



SACRED HEART

Catholic School



2023-24 Parent-Student Handbook

SACRED HEART SCHOOL PARENT-STUDENT HANDBOOK

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

This handbook is designed to provide students and parents with the necessary information that you will need throughout the school year regarding school policies and guidelines. It is our hope that this handbook will serve as a convenient resource when you have a question. Otherwise, please feel free to call us at school with any questions or comments that could serve to improve our programs here at Sacred Heart. We are here to serve our parish and our community as best we can.

SACRED HEART SCHOOL 2023-24 FACULTY AND STAFF

Priest: Fr. Michal Rosa		Principal: Angela Sheehan		Secretary: Sue Harnish	
Maintenance: Terry Jansen		Janitor: Miriam Ciro		Head Cook: Yolanda Gordon	
Athletic Director: Amy West		Clubhouse Directors: Sandy Mueller & Kayla Pontious		Cook: Zanaida Gako	
Teachers:	Shauna Albert	Barb Keller	Kayla Pontious	Vicki Wenthe	
	Rita Feldhake	Julie Koester	Rochelle Repking	Amy West	
	Charlotte Habing	Jody Kreke	Kasey Tays	Linda Workman	
	Cory Hershey	Sandy Mueller	Debbie Vahling	Maria Zumbahlen	
	Chloe Jansen	Dan Niemerg	Peggy VanDyke		

CALENDAR FOR 2023-24 SCHOOL YEAR

August	1	Tuition and beginning of the year lunch money due
	10	Preschool Parent Meeting 5:30 p.m. in gym; Kg Parent Meeting 6 p.m. in Parish Center
	15	4:30-6:00 p.m. Kindergarten & 1st Grade Supply Drop-off and Preschool Meet and Greet
		Teachers' Institute
	16	Teachers' Inservice
	17	First Day of School (K-8) - 2 p.m. Dismissal
	18	2:00 p.m. Dismissal
	19	4:30-6:30 p.m. Back to School Mass & Cookout
	21	Preschool First Day of School—M/W/F, M-F Classes
	22	Preschool First Day of School—Tu/Th Classes
	24	Back to School Night 6-7 p.m.
September	4	No School (Labor Day)
	22	12:00 Noon Dismissal—School Improvement
October	6	No School—Teachers' Institute
	9	No School (Columbus Day Holiday)
	20	End of First Quarter
	25 & 26	4-7 p.m. Parent Teacher Conferences
	27	Not in Session
November	21	2:00 p.m. Dismissal
	22-24	No School—Thanksgiving Break
December	6	12:00 Noon Dismissal—School Improvement
	21	End of Second Quarter
	22-Jan 2	Christmas Break
January	3	No School—Teacher's Institute
	4	School Resumes
	15	No School (Martin Luther King Day)
	28-Feb 3	Catholic Schools Week
February	2	12:00 Noon Dismissal—School Improvement
	18	Daddy-Daughter Dance
	19	No School—Presidents' Day
	25	Mother-Son Event
March	1	No School—School Improvement
	8	End of Third Quarter
	27	12:00 Noon Dismissal—School Improvement
	28-Apr 1	No School—Easter Break
April	7	PTA Breakfast
May	15	Tentative Last Day—12:00 Dismissal - School Improvement

Meyer Twins Art Dates: September 12, October 10, November 14, December 12, January 16, February 13, March 12, April 9, and May 7

RIGHT TO AMEND

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

PHILOSOPHY

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

Through both the faculty and curriculum, the school

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

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

MISSION STATEMENT

Our mission is to provide a well-rounded, quality Catholic education for all children regardless of race.

ABSENCE and ATTENDANCE

Students enrolled at Sacred Heart School are required to attend DAILY during the entire regular school term. Excessive unexcused absences can result in expulsion. If a student must be absent, parents must call the school before 9:00 A.M. If no call is received, the school will contact the parents. The purpose of this policy is to ensure the safety of the children. 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 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 anytime 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.

