

SACRED HEART SCHOOL

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**PARENT – STUDENT
HANDBOOK**

2011-2012

SACRED HEART SCHOOL HANDBOOK

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MISSION STATEMENT

We at Sacred Heart School commit ourselves to providing an atmosphere of academic excellence rooted in Gospel values and the loving teachings of Our Lord Jesus Christ. Celebrating the diversity and uniqueness of all God's children, Sacred Heart dedicates itself to challenging students to utilize their special talents and abilities to grow intellectually, spiritually, socially and emotionally. Working in partnership with the parents and the entire parish community, we strive to guide, instruct and inspire the lives of the children entrusted in our care as they prepare to meet the challenges of the future.

Revised : August 2004

PHILOSOPHY

SACRED HEART SCHOOL

We at Sacred Heart School, Melrose Park, believe we are called by God and by the Sacred Heart parish community to provide a faith-filled, child-centered environment in which:

- ❖ Our Catholic faith is vital and alive, with Christ's teachings of prayer, service and love demonstrated by the daily example of our teachers and incorporated into all areas of study.**
- ❖ Parents are recognized as the first and most important teachers. They are invited to work in partnership with the faculty; to take an active role in the faith formation and the academic development of the children entrusted to our care.**
- ❖ Children are accepted as gifts from God, with their individual abilities, unique talents and diverse needs recognized, acknowledged and respected.**
- ❖ Accepting the uniqueness of each student, teachers adjust educational methods to meet the children where they are and take them as far as they can go. In our pursuit of excellence, children are provided with a variety of learning experiences and diverse educational opportunities, helping them to maximize their growth and to reach their full potential.**
- ❖ Caring, nurturing teachers guide students as they accept challenges, search for the means to solve problems, recognize the realities of the present and dream for the future.**

Revised: August 2004

LEGAL NOTICES

EQUAL EMPLOYMENT OPPORTUNITY

Sacred Heart School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of Sacred Heart School to provide equal opportunity in employment to all employees and to all applicants for employment. No person shall be discriminated against in employment by reason of race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position.

CHILD ABUSE AND NEGLECT

Educators are mandated to report to Illinois Department of Children and Family Services (D.C.F.S.) any allegations/suspicious of child abuse and/or neglect.

HARASSMENT/SEXUAL HARASSMENT REGULATION

The Pastor, administration, and staff of Sacred Heart School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against a student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Sacred Heart School will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible, and will take appropriate corrective action when warranted.

SEARCH AND SEIZURE CONDUCTED BY SCHOOL PERSONNEL

All property of the school, including student desks, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book-bags, purses or articles of clothing that are left unattended on school campus.

BUCKLEY AMENDMENT

Sacred Heart 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 provides the non-custodial parent 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.

CHILD CUSTODY

Because Sacred Heart School assumes responsibility for children in the school, it is important that we be notified of any special arrangements regarding custody of and access to children whose parents are divorced or separated.

Sacred Heart School follows the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT and permits parents to inspect and review their child's school records. In the case of non-custodial parents, the school will provide such parents with access to the school records and other information of his/her child. These will include medical, dental, childcare and other school records unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records.

AMENDING HANDBOOKS

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep parents/guardians informed of all changes as soon as practically possible. Some changes may be made immediately due to unforeseen circumstances.

NON-DISCRIMINATORY STUDENT ADMISSION STATEMENT

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

Sacred Heart School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

Sacred Heart School does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

***All volunteers must complete the following BEFORE volunteering:**

1. Background check – eAppsDB – online application & be approved
2. Attend Safe Environment Training: Virtus Training Class
3. Complete Code of Conduct Form & return to school office
4. Complete a CANTS 689 Form & return to school office

SERVICE HOUR CONTRACT

Service Hours consist of Parent Involvement of key school fundraisers.

