entering an Illinois elementary school for the first time.

HOMEWORK

Homework is an important part of the instructional program. Its purpose is to strengthen skills taught at school, to review material already learned, to teach children how to budget their time, and to provide growth in responsibility. Educational Standards recommend that the average student will spend ten to fifteen minutes on homework time per grade, i.e. sixth grade = 60 to 90 minutes.

Grades 4-8 are required to use an assignment notebook. One is provided by the school. Homework Hotline is available in Grades 4-8 for students/parents to check on assignments. Homework can also be found at sheff.org.

It is the child's responsibility to see that he/she takes his books home and completes the assignment on time. Parental cooperation in this regard is extremely valuable. **Problems with homework should be discussed with the teacher.**

Students progress can be checked by parents using the password provided by the school and TeacherEase. The grades are updated weekly.

HONOR ROLL

Students in grades six, seven, and eight are eligible for the Honor Roll. Qualifications are the following: High Honors is 10 points or above; Honors is 8 points or above. Subjects that are averaged for the Honor Roll include the following: religion, reading, language arts, math, science, social studies, constitution, and spelling. Any D, F, or U in those subjects, as well as physical education, music, art, band, chorus, accelerated reading, computers, and Spanish will disqualify the student.

Names of Honor Roll students will be publicized. If you do not want your child's name published, you should notify the office in writing.

Grades and their equivalent percentages are the following:

12	A+	100	6	C+	83-84
11	A	95-99	5	C	79-82

10	A-	93-94	4	C-	77-78
9	B+	91-92	3	D+	75-76
8	B	87-90	2	D	72-74
7	B-	85-86	1	D-	70-71
			0	F	69 and below

HUMAN SEXUALITY

Human Sexuality education is offered at Sacred Heart School. Should parents not want this opportunity for their child, they may request that their child not be part of the class. The parents will be notified when the class begins.

INSURANCE

Every student is required to have insurance, either through their parents or the school. Students are offered school insurance through Markel Insurance Company. Forms are distributed at registration. Each student is required to provide proof of insurance. If the student is injured at school and is covered by school insurance, a form must be picked up from school and filled out immediately.

INTERNET

Sacred Heart Parish School is very fortunate to have access to the World Wide Web. Over the course of our school year, the Internet may be used as an integral part of several projects. To ensure safe use of this tool, the student and parents will be asked to sign an Internet Use Agreement that is sent home at the beginning of the school year. It will contain the following:

1. Students will only research those Internet sites approved by the teacher.
2. If a student is found to be in an area not approved by the teacher, the student will immediately be removed from the online computer. If the site was off the subject but not otherwise inappropriate, the student will be allowed to use the online computer the next time the class visits the computer lab. A repeat violation will result in that student losing Internet rights for the rest of the school year. If the unapproved site was inappropriate due to more objectionable reasons such as violent or sexual content, the student will be removed from the computer lab and will **lose Internet rights for the remainder of the school year. No second chances will be given.**
3. Any student who is not actually sitting at the online computer, but is still involved in the activity, will receive the same consequences described in number (2) above.

LOST AND FOUND

The lost and found cabinet is in the office. It is routinely cleaned out and articles placed on a table in the lobby. Articles not claimed are given to Catholic Charities.

LUNCH PROGRAM

A well balanced lunch is served in the school cafeteria. The price of lunch is \$2.00 for students and \$2.25 for adults. Extra milk is thirty cents (.30). No student is allowed to drink soda with his/her lunch. Adults are asked to call the office by 9:00 A.M. on the day they plan to eat with students.

PAYMENT FOR LUNCH SHOULD BE MADE IN ADVANCE. Payment should be made on Monday in an envelope marked school lunch. If the student is absent, deduct the correct amount from the following week's payment. Please send all money to school in a sealed enveloped **PROPERLY MARKED** with name and amount. The lunch program is not handled in the school office; it is a separate account managed by the kitchen. In order to avoid confusion with the school bills and fees, please do not include school book fees, insurance money, etc., with the lunch money.

Free and reduced price lunches are available for those who qualify. These applications are available at the beginning of the school year.