- Students missing more than 10 unexcused days of school, or, ten percent of days in session, will be reported to the Regular Attendance Program (RAP). 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.

ADMISSION and ENROLLMENT

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.

Non-Discriminatory 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 on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.

- 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.)

ENROLLMENT (Diocese Code 4313)

- A. Sacred Heart School admits students in accordance with the policies established by the Diocese of Springfield. We accept only those students who desire both religious and academic formation.
- B. 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)
- C. 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
5. Transfers from another Catholic school
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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.

ASBESTOS

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.

BIRTHDAYS and HOLIDAYS

Birthdays may be celebrated appropriately at school with some type of **small treat** all the students in the class can enjoy, for example: candy, cookie, fruit snack (**no 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.

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 Pre-school 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.

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.

COMMUNICATION (HOME-SCHOOL)

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

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

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.

PROMOTION, ACCELERATION, RETENTION: Should a teacher and/or parents feel that a retention or acceleration of a child

would be beneficial to the child, they will meet during the course of the year and discuss the child's attitude and academic progress. Written accounts of these meetings will be kept on file.

- A student needs to demonstrate mastery of the subject matter to be promoted to the next grade level. Demonstration of adequate maturity and social skills must also be shown by students in kindergarten and primary grades 1 and 2.
- For students in kindergarten - 2, failure in reading and math may result in retention.
- For students in grades 3-8, failure in two or more core subjects is grounds for retention. Core subjects are as follows: reading, English, math, science, and social studies.
- The final decision to promote, retain, or accelerate a student will be 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.

REPORT CARDS: Report cards are issued every nine weeks. Parents of students in grades 1-8 can access report cards through TeacherEase by logging in, clicking 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.

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

CELL PHONES/SMARTWATCHES/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, 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.**

GREEN NOTES: "Green Notes" are weekly school newsletters. They are posted in TeacherEase under Digital Lockers. A link to the Green Note Digital Locker file is also emailed to all families for easy access. A paper copy is also sent home with the youngest child in each family. There is often **vital** information included in this note. 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 to have a TeacherEase account set up.

CRISIS PLAN

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

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

DISCIPLINE

To discipline means to teach. Therefore, an attempt shall be made, in all disciplinary procedures, to teach students to consider more productive and positive behavior choices. It is not always easy for the student being disciplined to recognize the distinction. However, we hope that the disciplinary process will be a corrective learning experience, and the consequences not just punitive measures. One of the most important lessons education should teach is discipline. Although it does not appear as a subject, it does underlie the whole educational structure. It is the training that develops character, self-control, organizational skills, and efficiency. Discipline is the key to developing good conduct and proper consideration for other people.

DISCIPLINE POLICY (Diocese Code 407.1.1): 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.

NOTIFICATION (105 ILCS 75/15): 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.

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

BULLYING/HAZING/HARASSMENT (Diocese Code 402.8.1): In order to create a safe and secure environment in which all persons are able to reach their full potential, all bullying and harassment incidents shall be taken seriously.

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

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

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

- disrespect toward staff
- possession of or use of tobacco products 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.)

State code [23 Ill. Adm. Code 425.30(a)(1)(G)] [105 ILCS 5/10-21.7]: The school administrator will immediately notify local law enforcement officials of complaints from school personnel concerning instances of battery committed against school personnel. The school administrator will also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting system (SIRS).

SEARCH POLICIES

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

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

OFF-CAMPUS CONDUCT: The administration of Sacred Heart School reserves the right to discipline its students for off-campus/after-school behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus/after-school behavior includes, but is not limited to cyber bullying. Any conduct that is detrimental to the school, whether on or off campus, can result in the student being required to withdraw from Sacred Heart School.

SUSPENSION/EXPULSIONS (Diocese Code 407.2): A student in the Catholic school should not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The time period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

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 (Diocese Codes 407.3.1 & 407.3.2)

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 fact that a student presents serious problems is not in itself sufficient reason for expelling him/her.

