



SACRED HEART
Catholic School



2026-27 Parent-Student
Handbook

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MISSION & EDUCATIONAL PHILOSOPHY

Mission Statement

Sacred Heart School is grounded in the teaching of the Roman Catholic Church. We strive for excellence in education, in a family-oriented environment, while leading our students closer to God for a saintly life of service, leadership, and compassion for all.

Philosophy, Objectives, and Purpose of Program

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. Sacred Heart School is committed to building a culture founded on Gospel values. Catholic teachings will be imparted to all students and all students are expected to enhance the school's Catholic mission. To this end, parents, students, faculty, staff, and visitors are all called to ensure that all members of the community are consistently treated with dignity and respect as made in the image and likeness of God. 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.

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.

ADMISSION & ATTENDANCE POLICIES

Non-discrimination Policy

Sacred Heart School admits students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

Admissions

The purpose of Catholic education is to give a well-rounded, faith-based education in a Christ-centered environment. This education is open to students at Sacred Heart School regardless of race, sex, or ethnic background. Furthermore, we do not discriminate against immigrant children lacking in legal status, as required by *Pyler v. Doe*.

- Appropriateness of educational programs and/or the availability of space may be legitimate factors affecting admissions.
- A student may be admitted to kindergarten who is five years of age by September 1 of the current school year.
- A student may be admitted to the three-year-old pre-school who is three years of age by September 1 of the current school year.
- A student may be admitted to the four-year-old pre-school who is four years of age by September 1 of the current school year.
- Students fulfilling the basic age requirement but who, after sufficient examination, are found lacking in maturity or readiness for preschool/ kindergarten may not be accepted.
- Students of non-parishioners will be accepted provided there is room in the respective classes.
- 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.
- All new students who enroll are on probationary status for two quarters. (See Enrollment section below for details.)

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.

Priority 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. Children baptized in the Catholic faith
4. Children whose parents are active Sacred Heart parishioners. An active parishioner:
 - Is a registered member of Sacred Heart Parish and is actively participating in one or more ministries and/or groups within the parish.
 - Uses the Sunday offertory envelope or online giving on a regular basis. Regular use is defined as use of Sacred Heart Parish Offertory Envelopes at least twelve times over the course of one year (or the equivalent online). The rationale for this policy is that it demonstrates the willingness of families to participate in and be supportive, according to their means, of the faith community in which their children are being educated.
5. Children of alumni
6. Transfers from another Catholic school
7. Catholic families inside or outside of Sacred Heart Parish
8. Non-Catholic families interested in a Catholic education for their child(ren)

Priority for enrollment for preschool or kindergarten is as follows:

1. Siblings of children already enrolled at Sacred Heart
2. Children baptized in the Catholic faith
3. Children whose parents are active Sacred Heart parishioners. An active parishioner:
 - Is a registered member of Sacred Heart Parish and is actively participating in one or more ministries and/or groups within the parish.
 - Uses the Sunday offertory envelope or online giving on a regular basis. Regular use is defined as use of Sacred Heart Parish Offertory Envelopes at least twelve times over the course of one year (or the equivalent online). The rationale for this policy is that it demonstrates the willingness of families to participate in and be supportive, according to their means, of the faith community in which their children are being educated.
4. Children of alumni
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7. Non-Catholic families interested in a Catholic education for their child(ren)

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 school is based upon the students and their family's fulfillment of all financial, academic, physical, and spiritual obligations stated in the current parent-student handbook. Any new student enrolled at Sacred Heart School will be on a probationary period for two quarters. If at any time 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.

If the school administration feels that your partnership has been damaged at any time, you may be required to withdraw your child from Sacred Heart School.

Sacred Heart School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

Transfer Students

Students who wish to transfer to our school may be evaluated prior to their admittance to ascertain proper placement and to predict academic success. New students will then be reviewed by the teachers, principal and/or pastor at 3 weeks, 6

weeks, and 9 weeks, with the typical trial period ending after the first quarter of the school year. This trial period provides time for the student to adjust to a new school setting and to demonstrate academic commitment and responsible behavior consistent with Sacred Heart School standards. In the event that a student does not demonstrate satisfactory academic commitment and responsible behavior during this trial period, the student may be required to withdraw from the school.

Gender Identity

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-8 only), or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to call the school at 217-342-4060 before 9 a.m. to explain the reason for the absence. If a call has not been made to the school by 9 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Attendance credit for each day is based on the chart below:

Attendance Code	Credit Rec'd for the Day	Description
Absent	0	Gone all day or here less than 40 minutes
Tardy	.8	Arrive late, anytime between 8:10-8:50am (up to 40 min. late)
Partial	.5	Gone any more than 40 minutes, unless qualified as absent
Other	.8	Gone for 40 minutes or less in the middle of the day
Early Departure	.8	Leave any time after 2:10pm (40 minutes or less before 2:50pm)

Additional notes regarding absence and 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 sick student can never be sent home alone.
- 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. If we cannot reach either parent, we will try calling your emergency contacts.
- Students must be present at least 1/2 day to attend any after-school events.
- Students cannot come to school with a fever. Following an illness, they must be fever-free (without the aid of fever-reducing medication) for at least 24 hours.
- When a parent knows in advance that their child will be absent from school due to a medical appointment, funeral, vacation, or any other reason, the parent is expected to notify the office and homeroom teacher in advance of the absence.
- If a student is absent for a medical appointment, he/she must bring a note from the doctor, dentist, etc. when returning to school. The doctor's note makes that absence an excused absence and the note is placed in the student's medical file in the school office. Appointments should be made outside of school time, if possible.
- When a student is taken out of school during the day (between 8:10am-2:50pm), the parent must come in to the school office and sign out the student before they leave. Additionally, the parent must come sign the student back in when/if they arrive back to school that day.
- When a student arrives at school any time after 8:10 a.m., (regardless of the reason), the parent must come in to the school office to sign in the student.
- Students not able to participate in physical education or requiring accommodations due to a medical issue should have a note from parents if it is a temporary issue or a note from the doctor if the issue is longer than a week.
- Perfect attendance awards are not given.
- Excused absences are days that a medical or dental note was given to the school office, or days a child was sent home with a fever (along with the following day after a fever also being excused). Vacation time is always considered unexcused.
- Students cannot leave school with a grandparent, family member, or friend without his/her parent/guardian granting permission for it through the school office.