MEDICINE

As a general rule, medication will **NOT** be given at school. Acutely ill students will be sent home. Students convalescing from an illness should ordinarily remain at home until the need for medication no longer exists. Students should **NOT** have drugs in their possession on the school grounds.

A. PRESCRIPTION MEDICATION

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, prescription medication may be stored in the office and made available to students at prescribed times. Any student who is required to take oral medication during the school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken. Forms are in the office.
2. Written request and permission from the parent or guardian of the student that the school comply with the physician's orders. Forms are in the office.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Only the person designated by the principal or registered nurse shall be allowed to dispense the oral medication pursuant to the physician's orders.

**The use of intramuscular or intravenous medication must be cleared with the physician and administered by a registered nurse.

Public Act 94-0792 allows students to self-administer both their asthma and allergy medication (allergy medication taken with an epinephrine auto-injector) at school. For students to self-administer, written authorization (must include name of student, medication he/she will administer, purpose of medication, prescribed dosage, and the time when it is to be taken) from the parent/guardian and the physician/advanced practicing registered nurse must be on file with the principal and be submitted each year.

B. NON-PRESCRIPTION MEDICATION

1. No non-prescription medication will be dispensed in our school. **The non-prescription medications include aspirin, Tylenol, antacids, antihistamines, cough drops, and any other medication.**
2. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used.
3. If an injury occurs, we will use soap and water and inform the parent if the student needs further treatment or needs to be sent home.
4. If a student needs medication, the parent will be called and he/she assumes the responsibility to bring the child medication or take the child home.

4213 NON-CUSTODIAL PARENTS

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

NON-DISCRIMINATORY POLICY

Sacred Heart School of the Diocese of Springfield 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 at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, and athletic and other school-administered programs.

OFF-CAMPUS CONDUCT

The administration of Sacred Heart School reserves the right to discipline its students for off-campus/after-school behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus/after-school behavior includes, but is not limited to cyber bullying.

PARENT DROP-OFF AND PICK-UP

It is very important, for safety reasons, that parents follow the school's procedures for drop-off and pick-up. Car traffic and bus traffic should not conflict if at all possible. **The front parking lot is reserved for bus traffic.** Furthermore, having students walk through parking lots at these busy times can be very dangerous.

Car traffic should enter and exit before and after school according to the provided map. Parents **should not** park and come get their kids after school. This puts school staff in charge of students in a very precarious position.

PESTICIDE/WEEDS SPRAYING

The school has the kitchen sprayed once a month after 3:00 P.M. and other parts of the building as needed. The pesticides are applied by a professional company and are considered safe for school building use. If your child has allergies to pesticides or if you suspect that your child may have a reaction to the pesticides, you should contact the building principal. Parents or guardians who wish to be notified of the spraying should notify the child's principal in writing at the beginning of the school year.

The school sprays areas occupied by students for weeds on Friday evenings at 5:00 P.M. No area used by children is ever sprayed when children are present.

PHYSICAL EDUCATION PROGRAM

Physical Education classes are held twice a week for each homeroom. The purpose of our physical education program is to allow time for children to exercise, learn to play together, and to compete respectfully. See Dress Code for P.E. uniform.

Combination locks for the purpose of securing clothes in the locker rooms are provided by the school for student use. Students can use school-issued locks. Students will be fined for the damage or loss of locks.

PLAYGROUND RULES

1. No food, gum, candy, or toys from home.
2. Once outside, you may not go inside. If an emergency, ask the teacher on duty.
3. Use all playground equipment properly.
4. Do not play in courtyard when class is in session.
5. No tumbling allowed.
6. Must respect the bells and line up in silence.
7. No throwing rocks or snow, puddle jumping, or sliding on ice.
8. Respect for all people at all times, definitely no fighting.
9. No playing around dumpster and fences.
10. Proper language at all times.
11. Don't ever leave playground to get balls without permission.
12. When a whistle is blown, students must stop and listen.
13. NO phones or electronic devices are allowed during recess.
14. Teacher on duty has final authority.