The catechetical administrator should use every means available to discover the cause of the problem and should exhaust all

appropriate remedies such as conference with parents or referral to a guidance clinic, physician, pastor, parochial administrator or priest moderator.

Causes and procedures for permanent dismissal from the catechetical program are to be clearly delineated in writing by the catechetical administrator. They should be published in the handbook in order that parents and students are informed of them at the beginning of the school year.

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.

DRESS CODE

Students at Sacred Heart School are asked to dress in a manner that is respectful and does not draw undue attention toward themselves. Clothing should be neat, clean, and modest. Clothing must also fit properly- neither over nor undersized. The following dress code applies to students in grades K-8.

Pants/Skirts: Jeans, dress slacks, shorts, and girls’ skirts are all acceptable. They should be free of stains, rips, tears, or frayed material. **Jeans, denim or any other color, cannot be worn on church day, which is typically Wednesday.** Shorts and capris may only be worn from August - October 15 and April 15 - end of the school year. Approved school jumpers are available for purchase at Jedco Sales Inc. Since these jumpers have the school logo already on them, girls can wear a solid-colored shirt underneath regardless of whether or not the shirt has the school logo. The shirt underneath must be solid green (non-neon green), white, black, or gray. Bermuda length shorts and skirts can be no more than 2 inches above the knee. Shorts, tights, or leggings must be worn under any skirt. Tight fitting pants must be worn with a top that extends to the legs. Athletic-style/sweat pants/shorts are prohibited. Non-school logos and/or words cannot be shown on any clothing. Girls must wear pants or shorts on days that they will be participating in P.E.

Polo Shirts: On Monday-Thursday students are required to wear an approved short-sleeve or long-sleeve polo shirt or the approved pullover, with the Sacred Heart School logo. These items must be purchased at Jedco Sales Inc. 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 polo is worn underneath. A solid green (non-neon green), white, black, or gray shirt, either short or long-sleeve, may be worn under the polo shirt. Non-school logos and/or words cannot be shown on any clothing. If camisoles are worn, they cannot be visible. The correct ordering of sizes is essential for elimination of unacceptable shirts that are either too long or too short. Shirts that don’t cover the top of the pants when stretching are considered too short, and shirts that are below the back pants pockets are considered too long. Shirts that are too long must be tucked in. Students may wear only the approved pull-over inside during the school day. No other jackets or sweatshirts are allowed to be worn inside during the school day, but may be worn outside.

Ordering Approved Apparel: The approved polo shirts and pullover with the school logo must be ordered through the online catalog/store found at www.jedcosales.com. From the Jedco website, click on the “Online Store”, and then select “Sacred Heart School.” Checkout will be handled through a pay-pal checkout; however, a pay-pal account is not required to check out. It is also possible to order directly from the Jedco Sales Inc. store, located at 2313 Hoffman Drive, Effingham. A link to the online store is also provided on the Sacred Heart website, www.sheff.org under the SHS Apparel tab.

All upper body apparel may be tried on at the Jedco Sales Inc. location. It is highly recommended that all potential buyers read in detail the return policy for the clothing and that ALL clothing is tried on before a first-time purchase. The return policy is found on the Jedco website. They have all sizes for your child to try on at their location.

Friday Spirit Day: Friday is our green-and-white spirit day! In place of SHS-approved polos or pullovers, students may wear a Sacred Heart t-shirt or sweatshirt on Fridays. The shirt must say Sacred Heart, SHS, or Shamrocks. A green or white shirt with a shamrock graphic on it (with or without specific Sacred Heart verbiage) is also acceptable. If the student wears a sweatshirt, he/she may not remove the sweatshirt, unless he/she has a Sacred Heart t-shirt or approved polo under the sweatshirt. Sweatshirts and t-shirts earned as a Sacred Heart team are permitted.