Absentee Homework Policy

When a student is ill or absent from school, he/she can compile the missed homework when returning to class, or parents can arrange to pick up the homework while the student is still out. 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 he/she returns. The students have one day for each day absent to see that the work gets turned in. (e.g. if a student is absent for two days, he/she has two days after returning to school to hand in all homework, three days absent - three days to make up work.)

When a student misses school due to an unexcused absence (such as a vacation, trip, etc.), all work that was given to the student prior to the departure is expected to be completed while absent and turned in the first day he/she returns to school. If the teacher did not have the work ready to give prior to the absence, the child will be expected to complete the work by the due date set by the teacher.

When a student in grades five through eight is absent, he/she is responsible to seek out all missing assignments from his/her teachers. This is the responsibility of the student. If he/she does not complete the work in the required timeframe, a 0% may occur. Further consequences may result should students repeatedly choose not to do homework.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families

such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ACADEMICS & RECORDS

Books

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 an extra book is needed by a tutor or parent. No more than two textbooks may be rented per student per year. There is no guarantee of having textbooks available for rental. The books must be returned at the end of the school year. If the book is lost or damaged, full restitution will be expected.

Catholic Instruction

Our priorities at Sacred Heart School are as follows: teaching the Catholic faith, instilling Christian values, and providing a faith-filled 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 (see Dress Code section). The liturgies are planned by various classes each week. 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 Reconciliation.

Students in third grade will receive the sacraments of First Communion and Confirmation, both during the same mass. This is due to the Restored Order process that the Diocese of Springfield has adopted.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

Field Trips

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones for primary grades is: 1 adult (age 21 or older) for every (5-6) students; otherwise, there should be at least one (1) adult chaperone for every 8 students.

Prior to school activities/field trips, all chaperones must have completed the Diocese of Springfield in Illinois Safe Environment Training & Background Check. All volunteer field trip drivers must be at least 25 years of age or older. No exceptions will be made to this requirement.

Since the role of chaperone is vital to the safety of all the children, chaperones may not bring other siblings along. Only those adults that have been contacted by the teacher to serve as a chaperone, are allowed to attend. Chaperones are there to serve as another set of eyes and hands to help all the children from the time we leave school until we return. Students must ride the bus to and from field trips.

Grading, Promotion, and Retention

School report cards are issued every nine weeks. Parents of students in grades 1-8 can access report cards through TeacherEase by logging in, clicking on the report card icon, and clicking view. Parents of preschool and kindergarten students will receive a paper copy and will need to sign and return the report card to the respective teachers. All parents are expected to attend the fall parent/teacher conferences. For questions regarding grades, please contact the classroom teacher.

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

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. 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 cooperative between teachers and administrators. Teachers and administrators have the final say in grades 1-8.
- Students 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.

Honor Roll

Students in grades six, seven, and eight are eligible for the Honor Roll. Qualifications are the following: High Honors - eligible classes average an A (11 points) or above; Honors - eligible classes average a B+ (9 points) or above. Subjects that are averaged for Honor Roll include the following: religion, English/Literature, math, science, social studies, and spelling. Any D, F, or U in any graded subject 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 at the beginning of the school year.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. 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. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy). 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.**

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name

- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Flagging Records of Missing Children

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Non-Custodial Parents

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. 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.

Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

Standardized Testing

MAP tests are given to students in grades 2-8. The Diocese of Springfield will utilize this data. Results are communicated to the parents when they are received. Test results are used to judge student and school achievement and as a basis for curriculum changes. Grades 5 & 8 are also given ACRE testing. ACRE results are used to judge achievement in Religion and as a basis for curriculum changes.

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. Transportation for students needing these services during the school day is provided by Unit 40. 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.

Human Sexuality

Human Sexuality education is offered at Sacred Heart School through various avenues. The Virtus program is used in grades K-8, as well as SAFE presentations in each class. In addition, grades 5-7 use "God's Own Making," a curriculum that discusses human sexuality from a Christian standpoint and grade 8 uses Ruah Woods – Theology of the Body. In fifth grade, the girls and boys are separated by gender to learn about puberty. Should parents not want this opportunity for their child, they may request that their child not be part of the class.

Physical Education Program

Physical Education classes are held weekly. The purpose of our physical education program is to allow time for children to exercise, learn to play together, and to compete respectfully. Students must wear tennis shoes on P.E. days.

Here to Serve

At SHS, we promote our students towards a life of service to others. It is truly through service that our lives begin to reflect Christ's love for us. Service to others brings us closer to Jesus Christ. We believe that service should not be a "one and done" behavior but instead, should be instilled as a way of life. Our Here to Serve program will:

- Require our 5th and 6th grade students to complete 1 hour of service per month.
- Require our 7th and 8th grade students to complete 2 hours of service per month.
- Hours are to be completed each month, September through May.
- All acts of service will be logged via the 7works app (<https://7works.org>)

BUILDING OPERATIONS

Arrival Procedures, Dismissal, and Parking Instructions

Students may not leave school grounds after arriving unless accompanied by an authorized guardian.

Sacred Heart School supervises students from **7:30 A.M. to 3:15 P.M.**

- All students must be picked up by **3:15 P.M.**
- After 3:15 P.M., the school is responsible only for:
 - Students riding late buses
 - Students participating in school-sponsored extracurricular activities

Students staying for extracurricular activities or events that begin before 4:00:

- May not leave school grounds unless accompanied by a designated, approved adult.
- A note or communication to the office must be supplied for students who leave with an adult who is not the authorized guardian.
- The accompanying adult is responsible for ensuring the student returns safely.
- The school is not responsible for students who leave school grounds without permission.
- There will be consequences up to and including suspension for violations.

For events after 4:00, the student must follow normal dismissal procedures, then return to school for the event.

Any change in a student's transportation or dismissal plan requires a written note from a parent or guardian.

Parent Morning Drop-Off for School

Drop off is at the north Parish Center doors. Parents should enter the Sacred Heart campus via Raney Street and pull forward to the Parish Center doors. The first vehicle in line needs to pull up to the thick green line painted on the concrete.

Parking is not permitted in the front driveway of the school.

Parents who need extra time to drop off their child(ren), (i.e. help them open/shut doors, unbuckle, etc.), should park in the West church parking lot along the curb and walk their child(ren) to the parish center door.