POLICE QUESTIONING AND APPREHENSION

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

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

RELIGION PROGRAM

Our priorities at Sacred Heart are as follows: teaching the Catholic faith, instilling Christian values, and providing a religious atmosphere.

The children participate at an all-school Mass once a week in church. A respectful, prayerful attitude, good behavior, and full participation (singing and answering the prayers) are expected. Proper dress is also required. The liturgies are planned by various classes. Parents are always welcome to attend.

Reconciliation is available during the year. There are also seasonal devotions for Mary, Advent, Lent, etc. Religion classes are taught on the days the students do not go to Mass, and prayer is an important part of each day.

Students in second grade make their First Communion in the spring. Reconciliation is made before First Communion. Parent meetings are held prior to the reception of both sacraments.

Service hours for Confirmation begin in seventh grade and continues through eighth grade. The eighth grade class will make its Confirmation in the spring of that school year.

SCHOOL PROPERTY

Children should respect school property: books, computers, laptops, SmartBoards, desks, restroom facilities, locker rooms, playground equipment, etc. Any property that has been damaged or defaced must be repaired or paid for. School personnel reserve the right to inspect lockers and desks when necessary. The school reserves the right to hold report cards, transcripts, etc. until restitution is made for damaged property.

SPECIAL SERVICES

Unit 40 offers speech and special services to students who are in need. These classes are held in one of the public schools. Testing for learning disorders, etc. is also provided by Unit 40. This testing is usually conducted at the student's school during the school day.

Counseling is available through Catholic Charities. You may pick up a form in the school office to request counseling.

STATEMENT OF RIGHTS

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

SUNDAY ENVELOPES

Students are encouraged to use their collection envelopes. This helps to teach them a spirit of giving.

4612 SUSPENSION

A student should not be suspended by the principal until there has been a conference with the parent(s) or guardian. The time period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

TARDINESS

A student is considered tardy if he/she arrives in his/her homeroom after **8:20 A.M.** (except bus students). If a student is tardy, he/she must report to the office, present a written note explaining his/her tardiness, and obtain a tardy slip before being admitted to class.

TECHNOLOGY

Sacred Heart Parish School computers are networked and are used by a variety of classes. Therefore, it is necessary for students to follow these guidelines:

- a. Students will have assigned seats in the lab and assigned laptops. Users at a workstation that suffers damage to the hardware or software will be held responsible for that damage.
- b. No food, candy, drinks, etc. will be allowed in the lab or around laptops.
- c. Students found to be invading other users' files without consent will lose network privileges.
- d. Students may not print documents without a teacher's permission.
- e. No unauthorized software may be used/downloaded by students. Damages to the harddrive/network may result in a revocation of lab privileges.
- f. Report any suspected network security issue to the teacher on duty in the lab or in the classroom.
- g. Students are not to attempt to use CD's/thumb drives/USB drives unless it has been authorized by the teacher on duty.

Consequences for above actions will be those in the discipline plan which correlate with the offense.

TESTING (STANDARDIZED)

Tests are given to students in grades 2-8 beginning September 15 as required by the Diocese of Springfield. Results are communicated to the parents when they are received. Test results are used to judge student achievement and as a basis for curriculum changes. Grade K-1 will conduct in-house testing. Grades 5 & 8 are given ARCE testing beginning February 1 through February 15. Results are used to judge achievement in Religion and a basis for curriculum changes.

TEXTBOOKS

Textbooks are the property of the school. Writing in books or carelessness with books will not be tolerated. A fine will be charged for each damaged or lost book. **Textbooks should always be covered** and should be carried to and from school in a book bag. A \$15.00 per book rental fee will be charged if needed by a tutor or parent. The books must be returned at the end of the school year, and the fee will be returned if the book is in good condition. If the book is lost or damaged, full restitution will be expected.

TOYS/PERSONAL BELONGINGS

Students should NOT bring toys from home for use at school. This includes stuffed animals, dolls, skateboards, etc. If these items are confiscated, they will be held in the school office until parents retrieve them. If these items are lost or stolen, Sacred Heart School assumes no responsibility for replacement. This regulation does not apply to items which the younger students bring for “Show and Tell.”