Each family of full-time students must work 10-service hours total or pay \$300, while families of part-time students (3 day preschool) must work 5-service hours total or pay \$150. These service hours must be performed at School approved events, including Market Day, Walk-A-Thon, Picnic Raffle-selling at various approved locations, Pasta Dinner, Pancake Breakfast, Parish Picnic, Fundraising Projects, Maintenance Projects, Lunchroom Helper, Active PTO Member-Attending Monthly Meetings & helping out with functions

Mandatory Service Hours consist of family support of key school fundraisers. The Service Hour commitment is intended to help run major fundraisers, enhance participation in school activities, and to promote a sense of community. Service Hour obligation and general “volunteering” are NOT the same. Sacred Heart needs volunteers for many tasks to make our school successful. Some examples of volunteering include: room parent and field trips. Service Hours are directly associated with Market Day, Selling Raffles after Masses, Pasta Dinner, Pancake Breakfast, School Sponsored Events, Fundraising Projects, Maintenance Projects, Coaching, Lunchroom Helper and PTO Active Member.

- I. Family requirement: (Maximum 10 hours)
 - a) Full-time students: 10 hours or \$300
 - b) Part-time students (3-day preschool): 5 hours or \$150
- II. Cost of un-served service hours: \$30 per hour
 - a) **5 hours need to be completed by January 1st, 2012 or you will billed for 5 hours**
 - b) **Remaining hours must be completed by May 1st; otherwise it will be billed to tuition account.**

Note: Charged hours will not be reimbursed after cutoff dates if later served.
- III. School Board authorized Service Hour functions: (including the following, but not limited to:
 - a)Market Day Helper-once a month
 - b)Raffle Ticket Selling-(at various locations-1 hr. at a time)
 - c)Pasta Dinner/Pancake Breakfast-(set up/work/clean up-1 hr. at a time)
 - d)Fundraising Projects-(time will vary according to project)
 - e)Maintenance Projects-(time will vary according to project)
 - f)Coaching (entire season will fulfill 10 hours)
 - g)Lunchroom Helper (11:15-12:45)
 - h)PTO Active Member (attending monthly meetings & functions will fulfill 10 hrs.)
- IV. Each adult family member is responsible for contacting and scheduling their service hours with the chairperson of each sanctioned fundraiser. Pre-signup will be encouraged and walk-ins may be turned away. **NOTE:** Each fundraiser will have a cap on number of hours per event that can be worked per person and the event chairperson will be responsible for allocation and assignment.
- V. Service Hours must be worked by an immediate or related **adult** family member. No family may transfer hours to another school family.
- VI. Sign-in sheets are provided at each event and it is the responsibility of the worker to sign-in. Hours will be submitted by the event chairperson. (record student(s) name/grade(s))

SCHOOL ADVISORY BOARD

The purpose of the Sacred Heart School Board is to act in an advisory capacity on developing policies for education in the Sacred Heart Parish School. These policies are consistent with the policies of the Archdiocese of Chicago School Board.

Duties of the Sacred Heart School Advisory Board include, but are not limited to:

- Assisting the Pastor and Principal as the liaison to the public schools' School Board and other governmental bodies.
- Making recommendations for the planning, operating and maintenance of facilities and equipment.
- Advising the Pastor on and reviewing items of income and expense in the parish school.
- Helping to develop and adopt policies to enable the school to reach its goal: To provide and promote an animated atmosphere of academic excellence, mutual respect, and love as demonstrated by Christ's teachings.
- Acting as the public relations arm of the school.

The Sacred Heart School Board meets on the 4th Monday of each month in the Teacher's Lounge. All regular meetings are open to the parishioners and to parents of children attending Sacred Heart School. Any visitor who wishes to present to the Board an issue of concern must request to be placed on the agenda one week before that month's meeting.

Administrator: Rev. Erwin Friedl

819 N. 16th Avenue
Melrose Park, IL 60160
708-344-0757

Mrs. Barbara Ciconte, Principal

PARENT-TEACHER ORGANIZATION

The purpose of the Parent Teacher Organization (P.T.O.) is:

- To offer supplementary educational programs which will inform parents, children and the community; e.g. films, lectures, etc.
- To provide in-school activities and services which are social in nature; e.g. hot lunches, walk-a-thon, plays, annual picnic, etc.
- To provide for Parent Meetings during the year.
- All families will receive one yearbook at the end of the school year.

*P.T.O. Board meetings are held monthly. (Please refer to the monthly school calendar for dates & locations.)

*Dues are \$40 per family.

*Parents are always welcome and encouraged to attend. Dates and times are listed on the monthly school calendar.