Parent Pick-Up After School

Parents should enter the Sacred Heart campus via Raney Street and follow the pick-up-line protocol. A SHS Staff member will be in the parking lot to facilitate.

Do not park and walk up to the school to get the kids.

Use of a cell phone is illegal while driving in a school zone.

Bicycles: Students traveling to/from school on a bicycle must be in at least sixth grade. The school will not be responsible for any damage or loss of bicycles. The school will not be responsible for the safety of the student(s) once they leave the school building.

Walkers: Students leaving school on foot must be in at least the sixth grade. The office must be notified in writing when a student is walking to or from school. The school will not be responsible for the safety of the student(s) once they leave the school building.

See the maps on page 43 through 44

Daily Schedule

7:30 Walkers, car riders, bike riders may arrive
7:50 Students go to homerooms and prepare for class
8:10 All students must be present in their classroom
8:15 All school prayer
2:45 Early bus riders are dismissed
3:00 Dismissal begins for all remaining students

Asbestos Abatement Plan

No asbestos containing building materials were specified as building materials for this building and to the best of our knowledge, no asbestos containing building materials were used in the building. Our asbestos manual is located in the school office and can be viewed upon request.

Building and Grounds Access Policy

Purpose of the Policy

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Sacred Heart School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

Access to and Security of the School Building

On all school days provided by the academic calendar, the Sacred Heart School building shall be available for authorized access by parents and authorized visitors from 8:00 a.m. until 3:30 p.m. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the front door of the school off the parking lot.

Access to and Security of the School Grounds

On all school days provided by the academic calendar, Sacred Heart School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from 8:00 a.m. until 3:30 p.m. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from the beginning of the school day until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise

children present in the playground area at the rear of the school. Those faculty members assigned shall station themselves so that all areas of the playground and the area between the Church and school building are observable by at least one faculty member.

Access to School Classrooms during Instructional Periods

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

Crisis Plan

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

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. During online registration, parents are asked to sign-off on this policy.

Parishioners on School Grounds during School Hours

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods.

Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

Emergency School Closings

If it is necessary to close school due to inclement weather, Unit 40 officials will make the announcement on the radio, WCRA, or WXEF. 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, an Alert Now message will be sent from Sacred Heart School to notify our families of weather-related changes. Please make sure the school office always has an up-to-date emergency number for your family to ensure your receipt of these important messages.

Birthdays and Holidays - Treats and Snacks

Birthdays may be celebrated appropriately at school with some type of small treat all the students in the class can enjoy, for example: candy, cookies, fruit snacks (no meals, please!). **Cupcakes are discouraged.** Parents need to notify the homeroom teacher before sending in birthday or holiday treats so that a date can be arranged for the celebration. Due to food allergies, treats must be purchased, with ingredients listed on the packaging. No drinks will be permitted. Gifts such as balloon bouquets, flowers, etc. should 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. Teachers cannot give out addresses, emails or phone numbers of their students.

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 parents provide treats for K-8 Christmas parties and K-4 Valentine's Day parties.

Unauthorized Items

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."

Lost and Found

The lost and found bin is in the office. Articles not claimed are given to Catholic Charities or to the Parish Rummage Sale.

DISCIPLINE & CONDUCT

Parents, students, faculty, and staff make up the school community and are always representatives of Sacred Heart School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at Sacred Heart School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

Building Conduct

The following actions and attitudes should characterize everyone studying at Sacred Heart School and failure to abide by the expectations may result in discipline: Children should respect school property including books, computers, laptops, Prometheans, 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.

Prohibited Student Conduct

Enrollment at Sacred Heart School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Disrespect toward staff
- Possession of or use of tobacco products or 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, social media, cell phones, smartwatches, pagers, electronic devices, etc)

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning;
6. Includes cyber bullying.

Disciplinary Measures

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. Notifying parents or guardians.

Discipline Policy: All persons in the employ of or working on behalf of the school/parish shall respect the dignity of the student at all times—avoid personal indignities such as striking, pulling hair or ears, sarcasm, ridicule, nagging, name-calling and public humiliations.

An elementary or secondary school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share content that is reported in order to make a factual determination.

Suspension

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The 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.

When a student returns from suspension, he/she must take all tests and all homework shall be turned in. The homework will not receive more than 70% of the original grade.

Expulsion

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means 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, parochial administrator, or priest moderator. Serious violations which may result in expulsion include, but are not limited to, the following:

The general situations which demand removal of a student can be reduced to two:

- Delinquency and immorality which poses a risk of injury to the student, other students or staff, or which could be considered a violation of law or a serious violation of the rules of the school.
- Chronic or incorrigible misbehavior which undermines classroom discipline and impedes the progress of the entire class.

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

- The student is to be suspended for a period not to exceed one week.
- The parents or legal Guardian of the student are to be granted a conference with the pastor and catechetical administrator in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
- The pastor, in consultation with the catechetical administrator, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, the catechetical administrator will make an effort to help them make arrangements for the further education/formation of their child.

If expulsion is necessary, the date of the withdrawal and the word “misconduct” will be annotated on the student’s school record. At the option of the school, if the reason for the expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, battery of a staff member, or a fellow student, said reason(s) can be specifically indicated on a transfer record.

Any other reason for expulsion that catechetical administrators think needs to be disclosed should be subjected to legal review.

Bullying, Intimidation, and Harassment

Because Sacred Heart School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of

the effects enumerated in the definition of bullying. This includes creating or sharing a “digital replica” (AI-generated, fake likeness) of a student without permission.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school’s administration is made aware of a student’s involvement in an alleged bullying incident. The term “bullying incident” includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Conflict Resolution

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. Parent or guardian contact will be made as necessary.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student’s unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Firearms and Other Weapons Prohibition

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a “billy” club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System

Sacred Heart School will report any qualifying incident to the appropriate authorities within a timely manner. The chief

school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Grievance Procedure

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. Complaints from students, parents, and other legitimate sources about the operation of the school, including complaints of discrimination and harassment, will be treated courteously (anonymous complaints will not be addressed).