Special Days: There are certain days during the school year that a special event will warrant an exception to the normal dress code. For example, on Red Ribbon Day, everyone is allowed to wear a red shirt. Kindergarten has several special days as they learn the different colors and celebrate various events. If there is a special day for dress in grades 1-8, it will be stated in the green note or via email. Kindergarten parents will be notified of special dress days via a parent note.

Footwear: Shoes must be worn at all times. The students in preschool-5th grade must wear shoes/sandals with a closed back or tight-fitting strap at all times. Only students in grades 6-8 are allowed to wear backless shoes. (Rubber flip-flops and sports sandals are NOT allowed.) Please keep recess safety in mind when purchasing shoes. Please make sure shoes are well-fitted so that the shoes remain on during playground activities. No cowboy boots or heels over 1 ½ inches are allowed. **Students must wear tennis shoes and socks on PE day.**

Grooming: Hair, nails, and skin need to be kept clean and neat. Dyeing of hair, which causes a distraction to others or does not have a natural look, is prohibited. Hairstyles should be simple and in good taste, not drawing undue attention to the student. For example, mohawks are not permitted. Shaving of symbols, images, letters, etc into the hairstyle is also prohibited. Overall appearance needs to be well groomed. Boys' hair length may not exceed the collar of the shirt. Athletes' hair must meet the coach's requirements. Girls in grades 6-8 may wear very light, natural-looking make-up. Headbands may not be the type that draws undue attention or is a distraction to others. For example, headbands should not have pom-poms, cat ears, unicorn horns, colored hair, etc. In compliance with SB 0817, Sacred Heart School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

Jewelry: Only girls may wear earrings, which are small and inconspicuous on the ears. Other visible body piercing, including the tongue, is prohibited. Visible tattoos are prohibited.

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 knee cap 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.

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. A child must be present 1/2 the school day 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.) Eligibility, which is cumulative, runs Sunday through Saturday. Each student's grades will be cleared at the beginning of each quarter.

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.

EXTRA CURRICULAR ACTIVITIES

A. Sports:

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

Sacred Heart offers the following sports:

BOYS

Baseball
Basketball
Track
Cross Country (Co-Op)
Scholar Bowl

GIRLS

Volleyball
Basketball
Track
Cross Country (Co-Op)
Cheerleading

Golf

Softball (Co-op)
Scholar Bowl
Golf

Athletic physicals, concussion forms, birth certificates, and proof of insurance MUST be on file at the school before students may practice. All junior high sports will be filled with seventh and eighth grade students first.

B. Additional Activities:

Band
Literary Contest
Space Camp

Church Choir
Star Lab
Student Council

Musical Programs
Spelling Bee
Read Nights

Essay Contest
Art Fair
Science/History Fair

Retreats

FIELD TRIPS (Diocese Code 5412)

Field trips are an extension of the learning process. The principal will encourage only those field trips that are appropriate educational experiences. All field trips are a privilege, not a right. A student can be denied the privilege of attending by school personnel.

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

Parental/ Legal Guardian field trip authorization is to be obtained in written form only by using the approved diocesan form for each event away from the premises of the parish or school.

Chaperones

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

Prior to school activities/field trips, all chaperones must have completed a Protecting God's Children diocesan workshop and a 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.

Conduct and Responsibilities Policy (Diocese Code 408.5.1): 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/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

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.

FIRE/TORNADO/EARTHQUAKE/EVACUATION DRILLS

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

FUNDRAISERS

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

HEALTH PROGRAM

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 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.

Students will be checked for head lice any time there is concern about a case in the building. Any student with head lice must go to the Effingham County Health Department or your family doctor to be cleared before re-entering school.

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

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

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

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

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

Beginning with school year 2011-12, any child entering sixth grade shall show proof (see Section 665.25b) of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td dose. Any students entering grades 7 through 8 that have not received the T-dap must also do so.

A complete list of required health exams is available in TeacherEase Digital Lockers or the school office.