TRANSFER OF RECORDS

Student records shall be released without parental consent to the following:

1. Local, state, and federal educational officials for educational and administrative purposes
2. Court order or subpoena
3. In an emergency where the records are needed by the enforcement or medical officials to meet a threat to the health or safety of the persons

The written consent of the parent/guardian is required for all other releases of information. Parents may examine their child's record in the school office upon request.

TRANSFER POLICY

When a student transfers from Sacred Heart School, a copy of the permanent records will be sent to the new school upon the school's request. This will be done within 10 school days.

TUITION/FEES

A responsible tuition rate allows our schools to remain strong and viable. However, no student of an active practicing Catholic will be denied a Catholic education at Sacred Heart due to a lack of funds. Financial aid (for Sacred Heart parishioners) and tuition tax credit are available in order to ease the financial burden of tuition.

If you belong to Sacred Heart Parish or St. Anthony Parish, tuition is as follows:

One child: \$2,405.00 Two Children: \$3,870.00 Three or more children: \$4,740.00

Tuition can be paid on a 10-payment plan, a 12-payment plan, or annually.

Materials Fee is \$245 per student; PTA Fee is \$20.00 per family; Booster Club Fee is \$20.00 per family.

WITHDRAWAL REFUND POLICIES: Should a student withdraw from Sacred Heart School, settlement of all tuition must be arranged, and any balance of prepaid tuition shall be refunded. Materials fee are non-refundable.

VISITORS

Visitors are invited and welcome to come to the classrooms for up to an hour if previous arrangements have been made with the teacher and/or principal. **All visitors, volunteers, etc. are asked to sign a form in the office upon their arrival and to sign out when they leave.** Visitors are not to arrive at classrooms unannounced. Deliveries, when necessary, will be made by school staff.

If a guest is going to eat school lunch with a student, please let the office know by **9:00 A.M.**, so we can inform the cooks.

So as not to disturb class, tests, etc., classrooms are off limits to parents unless previous arrangements have been made through the office. Guests may speak to their student in the office.

VOLUNTEERS

All volunteers/chaperones must provide proof of attendance at a Protecting God's Children diocesan workshop and a completed background check form prior to the event. Area workshops can be located online at www.dio.org.

WEAPONS

No weapons are allowed on school property or at any school event or activity that bears a reasonable relationship to school. Any student found in possession of any instrument that is perceived or used as an incendiary device and/or weapon* could be suspended up to five days from school and could be recommended for expulsion.

Additionally, any student who is verified to have threatened to perpetrate a violent act against another student or an employee of Sacred Heart School could be suspended from school and not readmitted until parents have provided certification from a counselor or psychiatrist that the student is not a potential threat to others. A police report will be filed on all incidents of violation of this policy.

*For purposes of this section, the term 'weapon' means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined by Section 1.1 of the Firearm Owners Identification Act use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or 'look-alikes' thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

WEATHER

If it is necessary to close school due to inclement weather, Unit 40 officials will make the announcement on the radio, WCRA, or WXF. They make the decision for all the schools in the Unit. Listen to the radio for information concerning school closing; **please do not call the school or rectory.** Also, the school uses the Alert Now system to make weather announcements.

WELLNESS POLICY

This policy is available for your review in the school office. It is a state required policy that addresses physical fitness and nutrition.

SACRED HEART SCHOOL

K-8 SUPPLY LISTS 2011-2012

GRADE K

5 boxes 24 ct. Crayola crayons, 2- 4 oz. **white** Elmer's glue (black label), 1 washable Crayola watercolor **set of 16**, pair of **Fiskars** blunt or rounded-nosed scissors, 2 boxes of wet wipes (80 count or more), 2 lg. boxes of tissues, 1 pkg. of 250 or more napkins, 1 **cloth** pencil bag with zipper, six #2 sharpened pencils, 1 box long colored pencils (**12 count**), 1 pair velcro or zipper tennis shoes for gym, book bag (approx. 13" x 14"), \$5 cash used for digital photo processing, 1 **adult large** T-shirt for paint shirt, 1 beach towel for rest time. **Please label all supplies.**