P.T.O. EXECUTIVE BOARD **2011-2012**

Administrator: Rev. Erwin Friedl 819 N. 16th 708-344-0757

Mrs. Barbara Ciconte, Principal 815 N. 16th 708-681-0240

Teresa Colella & Susan GoldingCo-Presidents

Tracy Greco.....Secretary

SCHOOL CALENDAR

2011-2012

August 6-7	Welcome Orientation Weekend (W.O.W.)
August 22	School Opens; 11:15 Dismissal
August 23	Full Day of School
August 31	Open House – 7 p.m. in the Marian Hall (church basement)
September 5	Labor Day; No classes
September 13 & 14	Vision and Hearing Screening
September 23	Mid-Quarter Reports
September 26	No School—Professional Development
September 28	Picture Day
October 10	Columbus Day Observance; No School
October 20	End of First Quarter
October 21	No School-OCS Catechetical Conference
November 10	11:15a.m. Dismissal – Fall Parent-Teacher Conferences 1-7p.m.
November 11	No Classes
November 23	Mid-Quarter Reports
November 23	Thanksgiving break begins; 11:15 Dismissal
November 24-25	Thanksgiving Holiday
December 11	Christmas Pageant 5:00p.m. in Church
December 21	Christmas Vacation begins at 2:30p.m.
January 4	Classes resume
January 6	Second Quarter Ends
January 7	High School Placement Tests
January 13	8th Graduation Pictures
January 13	Report Card Day
January 16	Martin Luther King Holiday; No Classes
January 28	First Reconciliation; 2 nd Grade
February 3	Mid-Quarter Reports
February 20	Presidents' Day; No Classes
February 27	Terra Nova Tests Begin for grades 3, 5, & 7

SCHOOL CALENDAR (cont.)

March 1-2	Terra Nova Testing for Grades 3, 5, & 7
March 2	Third Quarter Ends
March 8	11:15a.m. Dismissal -- Spring Parent-Teacher Conferences (1-4p.m.)
March 9	No School – Staff Development Day
March 14	Spring Pictures
March 19	No School- Staff Development Day
March 30	8 th Grade Retreat Day
April 20	Mid-Quarter Reports
April 5	11:15 a.m. Dismissal – Holy Thursday
April 6	No School – Good Friday
April 9-13	No School – Easter Vacation
April 16	Classes Resume
April 19	8 th Grade Confirmation at 7p.m.
May 4	8 th Grade Ribbon Day Mass @ 8a.m.
May 5	First Communion Day @ 10a.m.
May 11	May Crowning @ 1:30p.m. in church
May 24	Kindergarten & 4 Yr Old Preschool Celebration @ 9:00a.m.
May 24	8 th Grade Graduation at 7p.m. in the church
May 25	No Classes; Teacher In-service
May 28	Memorial Day; No School
June 1	Last Day of School; 10:00 a.m. Dismissal Awards Ceremony Grades 1 – 7 Report Card Day

SCHOOL HOURS

7:50 a.m. First Bell	Students enter building and prepare for class.
8:00 a.m.	Tardy bell.-- Morning prayer-- Classes begin
11:20 a.m.	Lunch, Preschool to Grade 2
12:00 p.m.	Lunch, Grades 3-8
2:25 p.m.	Dismissal, Preschool to Grade 3
2:30 p.m.	Dismissal, Grades 4-8

ARRIVAL AND DISMISSAL

Children are not to arrive on school grounds before 7:45 a.m. unless they are enrolled in the morning Extended Day Program or have a scheduled meeting with a teacher. The school does not provide supervision for and cannot be responsible for any child who is in the schoolyard before 7:45 a.m. Students who are not picked up by 2:40 p.m. will be taken by their teacher to Extended Day and will be charged the regular fees for Extended Day Care.

At 7:45a.m. students are to line up in the courtyard according to their grades. At 7:50a.m., they will be directed to their respective buildings by a teacher. At 8:00 a.m., students are considered late for school and must report to the school office before going to their classrooms.

For the safety of our students, parents cannot enter the buildings at the time of arrival unless they need to conduct business in the school office or have a pre-arranged conference with a teacher.

Please use your child's folder to request conferences, ask questions, or return forms.

****Again, for the safety of all our students, no one is allowed to enter any school building at anytime during school hours, without first checking in at the school office on 16th Avenue for a visitor's pass.*****

INCLEMENT WEATHER

On days of inclement weather, when it is raining, snowing heavily or severely cold, students may enter the school building at 7:45 a.m. Primary students will line up in the first floor hallway, while intermediate and junior high students will wait outside their classrooms. All students should wait for a teacher to lead them to the classroom at the 7:50 a.m. bell.