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. In compliance with Public Act 102-0413 and Illinois School Code (105 ILCS 5/23.182(a-g) and Section 22-30), a copy of our Anaphylaxis Response Policy is available on our website: <https://www.sheff.org/school/join-us/forms>.

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

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

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

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.

HOMEWORK

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

Grades 4-8 are required to use an assignment notebook. One is provided by the school.

It is the child's responsibility to see that he/she takes his books home and completes the assignment on time. Parental cooperation in this regard is extremely valuable. **Problems with homework should be discussed with the teacher.** Parents can check their child's progress on TeacherEase. Grades are updated weekly.

HONOR ROLL

Students in grades six, seven, and eight are eligible for the Honor Roll. Qualifications are the following: High Honors - 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.

Grades and their equivalent percentages are the following:

12	A+	100	6	C+	83-84
11	A	95-99	5	C	79-82
10	A-	93-94	4	C-	77-78
9	B+	91-92	3	D+	75-76
8	B	87-90	2	D	72-74
7	B-	85-86	1	D-	70-71
			0	F	69 and below

HUMAN SEXUALITY

Human Sexuality education is offered at Sacred Heart School through various avenues. The Virtus program is used in grades K-8, as well as SAFE presentations in each class. In addition, grades 5-8 use “God’s Own Making”, a curriculum that discusses human sexuality from a Christian standpoint. 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.

ILLNESS

COMMUNICABLE DISEASES (Diocese Code 408.4)

- Students with communicable diseases are required to get an evaluation from a doctor and share it with the catechetical administrator or designee before they can attend school or a catechetical program.
- A child will be sent home from a school/parish program upon displaying symptoms of a communicable disease, having a temperature of 100 degrees or above, having vomited or having experienced an accident requiring a doctor’s attention. A child who shows signs of illness should not come to school/parish program. Parents must notify the school/parish program when a child has a communicable disease.
- The catechetical administrator shall notify the Department of Public Health when a student is sent home because of any suspected communicable disease.
- A student may return to a school/parish program after being free of symptoms of non-chronic diseases.
- A student returning to school/parish program after an absence due to a communicable and chronic infectious disease may be required by administration to present a certificate from a physician licensed in the state of Illinois stating that the student qualifies for readmission to the school/parish program under the rules of the Illinois Department of Public Health which regulates periods of incubation, communicability, quarantine and reporting.

MEDICINE

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

A. PRESCRIPTION MEDICATION

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

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

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

B. NON-PRESCRIPTION MEDICATION

1. 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.

INSURANCE (Diocese Code 4907)

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

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.

LUNCH PROGRAM

A well-balanced lunch is served in the school cafeteria each day. The price of lunch is \$3.00 for students and adults. Extra milk is thirty-five cents (\$.35). Students in grades 6-8 and adults may get a school lunch with a side salad for \$3.50. 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.

PARENT MATTERS

CUSTODIAL PARENTS (Diocese Code 402.3.1): In the absence of a court order and with due provision to State law, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

STATEMENT OF RIGHTS (NON-CUSTODIAL PARENTS): "This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order." It is also the parent's responsibility to provide the school with an official copy of any updated court orders.

PESTICIDE/WEEDS SPRAYING

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.

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.

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.

POLICE QUESTIONING and APPREHENSION (Diocese Code 402.6.1)

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

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

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

RELIGION PROGRAM

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.

SCHOOL PROPERTY

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

SPECIAL SERVICES

Unit 40 offers speech and special services to students who are in need. These classes are held in one of the public schools. 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.

STUDENT PHOTOS and NAMES (Diocese Code 402.7)

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

TECHNOLOGY, INTERNET, and ELECTRONIC DEVICES

Also, see page 20 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 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 harddrive/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.

TESTING (STANDARDIZED)

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.