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; Physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, cubbies, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to

provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Appearance

The dress code for Sacred Heart School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on Sacred Heart School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Dress Code - Grades K-8

At Sacred Heart School, the dress code isn't just about modesty or discipline; it is an extension of the school's mission. The dress code is anchored in 3 core pillars:

- ◆ **Dignity of the Person:** We believe every student is made in the image and likeness of God. A dress code teaches children to respect themselves and others by presenting themselves with dignity.
- ◆ **Focus on the Interior:** By standardizing outward appearances, we reduce distractions, social competition, and pressure over brands or trends. This helps children focus on what truly matters: their character, their academics, and their spiritual growth.
- ◆ **Community & Identity:** Just as a team wears a uniform to show unity, our dress code fosters a sense of belonging. It reminds students that they are part of a community working toward a shared, higher purpose.

Uniform shirts and shorts may be ordered in-store or online from [The Beanstalk Boutique](#) at 314 W. Jefferson Ave., Effingham. Various sizes and styles are available to try on at the store.

COLOR

- Pants, shorts, skirts, and dresses/jumpers may only be solid colors in tan, charcoal gray, navy, green (non-neon), or black.
- Leggings and undershirts worn with dresses/jumpers must also be solid colors of tan, charcoal, gray, navy, green (non-neon), black, or white.

- Denim in solid colors of indigo-blue, tan, charcoal gray, navy, green, or black is acceptable on days when students do NOT attend school Mass. On Mass days, denim of any color is strictly prohibited.

OTHER

- All clothing should be clean and free of stains, rips, tears, or fraying.
- All fashions, jewelry, and hairstyles that are excessive and distracting in nature will not be allowed.
- No patterns, designs, embroidery, or embellishment on the clothing.

UNIFORM POLO SHIRTS

- On Monday-Thursday, students are required to wear an approved short-sleeve or long-sleeve uniform polo shirt or the approved quarter-zip pullover, sweater, or cardigan with the current Sacred Heart School logo. These items must be purchased at The Beanstalk Boutique.
- You cannot purchase items elsewhere and add our logo.
- School polos cannot be altered in any way with other graphics, patches, or logos.
- The pullover can only be taken off if the approved uniform polo is worn underneath.
- Non-uniform jackets and sweatshirts may be worn outside for recess, but are prohibited in the classrooms.

SHORTS INFORMATION

- Shorts may only be worn from August to October 15 and from April 1 to the end of the school year.
- Bermuda-length shorts (Bermuda-length is defined as nearly knee-length) should be 2 inches above the knee or longer.

DRESSES/JUMPERS/SKIRTS

- Approved school jumpers with the school logo are available for purchase at The Beanstalk Boutique.
- Solid colored shorts, tights, or leggings must be worn under any dress or skirt (see above for colors).
- Even with leggings or shorts underneath, dresses, jumpers, and skirts must still be knee-length or longer.

The following articles are not allowed to be worn.

- Sleeveless, cold-shoulder, and tank top style shirts
- Sweatpants or athletic-style pants, shorts, or skirts.
- Bib-overalls
- Leggings and tights, unless worn under a skirt or dress

FRIDAY SPIRIT DAY

On Fridays, students may wear:

- Any Sacred Heart, SHS, or Shamrocks t-shirt or sweatshirt.
- A t-shirt or sweatshirt earned through a Sacred Heart sports or academic team.

Please note:

- All other non-uniform clothing is not permitted.
- T-shirts or sweatshirts that are not primarily green or white are not allowed.

SPECIAL DRESS DAYS

Throughout the school year, special events may allow exceptions to the regular dress code. These days will be communicated in the weekly Green Note or by Teacherease communication.

FOOTWEAR

- Shoes must be worn at all times.
- **Preschool-5th grade:** Shoes or sandals must have a **closed back or secure strap**.
- **Grades 6-8:** Backless shoes are permitted.
- Choose shoes that fit well and stay on securely for safe play at recess.
- Cowboy boots and shoes with **heels over 1½ inches** are not allowed.
- On **PE days**, students must wear **tennis shoes and socks**.

GROOMING

- Hair, nails, and skin should be kept clean and neat.

- Hair color should have a natural appearance. Hair dyed in distracting or unnatural colors is not permitted.
- Hairstyles should be simple, in good taste, and not draw unnecessary attention.
- Mohawks and hairstyles with shaved symbols, images, letters, or designs are not allowed.
- Boys' hair may not extend below the shirt collar. Student-athletes must also meet their coach's hair requirements.
- Girls in grades 6–8 may wear light, natural-looking makeup.
- Nails should be kept trimmed.
 - Only girls may wear nail polish.
 - False nails are not permitted.
- Headbands should be simple and not distracting. Headbands with items such as pom-poms, cat ears, unicorn horns, or attached colored hair are not allowed.
- In accordance with **SB 0817**, Sacred Heart School does not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

JEWELRY

- Girls may wear **small, simple earrings** in the **ear lobes only**.
- Boys may not wear earrings.
- No other visible body piercings (including nose or tongue piercings) are permitted for any student.
- Visible tattoos are not permitted.

Consequences of Dress Code Violations: Students not adhering to the dress code will be addressed on an individual basis. Any time a student is found in violation of the dress code, a standard letter is sent home to inform the parents of the exact violation. On the second violation of dress code, the student will lose lunch recess time. Students in grades K-2 will lose 10 minutes of their recess. If a third violation of any kind occurs, the student will be required to change into clean, used clothing, which is kept in the office, that meets the dress code guidelines or a parent/guardian will be contacted to bring the appropriate attire. Dress code violations do NOT have to be of the same nature to accumulate.

Preschool Dress Code: Preschool students can wear any shirts as long as they have sleeves and no low necklines. Students must wear shoes/sandals with closed back or strap at all times. Cowboy boots are not permitted. Please keep recess safety in mind when purchasing shoes. Knit slacks, pants and jeans are permitted. Shorts and capris may be worn August-October 15 and April 15-end of school year. Length of shorts, skirts, skorts, and dresses must be two inches above middle of kneecap or longer. Holes in clothing are not permitted. Undergarments should not be visible.

Good Rule: If you question the clothing, you probably shouldn't wear it to school.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

Bus 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 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 ensure that students conform to the transportation and school rules and policies. The following misconduct system applies to students in Preschool through grade 12. Points serve as a notice of some type of misconduct and/or the violation of a 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 the remainder of the school year.

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

10 Points:

- Obscene language/gestures toward students
- Possession of tobacco product

10-20 Points:

- Deliberate delay

10-30 Points:

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

10-60 Points:

- Projectiles

30 Points:

- Deliberate boarding of unassigned bus
- Use of tobacco

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 Board Policy 7.190)
- Assault of bus driver/bus aide/staff member
- Battery
- Explosive Device

<u>Accumulated Points</u>	<u>Possible 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 remainder 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. The Administration reserves the right to impose more severe disciplinary sanctions than called for by the points 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. 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.