GRADE 1

Fiskars scissors, 2 folders, 1 spiral notebook, 4 boxes of 24-ct. Crayola crayons, 1 package of 12 #2 pencils, 2 lg. box tissues, Elmer's 4 oz. **white** school glue (no paste, gel, or semi-clear brown glue), 2 glue sticks, watercolor paints, girls need shorts for PE, a pair of tennis shoes for PE, cloth pencil case (large enough to hold crayons, scissors and glue; can be made from fabric with zipper), adult LARGE size T-shirt for painting, book bag, 1 box wet wipes, 1 package of napkins. No pencil boxes, markers, or colored glue. **Please label all supplies.**

GRADE 2

Rosary, Fiskars pointed scissors, 1 package of 12 #2 pencils, metric/standard ruler, 5 folders, 4 **composition** notebooks (**NO SPIRAL**), 1 red pen, 2 big boxes of tissues, 1 box of 24 ct. crayons, pencil case (large enough to hold crayons, glue, pencils, & scissors), Elmer's glue, 1 box Ziploc quart size baggies, 1 container of wet wipes, tennis shoes for PE, girls need shorts for PE, book bag, and an old T-shirt for art. No markers, loose-leaf binders, pencil boxes, or colored glue. **Please label all supplies.**

GRADE 3

Rosary with case, med.-sized scissors, 1 pkg. of 12 #2 pencils, 2 erasers, 1 box 24-ct. crayons, 1 pkg. colored markers, 1 yellow highlighter, 1~4 oz. **white** Elmer's glue, 2 red pens, zippered supply bag, 1" wide white *Reference View Binder*, 2-75pg. wide-ruled spiral notebooks, 1 pkg. 150 count loose-leaf paper, wooden ruler, clipboard, 2 boxes tissues, 1 T-shirt for art, P.E. shoes, 1 box quart-size freezer bags (girls only), 1 box gallon-size freezer bags (boys only), 1 container wet wipes, girls need shorts for PE, and 1 book bag. **Please label all supplies.**

GRADE 4

Rosary, cloth bag with zipper, 1-75pg spiral notebook, 1 folder, 3 red pens, scissors, 1 yellow highlighter, 24 ct. Crayola crayons, #2 pencils, 4oz Elmer's glue, 2 boxes tissues, 1 pr. tennis shoes for PE and girls need shorts for PE, book bag, 1 box wet wipes, lg. 3-ring binder, 8 subject dividers, 1 pkg. wide-ruled loose-leaf paper. No mechanical pencils, gel pens, colored glue. **Please label all supplies.**

GRADE 5

Rosary, 12" metric/standard ruler, lg. 3-ring binder, zippered supply bag, scissors, 5 red pens, 1 package of 12 #2 pencils, 1 highlighter, crayons, 4 oz. bottle Elmer's school glue, 2 packs of wide-lined loose leaf paper, 8 subject dividers, 2 boxes tissues, 2 containers of wet wipes, book bag. 1 pair of tennis shoes for PE and girls need shorts PE. No gel pens or white-out. **Please label all supplies.**

GRADES 6, 7, and 8

Rosary, 1 folder, 1 highlighter, 2 red pens, 1 eraser, scissors, 1 package of 12 #2 pencils, index cards (Gr. 8 only), 12" metric/standard plastic or wood (no metal) ruler with holes for binder, 4 packs loose-leaf paper, 8 subject dividers, lg. 3-ring binder OR accordion file organizer, pencil case, 1 box of tissues, 1 box of 24 crayons, a book bag, stick deodorant and **PE uniform of plain white T-shirt, green shorts, and tennis shoes (shorts may be purchased independently or at registration)**. Please do not buy pencil boxes, colored glue, or white out. No permanent markers, markers, spiral notebooks, or gel pens. **Please label all supplies.**