TEXTBOOKS

Textbooks are the property of the school. Writing in books or carelessness with books will not be tolerated. A fine will be charged for each damaged or lost book. Textbooks should always be covered and should be carried to and from school in a book bag. A \$15.00 per book rental fee will be charged if 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.

TOYS/PERSONAL BELONGINGS

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

TRANSFER OF RECORDS

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

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

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

TRANSFER POLICY

When a student transfers from Sacred Heart School, a copy of his/her permanent records will be sent to the new school upon the school's request. This will be done within 10 school days. When a student transfers, please make a formal withdrawal at the office before leaving. When a record request is received by Sacred Heart School, a search is done for the child on the following website: <https://www.missingkids.org/>.

TRANSPORTATION

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

Students who are car riders should be picked up by 3:15 P.M. The school accepts responsibility for the supervision of students from 7:30 A.M. until 3:15 P.M. After 3:15 P.M. the school will accept responsibility only for the students riding late buses or involved in extracurricular activities. If players stay for extracurricular activities, they WILL NOT be allowed to leave the school grounds for any purpose. The school will not be responsible for anyone who leaves school grounds. Student fans may not stay after school for a sporting game—they need to leave the school at normal time, and return at game time.

PARENT DROP-OFF and PICK-UP

It is very important, for safety reasons, that parents follow the school's procedures for drop-off and pick-up. **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. After school, parents **should not** park and come get their kids. Instead, parents should proceed through the pick-up line according to pick-up procedures. **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**. Bicycles must be walked on school premises at all times. Each child is to stand the bike upright in the bike stand and lock it. The school will not be responsible for any damages or loss of bicycles. 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 **sixth grade**. Walkers must obtain a pass from the office. Passes will only be given to student(s) who have a written note from a parent. The school will not be responsible for the safety of the student(s) once they leave the school building.

TUITION/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 \$6,700. 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 material fee in full by July 1, 2023. We also offer reduced tuition rates for families with 2+ children enrolled at the same time.

Tuition for the 2023-24 school year is as follows:

Parish Members —	One child: \$4,175	Two Children: \$6,640	Three or more children: \$8,030
Non-Parish Members —	One child: \$4,545	Two Children: \$7,380	Three or more children: \$9,140
Tuition can be paid on a 10-payment plan, a 12-payment plan, or annually.			
Registration Fee is \$325 per student			

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.

VOLUNTEERS

All volunteers/chaperones must have completed a Protecting God’s Children diocesan workshop and a current/completed background check prior to the event. Area workshops can be located online at www.dio.org. (Click on Safe Environment.)

WEAPONS

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

Firearms are prohibited on school premises. Sacred Heart Catholic School is mandated by law to report the presence/visibility of a firearm on school premises as well as any incidents of violence/attacks on school personnel to law enforcement officials. The principal will notify the Illinois State Board of Education of such incidents through the School Incident Reporting System (SIRS).

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

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

WEATHER

If it is necessary to close school due to inclement weather, Unit 40 officials will make the announcement on the radio, WCRA, or 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 SHS 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.