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. No sitting on top of the jungle gym.
5. Do not play in courtyard when class is in session.
6. No tumbling, red rover or underdogs on swings allowed.
7. Students are not allowed to push each other on the swings.
8. Only one person is allowed on the slide at a time.
9. Must respect the bells and line up in silence.
10. No throwing rocks or snow, puddle jumping, or sliding on ice.
11. Respect all people at all times, definitely no fighting.
12. No playing around dumpster and fences.
13. Proper language at all times.
14. Don't ever leave playground to get balls without permission.
15. When a whistle is blown, students must stop and listen.
16. Teacher on duty has final authority.
17. Students can go on outfield of baseball diamond, with special permission from teacher on duty.

EXTRACURRICULAR & ATHLETIC ACTIVITIES

Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Athletic Programs

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IESA's "Pre-Participation Physical Examination Form."
2. Permission given by the student's parent or guardian to participate in sports (submitted via online registration).
3. Proof the student is covered by medical insurance (submitted via online registration).
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

Academic Eligibility

Sacred Heart School is a member of the Illinois Elementary School Association (IESA) and must follow their rules for eligibility. Grades are checked weekly during the school year for students participating in athletics and Scholar Bowl. Eligibility sheets are sent home weekly with any student having a "D" and/or "F" grade in any subject. 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." Students ineligible for three or more weeks will be dismissed from the activity. Students who receive an office referral and who receive discipline from a principal will be considered ineligible for that week. Eligibility, which is cumulative, runs Sunday through Saturday. Each student's grades will be cleared at the beginning of each quarter.

Absence from School on Day of Extracurricular or Athletic Activity

A child must be present 1/2 the school day (arrive by 11:30 a.m.) in order to participate in the activity. (Excused absences, such as for a funeral or for a doctor or dentist appointment with a doctor's note are exceptions.)

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

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, basketball, track, cross country, golf, scholar bowl

GIRLS - volleyball, basketball, track, cross country, cheerleading, golf, scholar bowl, softball (co-op)

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

Additional Activities:

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

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall not:

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Violating the Code of Conduct

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

First Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols.

The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

FINANCIAL MATTERS

Tuition and Fees

A responsible tuition rate allows our school to remain strong and viable. However, no student of an active practicing Catholic will be denied a Catholic education at Sacred Heart School 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.

The actual cost to educate one child at Sacred Heart School is approximately \$9,100. Supplemented by the parishioners of Sacred Heart and those who donate to the Annual Fund, our current tuition rate reflects only a portion of the true cost of education. As the parishioners of Sacred Heart Church continue to offer their stewardship of treasure to support the operating budget for Sacred Heart School, we have a two-tiered tuition rate: Parish Members and Non-Parish Members. We do offer a \$100 discount to any family who pays tuition and registration fee in full by July 1, 2026. We also offer reduced tuition rates for families with 2+ children enrolled at the same time.

Tuition for the 2026-27 school year is as follows:

Parish Members —	1 child: \$5,150	2 Children: \$8,825	3 children: \$11,350	4 children: \$11,675
Non-Parish Members —	1 child: \$5,570	2 Children: \$9,545	3 children: \$12,450	4 children: \$12,775

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. The materials fee is non-refundable.

Fines

Lost or damaged library book: cost of the book.

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

Damaged Chromebooks and chargers: 1st time — \$25.00; 2nd time — replacement cost

Gum is not allowed on school property and 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 or the student cannot register for the next school year.

Fundraisers

All fundraising activities must be cleared through and approved by the Pastor, Principal and Director of Operations.

Lunch Program

A well-balanced lunch is served in the school cafeteria each day. The price of lunch is \$4.00 for students and adults. Extra milk is fifty cents (\$.50). Students in grades 6-8 and adults may get a school lunch with a side salad for \$4.50. The side salad will take the place of one of the other items on the tray. No student is allowed to drink soda with his/her lunch.

Payment for lunch should be made in advance. Account information is available in TeacherEase. If sending payments to school, please send money in a sealed enveloped PROPERLY MARKED with the student's name and amount. In order to

avoid confusion with the school bills and fees, please do not include school book fees, insurance money, etc., on the same check as the lunch money.

Online Lunch Payments are also an option. Please note that each transaction will be charged a 2.9% + \$0.30 transaction fee. To make an online lunch payment, please follow these steps:

Log in to Teacher Ease at: <https://www.teacherease.com/common/Login.aspx>

Go to Parent Main > Fees, by either clicking on the Quick Link or using the Miscellaneous tab

Make Online Payment

Enter the payment amounts for each child

Continue

Fill in payment information

Submit Payment

Free and reduced-price lunches are available for those who qualify. These applications are available at the school office throughout the year.

HEALTH & SAFETY

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.

If resources allow, students in grades kindergarten, first, second, and fifth will 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.

Anaphylaxis Prevention

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling and Guidance

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.

Diabetes Care for Students

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Head Lice and Nits

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office staff or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Immunization and Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

A complete list of required health exams is available in TeacherEase, our website, or the school office.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

Insurance

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

Medication for Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form" (located in the back of this handbook).

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

Parents of a child having asthma or allergies (such as food allergies, drug allergies, bee allergy, etc.) should inform the office and the child's teacher of the asthma or allergy. An Emergency Action Plan must be completed and on file in the school office for those with a severe allergy and/or epi-pen. A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Non-Prescription Medication

1. Non-prescription medication will not be dispensed in our school without a completed authorization form. The non-prescription medications include aspirin, Tylenol, antacids, antihistamines, 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 an ice pack and/or 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.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Pregnancy

Any student involved in a pregnancy will be dealt with in a positive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, the principal, and the pastor to determine the arrangements for the student's completion of his/her education.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Toxic Art Supplies and Required Eye Protection

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 and 8 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or

laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

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.

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

Also, see page 37 for our complete Internet and Electronic Device Policy.