****Please Note: Grades 4-8: Assignment notebooks will be provided by the school.**

**** # 2 all wood pencils work best in our pencil sharpeners. The pencils with a plastic covering do not work.**

**** No wheeled book bags in grades kg through 3.**

**** Girls in grades kg through 5, must wear shorts underneath dresses or skirts during gym class.**

RELEASE / REQUEST FORM - STANDARD ACTIVITY

We request that our child _____ be allowed to go on the field trip to _____ with _____ (hereafter the "Organization") presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: _(____)_____

Mother/Guardian: _____ Daytime Phone: _(____)_____

Address: _____ Home Phone: _(____)_____

Other Contact Person: _____ Phone: _(____)_____

Medical Insurance Company: _____

Company Address: _____ Policy Number: _____

Blood Type: _____ Medical Conditions/Allergies: _____

We hereby also give our consent for our child to receive emergency medical care during this trip.

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

RELEASE / REQUEST FORM - HAZARDOUS ACTIVITY

We request that our child _____ be allowed to go on the field trip to _____ with _____ (hereafter the "Organization") presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that _____, and the activities related thereto are hazardous and we realize that injuries are a common occurrence. We freely accept and voluntarily assume all risks of personal injury or death, and property damage resulting from our child's participation in these activities. We fully understand that differences in height, weight, age, and skill, as well as the types and condition of any equipment used, also affect the dangerousness of these activities. We also acknowledge that we as parents/guardians are in the best position to know these things about our child. With this knowledge, we hereby consent to our child engaging in these activities.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: _(____)_____

Mother/Guardian: _____ Daytime Phone: _(____)_____

Address: _____ Home Phone: _(____)_____

Other Contact Person: _____ Phone: _(____)_____

Medical Insurance Company:

Company Address: _____ Policy Number: _____

Blood Type: _____ Medical Conditions/Allergies: _____

**We hereby also give our consent for our child to receive emergency medical care during this trip.
We hereby also give our consent for photographs of our child to be taken and released.**

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

SACRED HEART SCHOOL
407 S. Henrietta St., Effingham, IL 62401
Fax: 217-342-9251 Phone: 217-342-4060

SCHOOL MEDICATION AUTHORIZATION FORM

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office, or in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____ Grade: _____ Teacher: _____
Address _____
Home Phone: _____ Emergency Phone: _____

To be completed by the student's physician, physician assistant, or advance practice RN:

Physician's Printed Name: _____ Office Address: _____
Office Phone: _____ Emergency Phone: _____
Medication Name: _____ Purpose: _____
Dosage: _____ Frequency: _____
Time medication is to be administered or under what circumstances: _____
Prescription Date: _____ Order Date: _____ Discontinuation Date: _____
Diagnosis requiring medication: _____
Is it necessary for this medication to be administered during the school day? Yes No
Expected side effects, if any: _____
Time interval for re-evaluation: _____
Other medication student is receiving: _____

Physician Signature

Date

For only parents/guardians of students who need to carry asthma medication or an EpiPen:

I authorize Sacred Heart School and its employees and agents to allow my child or ward to possess and use his/her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires Sacred Heart School to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

If you agree, please initial: _____
Parent(s)/Guardian(s) Initial

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Sacred Heart School and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of Sacred Heart School), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices, and I agree to indemnify and hold harmless Sacred Heart School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name

Parent/Guardian Printed Name

*Parent/Guardian Signature**

Date

*Parent/Guardian Signature**

Date

**Both parents and/or guardians, if available, should sign.*

PLEASE CHECK TO INSURE FORM IS FILLED OUT COMPLETELY AND ACCURATELY.

INTERNET USAGE POLICY

Sacred Heart Parish School is very fortunate to have access to the Internet (World Wide Web). During the school year, the Internet is used as an integral part of projects and is used for educational purposes only. The Internet is used in a structured, defined way and is supervised by the computer classroom instructor as well as the classroom teachers. We are ensuring the safe use of this tool. In the event Internet rules are violated, consequences will be enforced. We are asking parents, students and staff to sign the attached Internet agreement.