SCHOOL SECURITY/VISITOR’S ENTRANCE

The principal and staff are responsible for ensuring adequate supervision of students during the official school day, 7:45 a.m. to 2:30 p.m.

School doors are locked at all times. Parents and visitors are asked to ring the doorbell at the south door of the Upper Grade Building to be admitted to the school.

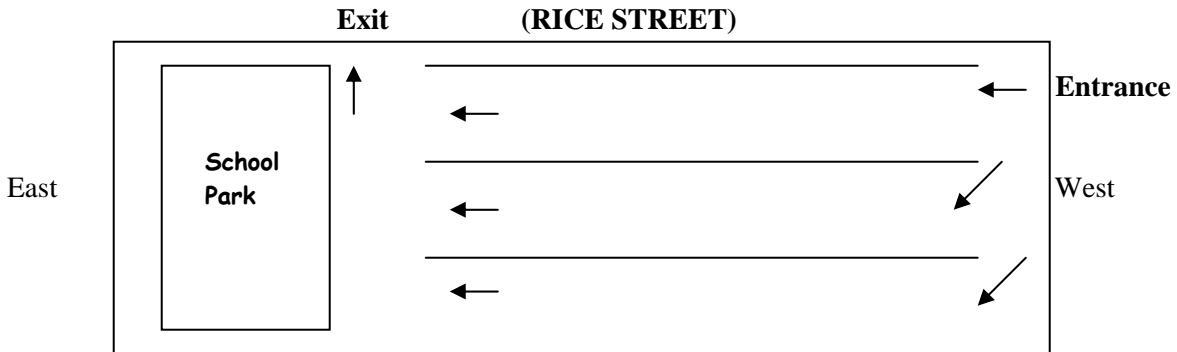
Parents should not go to a classroom to deliver a lunch or item, to administer medication, or to discuss a matter with the teacher during class time. These matters should be handled in the office. The office personnel will then deliver the message or item to the classroom as needed. When an early release is necessary, students must be signed out and picked up at the office.

TRAFFIC PATTERNS FOR ARRIVAL AND DISMISSAL

Cars may not enter the courtyard area during arrival or recess time...please park on the outskirts of the school block.

At dismissal time, cars may line up in the courtyard parking lot (lot south of the office building) facing east (towards the park) but must at all times be aware of students’ movement. All cars will exit at the arrowed area near the south end of the park.

Students in grades preschool through 3rd grade will wait with their teachers to be picked up by an adult. For their safety, they will not be allowed to go to a car on their own. **OUR STUDENTS ARE FAR TOO PRECIOUS TO TAKE A CHANCE THAT THEY MIGHT GET HIT BY A CAR ACCIDENTALLY.**



ATTENDANCE

The State of Illinois, by law, provides for compulsory attendance of all children between the ages of seven and sixteen years. The responsibility for compliance with this law belongs to the parents, though the school is obliged to keep an accurate record of daily attendance.

REPORTING ABSENCES

Since absences constitute a handicap to a student's progress, parents are asked to cooperate in keeping absence at a minimum.

Any child absent more than thirty (30) days during the school year may be required to attend summer school or arrange tutoring as condition for promotion.

In the event of student's absence, the parent or guardian must call the school office **(708-681-0240) before 8:30a.m.** to report the child's name, grade, and reason for absence.

The school office will contact the parent/guardian at home or work if a child fails to appear for class when no report of absence has been made.

****All children need to bring a note from their parent/guardian with the reason for the absence and date of the absence upon return to school.****

If your child has been absent for 3 or more consecutive days, due to any contagious disease, illness or condition, the child is required to bring a doctor's note before re-entering school.

HOMEWORK DUE TO ABSENCE

The academic progress of elementary children depends greatly on punctuality and regularity of attendance. The absentee is always at a disadvantage because it is impossible for teachers to repeat the learning experiences that took place within the classroom situation. Teachers will, however, do all they can to help the absentee understand his/her make-up work.

Homework assignments and books may be picked up at 2:35 p.m. in the school office, each day a child is out of school due to illness. Siblings of the absent child may also arrange to pick up the assignments from the classroom teacher at the end of the day.