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

- Kindergarten and 1st Grade students will utilize iPads. Grades 2-8 will have assigned personal Chromebooks, which will remain at school. Students will be held responsible for damage to Chromebooks. The first time that damage occurs, there will be a \$25 fee. The second time damage occurs, there will be a replacement fee.
- No food, candy, drinks, etc. will be allowed around electronic devices.
- Students found to be invading other users' files without consent or accessing unapproved sites will lose network privileges.
- Students may not print documents without a teacher's permission.
- No unauthorized software may be used/ downloaded by students. Damages to the hard drive/network may result in a revocation of technology privileges.

When a student brings his/her own technology to the Sacred Heart campus, it is mandatory that the device uses the SHS network. By logging onto the SHS wireless routers, students are accepting the terms of the SHS and Diocesan Student Acceptable Use and Social Media Policies. When logging onto the SHS wireless network, students will have filtered internet access just as they would on a SHS-owned technology device.

While Sacred Heart uses filtering technology and protection measures to restrict access to inappropriate material, it is not one hundred percent possible to prevent such access. It is each student's responsibility to follow the standards for responsible use. Access to the network is a privilege and administrators and faculty may review files, messages, and other network use to maintain system integrity and ensure responsible use by all users. Administrators reserve the right to deny network access to anyone. Because technology is constantly changing, SHS reserves the right to make additions and changes to the acceptable use policy during the school year. Students/parents will be notified when any major changes are made. A form will be sent home with students. This form must be completed and signed by a parent and child.

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

Student Photographs and Names

Student photographs and names will be used by the school in the Green Note, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

Student Use of Cell Phones/Smart Watches/Pagers/Electronic Devices: Electronic devices, including cell phones and smartwatches, may be brought to school or a school activity under the following conditions:

1. Electronic devices must be powered off, and remain in the student's school bag, or in the designated spot in the classroom during school hours.
2. Electronic devices may not be used for picture taking unless authorized by the administrator and or designee.
3. Phones or other electronic devices shall not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local state or federal laws.
4. Game playing, Internet or e-mail access, sending any electronic messages, and gambling or making purchases of any kind using any electronic device are not permitted.
5. Cell phones, smartwatches, etc. are not permitted in locker rooms.
6. Violators 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.**

Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

PARENT COMMUNICATIONS & INFORMATION

Communications

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.**

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, only after speaking with teacher/coach, if necessary.

The school will strive to obtain information from all perspectives of disciplinary situations before determinations are made. In instances where conflicting versions of information arise, the adult's version will be taken as normative.

Green Notes

"Green Notes" are weekly school newsletters. They are emailed to all families on Thursdays and hard copies are sent home with each family as well. They can also be found on TeacherEase under Digital Lockers. There is often vital information included in this newsletter. Non-custodial parents can receive Green Notes through the mail by providing the school with self-addressed stamped envelopes or online by contacting the school office.

Parent and Teacher 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.

Pesticide Application Notice

The school building is sprayed for bugs once a month, early in the morning, before students are present. 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 after 3:00 P.M. No area used by children is ever sprayed when children are present.

Policy Making

The policies of the administration and educational mission of Sacred Heart School are enacted and thereby formalized by the Pastor. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

School Visitation Rights

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents or guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students

- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos and videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification

Employee Conduct Standards

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Sacred Heart School, located in the Diocese of Springfield in Illinois, will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices, always consistent with their duty of loyalty to Sacred Heart School and to the Diocese of Springfield in Illinois.

Every employee of the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

We expect that employees of Sacred Heart School will not knowingly misrepresent Sacred Heart School and will not speak on behalf of Sacred Heart School unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about Sacred Heart School or operations, or that of Sacred Heart School or members of Sacred Heart School, is to be treated with discretion and only disseminated on a need-to-know basis.

Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

To better understand the Standards of Conduct, please refer to the Diocese of Springfield in Illinois §Policy 503: Standards of Conduct Book-II-503.Standards-of-Conduct.pdf (dio.org)

Sexual Misconduct

Sacred Heart School employees must follow the Illinois Code of Ethics for Illinois Educators. This provides a foundation for the responsibilities and commitments of educators within the State of Illinois. The following are the five core principles:

- Responsibility to Students
- Responsibility to Self
- Responsibility to Colleagues and the Profession
- Responsibility to Parents, Families and Communities
- Responsibility to the Illinois State Board of Education

The success of students in school relies on safe learning environments and healthy relationships with school personnel. It is important for staff to maintain a professional relationship with students at all times and to define staff-student boundaries to protect students from sexual misconduct by staff and staff from the appearance of impropriety. As bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need to understand the definition of “sexual misconduct.”

Sexual misconduct means any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the Catholic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments that are directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with the student.

“Grooming” as now defined in Section 11-25 of the Criminal Code is “when [a person] knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice a child, a child’s guardian, or another person believed to be the person to be a child or a child’s guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, ‘child’ means a person under 17 years of age.”

All employees at Sacred Heart School must maintain professional relationships with students at all times and follow the expectations for staff-student boundaries. Employees must also follow the guidelines below [adapt to your school, but must include these 3 topics]:

- Employees are representatives of the Catholic school at all times and will maintain professional relationships with students at all times, recognizing the age and developmental level of the students served. This includes meeting with a student or contacting a student outside of the employee’s professional role.
- While the Catholic school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation for students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.
- In addition, employees will take particular care in taking or possessing a photo or a video of a student. Parents or guardians should first give permission for photos and videos to be taken by employees of the Catholic school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

All employees will receive required employee training that is related to child abuse and educator ethics that are applicable under State and federal law. Mandated reporters must notify DCFS immediately when a mandated reporter has reasonable cause to believe a child is an abused or neglected child under the Abused and Neglected Child Reporting Act (325 ILCS 5/3), including reasonable cause to believe that a child was a victim of grooming as defined by 720 ILCS 5/11-25.

The Catholic school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee to disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct policy by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/22-85.5(f).

If the report of sexual abuse involves Church Personnel as described in BK2§100 Clerical Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Determination of Fitness for Ministry, the Principal-Minister and/or Teacher-Minister shall also report the incident or suspicion to the Facilitator as described in BK2§107.2 Reporting Requirements of the above-mentioned policy.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Volunteers

All volunteers/chaperones must have completed the Safe Environment Training and Background Check prior to the event. Area workshops can be located online at www.dio.org. (Click on Safe Environment.)