Policy:

1. The purpose of Internet access in the Sacred Heart School is to enhance the educational process in the school. The Internet is not for entertainment or the substitution of classroom instruction. The instructor will determine how the Internet will be integrated into the classroom
2. Students will comply with the rules of behavior established by the school when accessing the Internet. Teachers and administrators have the right to monitor student behavior while students are accessing the Internet.
3. The following are forbidden and will result in consequences listed below.
 - A. Sending, receiving, or printing offensive material or pictures.
 - B. Using obscene, rude, or threatening language when communicating with another user.
 - C. The damage of computers, computer systems, such as equipment in the lab or computer networks.
 - D. The downloading of software, which can cause damage to the computer systems or computer networks.
 - E. Violating the copyright laws.
 - F. Using someone else's password or using another's identity.
 - G. Unauthorized reading, writing, or reviewing files of another user.
 - H. Using the Internet for commercial purposes.
 - I. Accessing inappropriate websites, unauthorized by the instructor.
 - J. Accessing chat rooms, e-mail, instant messenger, or blog sites.

If the teacher/staff member finds a student to be in an unapproved area, the student will immediately be removed from the online computer.

1. If the site was off the subject, but not otherwise inappropriate, the student will be allowed to use the online computer the next time the class visits the computer lab. A repeat violation will result in the student losing Internet rights for the rest of the school year.
2. If the unapproved site was deemed by the instructor to be inappropriate due to sexual, violent, or obscene, etc... content, the student will be removed from the computer lab and **will lose all Internet rights for the remainder of the school year. No second chances will be given.**
3. Any student who is not actually sitting at the online computer, but is still participating in the activity, will receive the same consequences described in number (2) above.
4. Law enforcement may be contacted in the event the violation warrants such intervention.

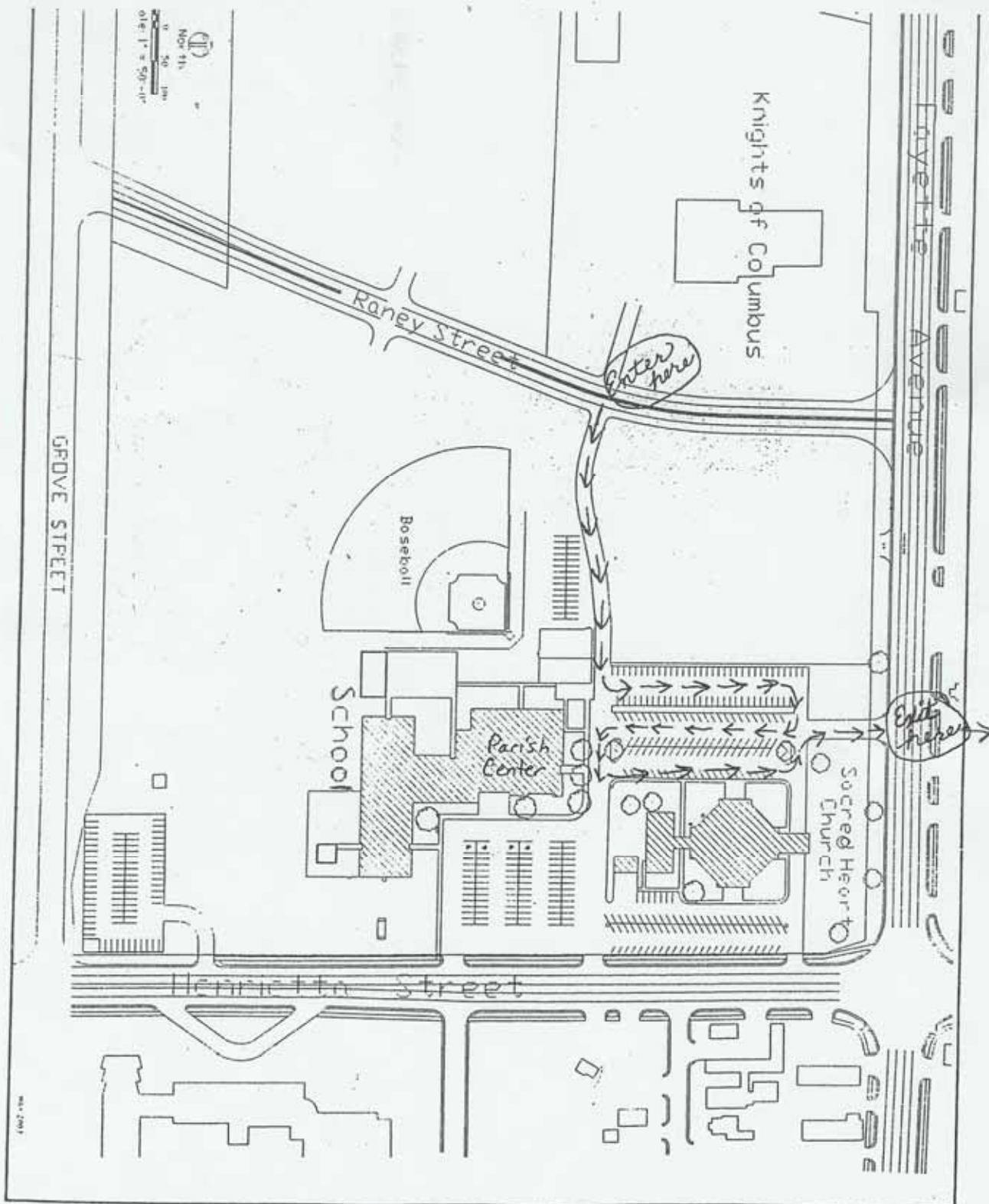
Please take time to carefully read through this policy and keep it in a convenient place to use a reference in the months to come. If you have any concerns about this policy, please contact 342-4060.