The number of days a student is absent is the same number of days makeup work will be due. (ie- 1 day absent = 1 day due)

Students will be responsible for making up work due to an absence. Any preannounced tests/quizzes will be taken upon return to school.

Kindly do not request that these materials be available earlier in the school day.

TARDINESS

In order to begin a school day promptly and in an orderly manner, all students (Ps-8) should be in their homerooms no later than the 8 a.m. tardy bell. Students fare much better when they can join their fellow classmates in a relaxed manner and be present for all the first morning directives rather than trying to catch up with everyone.

There is a 10-minute allowance after which students are considered tardy and will have to report to the school office with their parents. The doors are locked at 8:00 a.m. The tardy occurrence will be recorded on their report card and on their permanent record.

Students in grades 3-8 will serve a detention after 3 tardies in a quarter. Three detentions will indicate a problem and a meeting with the teacher and principal will be set up to address it.

We ask your cooperation in getting your child/children to school on time. It will not only alleviate any disturbances in his/her class, but it will help build a positive lifelong habit.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;

- conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;

- dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

EARLY RELEASE OF PUPILS FROM SCHOOL

Students who are ill will be dismissed by the school principal or office staff after a parent or authorized person has been contacted and a safe way home has been arranged.

Requests for an early dismissal should be sent in writing to the student's teacher who will send it to the school office. The reason and time of the early release should be in the request. The parent/guardian may then pick up the student in the school office at the appointed time.

The parent or authorized adult will sign the student out in the Early Dismissal Record Book.

NO student may leave the school premises at any time, for any reason, without first being signed out in the office by a parent/guardian or authorized adult. At no time may they leave with someone other than a parent/guardian or authorized adult.

While it is understood that some doctors' appointments must be made during school hours, it is definitely in the student's best interest to make them at other times.

Missing work will be due upon return to school.

FAMILY VACATIONS

Parents are encouraged to consider the Sacred Heart yearly school calendar when planning their family trip during the school year. It is in the best interest of the student to be present when school is in session.

****It is especially important for the student to be in school during the week of Terra Nova Testing which begins, this year, on February 27th. ****

Emergencies and set vacation times do occur. Please let your student's teacher know of the absence as soon as you do. While it is difficult for teachers to plan complete lesson plans in advance, weekly assignments that can be predicted (spelling lessons, chapter readings, etc.) should be done while on vacation.

Upon the student's return, the teacher will provide the necessary information regarding classes missed and assignments or tests that need to be made up. The teacher will then determine a date when all the make-up work is due. Tests that were missed will be made up in a reasonable and agreeable time.

DRESS CODE

Compliance with the school dress code is important because it helps foster in the children a sense of pride in themselves and in their school, and is a unifying sign of school spirit. It also eliminates the problems of competitive dressing and distracting, inappropriate attire.

It is important that the uniform be kept clean and in good condition at all times.

Students who do not comply with the dress code:

*The parent/guardian is called at home or work to bring the correct school uniform. Write-ups and detentions will follow.

PERSONAL APPEARANCE

Students are expected to observe the ordinary rules of neatness, cleanliness and good grooming. Extremes or fads in personal appearance are not appropriate in a school atmosphere.

Students are expected to observe the dress code on school property.

Shirts and blouses are encouraged to be tucked in at all times for students.

**Haircuts and hairstyles should be neat. Hair should not go below the ear or collar on a normal shirt for boys. With parental discretion, girls may dye their hair with subtle or natural highlights if it does not drastically change the image of the student and will not affect or influence the other students in their studies. No unnatural colors will be allowed and no boys may change their hair color.

Mohawk haircuts and designs in the hair are NOT allowed.

Girls may wear one pair of stud earrings only.

Make-up or elaborate hair ornaments are not allowed

NO acrylic nails are to be worn to school.

Boys are not allowed to wear earrings to school or school-sponsored events; including out-of-uniform days.

***For reasons of safety, flip-flops, hee-lies, sandals, and mules are not allowed on out-of-uniform days**

DRESS CODE (con't)

PRESCHOOL

- Comfortable play clothes that the child can maneuver themselves (zippers, buttons, or snaps)
- soft-soled casual shoes or gym shoes (For reasons of safety, flip-flops, hee-lies, sandals, and mules are not allowed)

KINDERGARTEN –GRADE 8

Shirts and blouses are encouraged to be tucked in at all times.