INTERNET AND ELECTRONIC DEVICE POLICY

Sacred Heart Parish School is very fortunate to have access to the Internet and a variety of electronic devices. During the school year, the Internet and electronic devices are used as an integral part of projects and are used for educational purposes only. The Internet and electronic devices are used in a structured, defined way and are supervised by the instructors. To ensure safe use of these tools, students and parents will be asked to sign (either electronically through online registration or physically sign the paper form) and agree to the guidelines set forth in this Internet and Electronic Device Policy. In the event Internet/Electronic Device rules are violated, consequences will be enforced. We are asking parents, students and staff to sign the Internet and Electronic Device Policy.

A. Policy:

1. The purpose of Internet access and electronic device usage in Sacred Heart School is to enhance the educational process in the school. Neither is for entertainment or the substitution of classroom instruction. The instructor will determine how technology will be integrated into the classroom. Students will only utilize those Internet sites approved by the teacher.
2. Students will comply with the rules of behavior established by the school when accessing the Internet and using electronic devices. Teachers and administrators have the right to monitor student behavior while students are accessing electronic technology.
3. The following are forbidden and will result in consequences listed below.
 - Sending, receiving, or printing offensive material or pictures.
 - Using obscene, rude, or threatening language when communicating with another user.
 - The damage of computers or computer systems.
 - The downloading of software, which can cause damage to the computer systems or computer networks.
 - Violating the copyright laws.
 - Using someone else's password or using another's identity.
 - Unauthorized reading, writing, or reviewing files of another user.
 - Using the Internet for non-approved commercial purposes.
 - Accessing inappropriate websites, unauthorized by the instructor.
 - Accessing chat rooms, e-mail, instant messenger, or blog sites.
4. Students will be held responsible for damage to Chromebooks. The first time damage occurs, there will be a \$25 fee. The second time damage occurs, there will be a replacement fee.

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

1. If the site was off the subject, but not otherwise inappropriate:
 - A. First offense: the student will lose rights to the Internet and all electronic devices at school and Clubhouse (if applicable) for one full school day.
 - B. Second offense: the student will lose rights to the Internet and all electronic devices at school and Clubhouse (if applicable) for 3 days.
 - C. Third offense: the student will lose rights to the Internet and all electronic devices at school and Clubhouse (if applicable) determined on an individual basis.
2. If the unapproved site was deemed by the instructor to be inappropriate due to more objectionable reasons such as sexual, violent, or obscene content, the student will be removed from the computer/electronic device and **may lose all Internet and electronic device rights for the remainder of the school year.**
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 above.
4. Any assignment requiring the Internet or electronic devices during any of the time frames listed above, will only be allowed under direct teacher supervision.
5. Law enforcement may be contacted in the event the violation warrants such intervention.

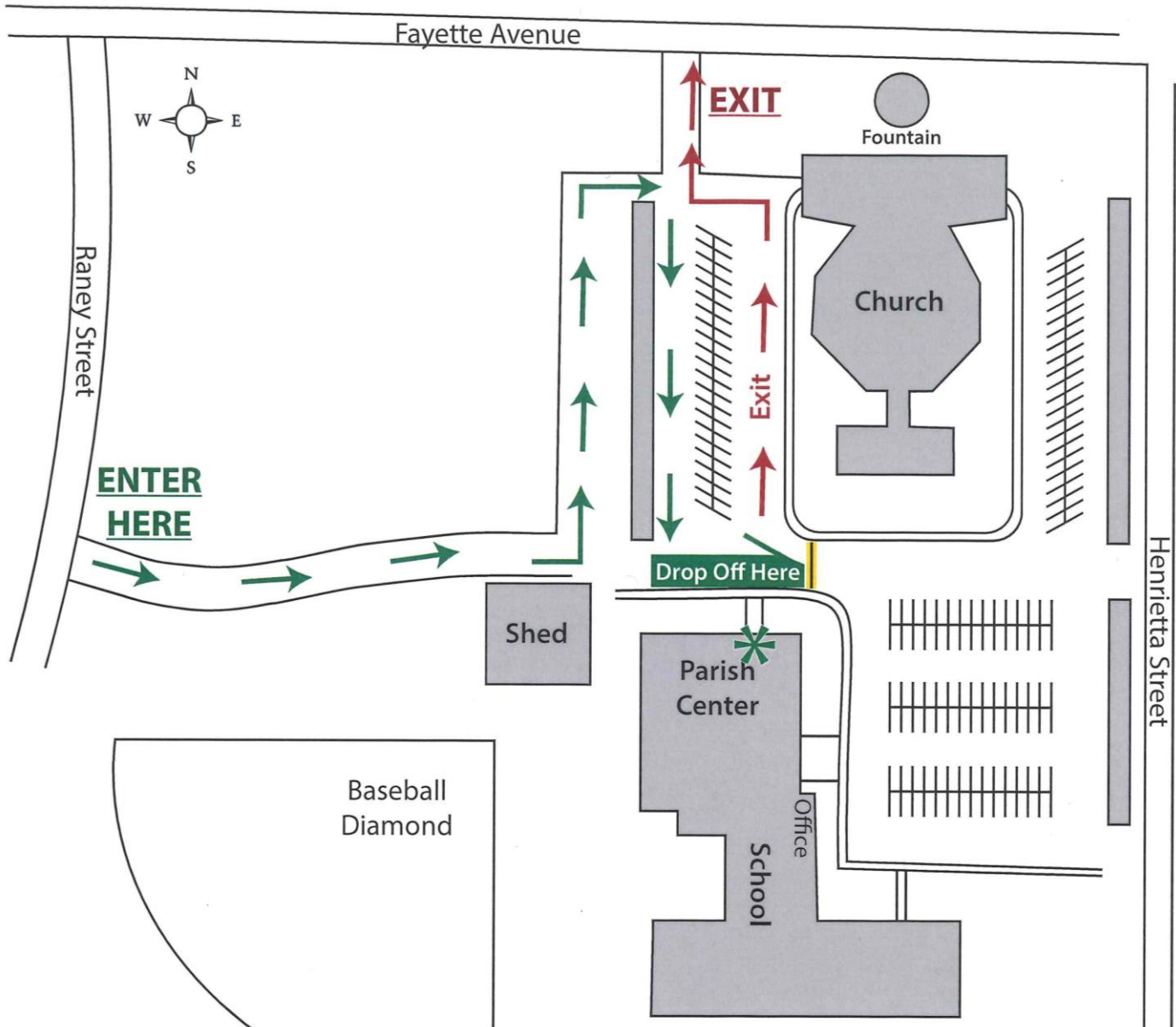
Please take time to carefully read through this policy and keep it in a convenient place to use a reference in the months to come. If you have any concerns about this policy, please contact 342-4060.