****Parents are required to sign for students in Grades K-6. All students in Grades 7 and 8 must sign the "Handbook Certification/Internet Publication Consent Form" on the last page and return by the first day of school. Students who do not turn in forms will not have access to school technology.**

PARENT TRAFFIC MAP

Morning Drop-Off: Use the Fayette Avenue entrance (or Raney Street). Drop students off in front of the Parish Center doors. Exit out of the Fayette Avenue exit.

Afternoon Pick-Up: Enter through Raney Street entrance only. Proceed east to gravel parking lot, weave north and back south onto paved parking lot. Proceed to Parish Center "white line" to pick up students. Turn north and exit out of Fayette Avenue exit. (See map below.)



2011-2012 Handbook Certification/Internet Publication Consent Form

(This form must be completed and returned by the first day of school.)

This handbook is provided to students and their families to acquaint them with the policies and guidelines necessary for providing a safe environment conducive to learning. It has been structured to help promote student progress as well as the interest of modeling appropriate school government.

We have received and read the 2011-2012 *Sacred Heart Parish School Handbook* and agree that our child (ren) as well as we, the parents/guardians, will be governed by the handbook.

Parent/Guardian Signature _____ Date _____

Please **print** name signed above _____

The above signature acknowledges receipt of the document. I further acknowledge that upon written or oral request, the administration will make itself available to clarify or otherwise discuss this handbook.

PERMISSION/CONSENTS

___ Yes ___ No I give my permission to Sacred Heart School to use my child/children's photo and/or name for school releases in the local or Catholic print media or radio.

___ Yes ___ No I give my permission to Sacred Heart School to use my child/children's photo and/or first name on our school Web Site.

___ Yes ___ No I give my permission to Sacred Heart School to videotape my child at school events such as the Christmas program and use the publication.

___ Yes ___ No I will permit my child(ren) to be transported for crisis safety purposes as outlined in the Emergency Plan and Policy section on Pg. 8 of this handbook.

By signing below, I am agreeing to the provisions, rules, and regulations contained within the Internet Usage Policy in this handbook. *Parents/Guardians should sign, and students in Grades 7 and 8 should sign, too.)*

Signature of Grade 7/8 Student Gr. _____

Name of Grade K-6 Student Gr. _____

Signature of Grade 7/8 Student Gr. _____

Name of Grade K-6 Student Gr. _____

Signature of Grade 7/8 Student Gr. _____

Name of Grade K-6 Student Gr. _____

Signature of Parent/Guardian

Return this page on or before the first day of school.