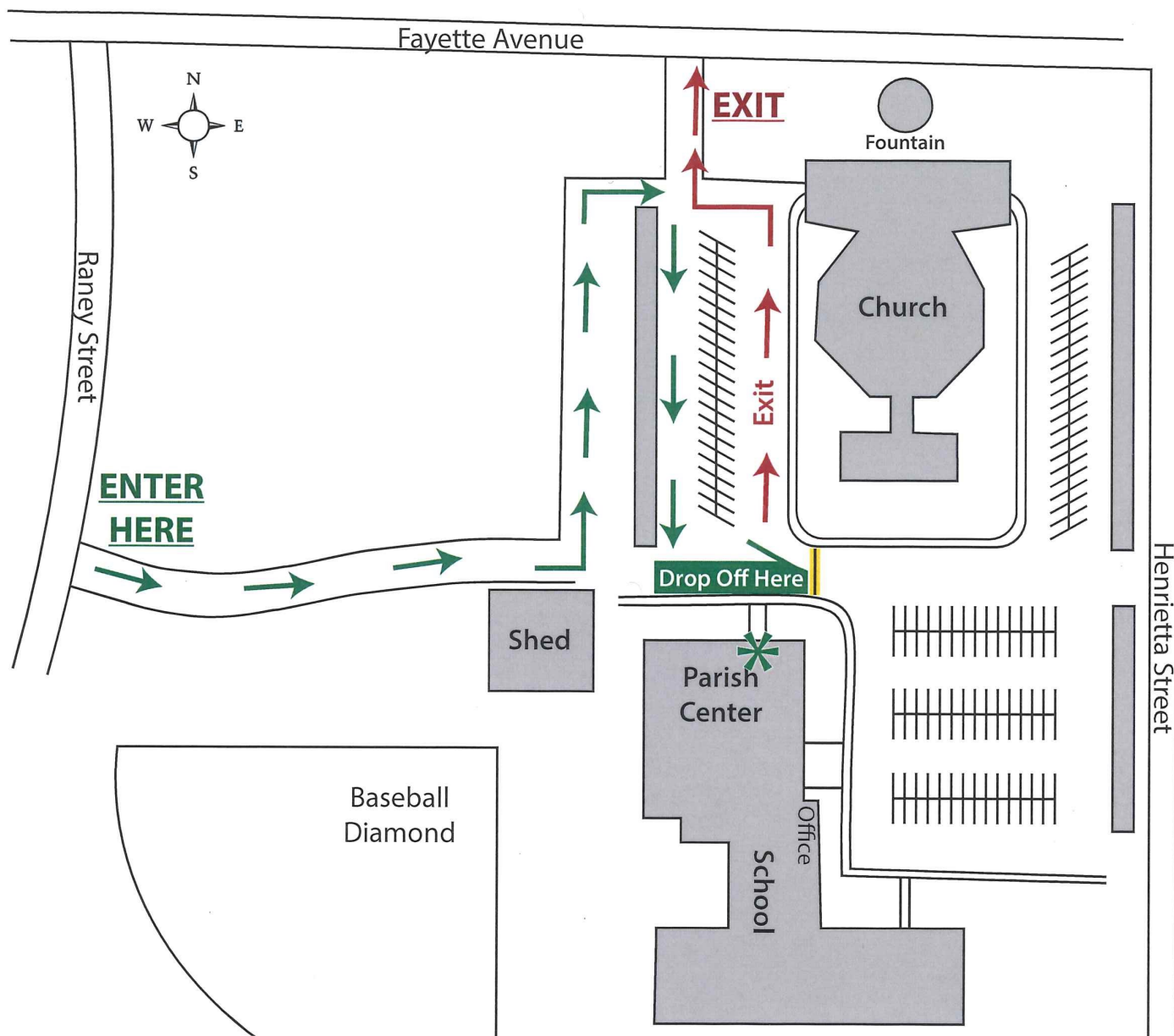
WELLNESS POLICY

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

Morning Car Drop-off Map



SACRED HEART
Catholic School

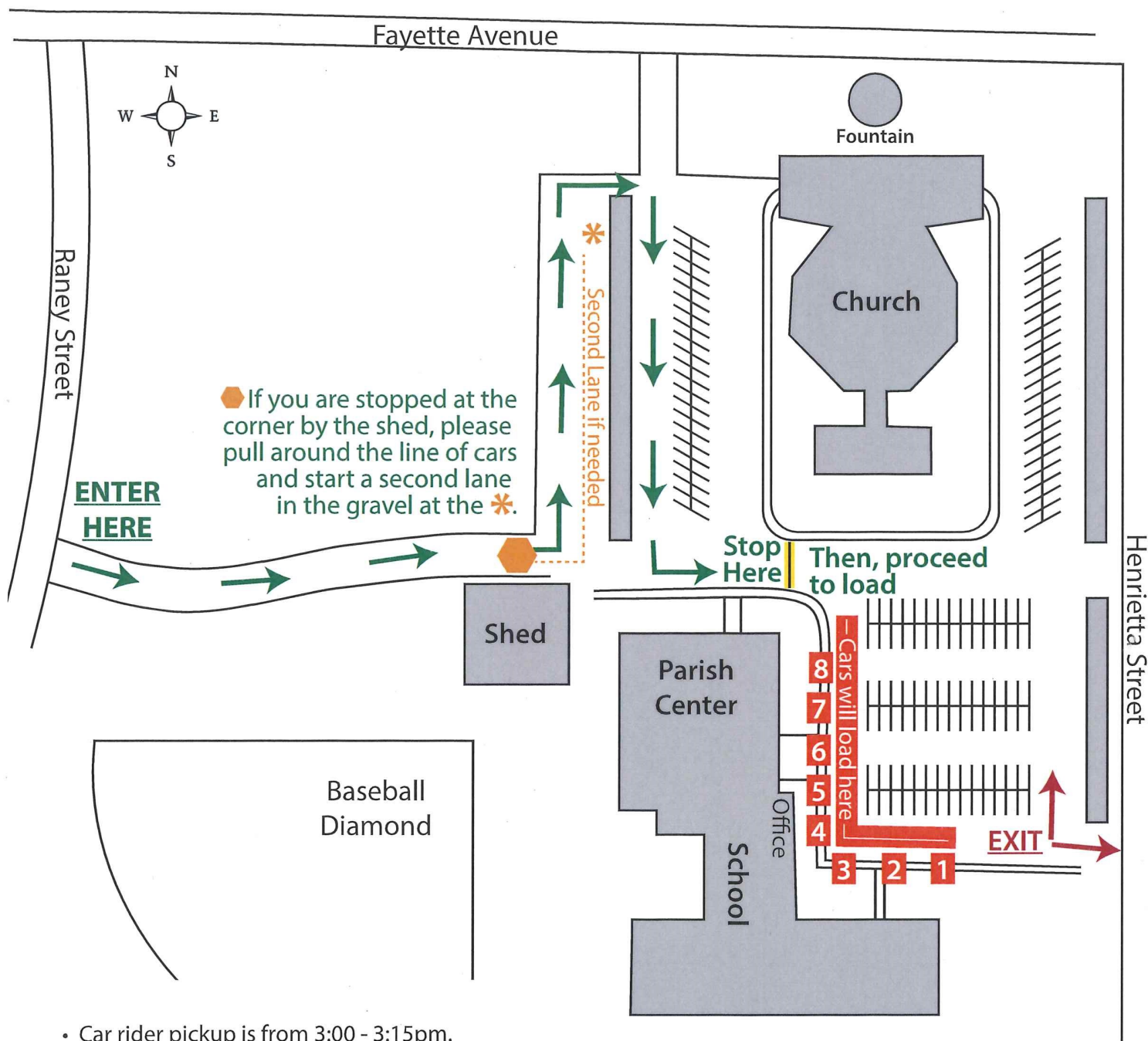


- Morning drop-off is from 7:15am - 8:10am
 - Before 8:00am, drop off at the Parish Center doors (north side of building).
 - After 8:00am, drop off at the front (east) school entrance (not Parish Center). Any students arriving after 8:10am will be marked tardy and will need to be signed in by a parent 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.

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.

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 INSURE FORM IS FILLED OUT COMPLETELY AND ACCURATELY.

Medication authorization form.pub

2023-24 Handbook Certification/Internet Usage/Crisis Transportation Consent

(This form must be completed and returned today.)

Student Name(s): _____

Handbook Certification

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

We have received and read the 2023-24 *Sacred Heart School Parent-Student Handbook* and agree that our child (ren) as well as we, the parents/guardians, will be governed by the handbook.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please **print** parent/guardian name signed above _____

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

Please return this page today.