Parents are required to sign-off on this policy during online registration.

Morning Car Drop-off Map



SACRED HEART
Catholic School

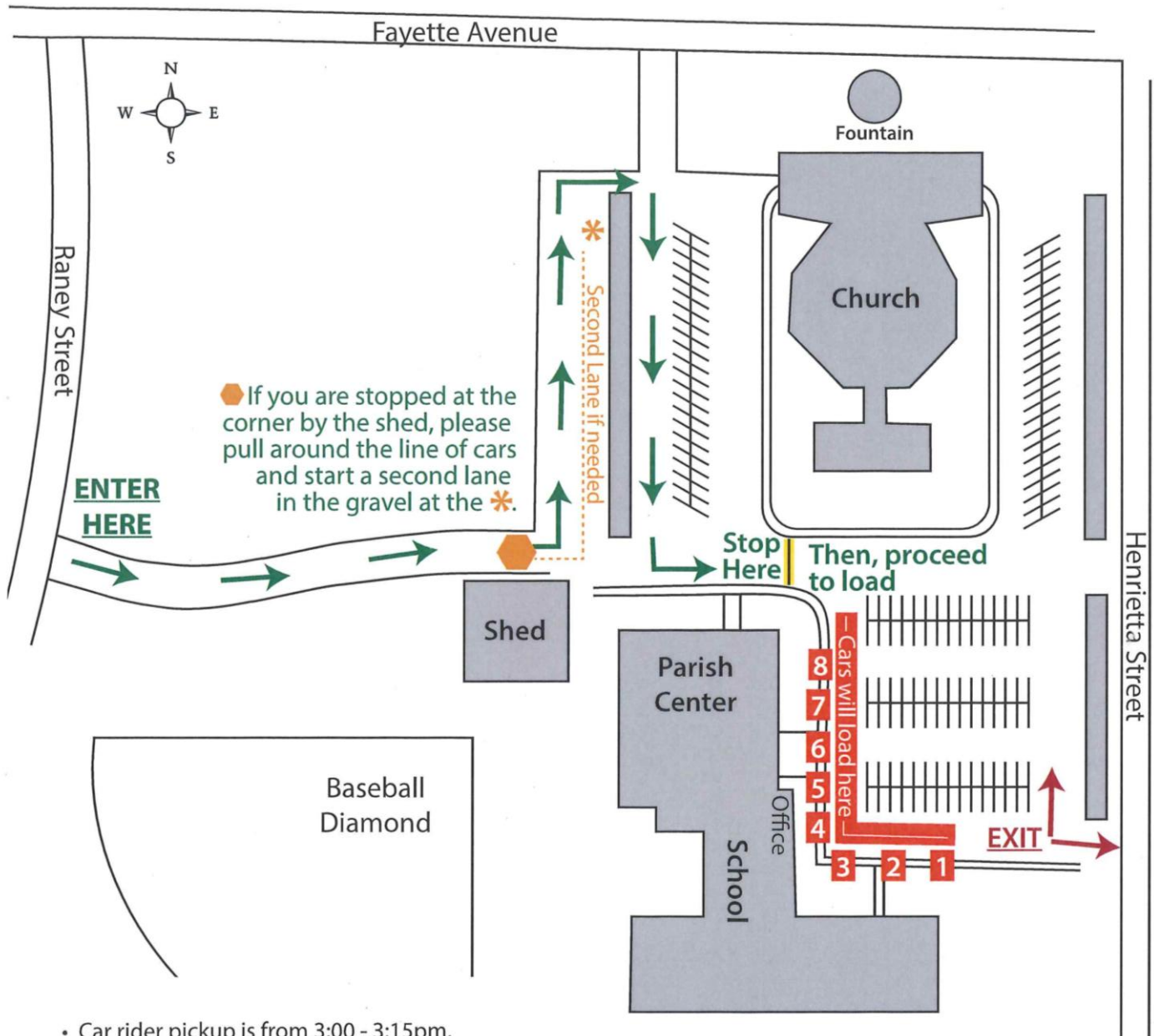


- Morning drop-off is from 7:15am - 8:10am
 - Before 8:00am, drop off at the Parish Center doors (north side of building).
 - After 8:00am, drop off at the front (east) school entrance (not Parish Center). Any students arriving after 8:10am will be marked tardy and will need to be signed in by a parent in the school office.
- Enter from Raney Street and wind through the gravel parking lot.
- Pull up to the green slanted line in front of the Parish Center entrance and stop. If pulled all the way up to the green line, 3-4 cars can unload at a time. Students will enter school through the Parish Center doors.
- Once your child(ren) are out of the vehicle, pull around the parking lot and exit onto Fayette Avenue.
- If you need to help your children unbuckle their seatbelts, please pull into a parking spot along the church curb, then help them cross along the crosswalk to the Parish Center.

Afternoon Car Rider Pickup Map



SACRED HEART
Catholic School



- Car rider pickup is from 3:00 - 3:15pm.
- Enter from Raney Street and wind through the gravel parking lot.
- Please display your family name sign in the window (sign provided at the beginning of the year). A staff member will take your name and give you a number 1-8.
- Pull up in front of the Parish Center entrance and stop at the crosswalk.
 - The crosswalk barrier will be out blocking the crosswalk until 3:00pm. The line will form at that barrier and vehicles will go through after being waved on by staff.
- Vehicles will then advance around the corner to the front of the school building where children will load. We can load 8 cars at a time.
- If you need to help your children buckle their seatbelts, please pull into a parking spot to do so.

Must be filled out by parent and physician if medicine is needed to be dispensed at school.

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 ENSURE FORM IS FILLED OUT COMPLETELY AND ACCURATELY.

Handbook Certification/Internet Usage/Crisis Transportation Consent

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

I agree to the provisions, rules, and regulations contained within the Internet and Electronic Device Policy in this handbook.

Student Signature

Date

Parent or Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

I agree to the provisions, rules, and regulations contained within the Internet and Electronic Device Policy in this handbook.

I will permit my child(ren) to be transported for crisis safety purposes as outlined in the Emergency Plan and Policy section of this handbook.

Parent or Guardian Signature

Date

Please return this page today.