Boys' Uniform

- dark blue dress pants that fit properly (NO JEANS OR CARGO PANTS)-**PULLED UP TO WAISTLINE**
- red short or long-sleeved shirt with collar; (**No oversized school uniform shirts**)
red polo shirt
or
red turtleneck

Optional:

- Navy blue cardigan sweater
- Navy blue sweatshirt
- Navy blue walking shorts.

Girls' Uniform

- plaid uniform jumper in grades K-4(**knee-length**, no more than 4 inches above the ground when kneeling)
- plaid uniform skirt in grades 4-8 (**knee-length**)
- red short or long-sleeved blouse with collar; (**No oversized school uniform shirts**)
or red polo shirt
or
red turtleneck
- white or navy blue anklets, knee-high socks or tights

Optional:

- Navy blue cardigan sweater
- Navy blue sweatshirt
- Navy blue walking shorts
- Navy blue uniform slacks maybe worn in place of the skirt/jumper from Dec. 1st – April 1st unless notified differently by the principal. (no jeans, no stretch pants, and no leggings)
- SHS PJ Pants-to be worn only under jumpers & skirts from **Dec. 1st – April 1st**

NOTICE

***No coats are to be worn in the classrooms.**

***White undergarments only may be worn by the students, but must not be hanging below the original uniform shirt.**

DRESS CODE (con't)

The official supplier of Sacred Heart School uniforms is:

School Belles
1527 Lee Street
Des Plaines, Illinois 60018
1-847-375-1394
www.schoolbelles.com

(Located in the Oaks Shopping Center)

*Use Sacred Heart School #1349 when ordering

SHOE REGULATIONS

Boys' Shoes

- Dark-colored, soft-soled **shoes**. Shoelaces should match the color of the shoe.

Girls' Shoes

- Flat dark-colored, soft-soled **shoes**.
- Heels should **not exceed 1.5"** and for safety, they need to have **closed heel and toe**.

Gym shoes should be worn on gym days.

GYM UNIFORMS—ALL GYM CLOTHING MUST HAVE THE SCHOOL LOGO

- red sweatpants or red mesh shorts with SHS logo from School Belles or *SLM Promotions
- Sacred Heart School red tee shirt with SHS logo from School Belles or * SLM Promotions
- Sacred Heart School sweatshirts or SHS sweatshirt with SHS logo – **NO HOODIES**-- from School Belles or * SLM Promotions
- gym shoes (to be worn on gym days-Tuesday & Thursday)

* SLM Promotions, INC – slmk@sbcglobal.net or (708) 456-4761

Gym uniforms are part of the Sacred Heart Dress Code, and should be neat, clean, and free of stains and holes.

DISCIPLINE CODE

As members of a Christian, faith based community; Sacred Heart students are expected to be honest, courteous, and cooperative. Regulations concerning student behavior are based on the mutual respect children should have for one another and for all of the adult members of the school community. Sacred Heart students are expected to conduct themselves in a refined and courteous manner so that the Christian atmosphere of our Catholic school may be maintained.

STUDENT RIGHTS

- To a Christian educational environment where charity and justice prevail
- To an education to be presented with challenging, well-prepared instructional opportunities, supplemented with appropriately designed reinforcement and/or homework assignment.
- To be safe from danger, threats, or intimidation.
- To be treated with respect and understanding.
- To hear and be heard.
- To a clean and safe school environment.

STUDENT RESPONSIBILITIES

- Arrive on time for all classes and school activities.
- Comply with the school dress code or bring a note from a parent/guardian explaining why it is not possible.
- Come prepared for classes, with completed homework assignments and all materials needed to participate fully (books, notebooks, pens, pencils, etc.)
- Be respectful and courteous at all times.
- Respect school property and the personal property of students and teachers.
- Accept responsibility for one's own education: ask questions, do the required work, and be prepared for class.
- Obey all rules for safety at all times for your own sake and that of those around you.
- Strive to do the very best work possible in order to benefit from the academic program offered and the expertise of the faculty.
- **Do not chew gum at anytime** on the school grounds during school hours.
- Strive to do your very best.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

DISCIPLINARY PROCEDURES

Sacred Heart School's discipline code has been set up to ensure the rights of each Sacred Heart student to be able to learn in a nurturing safe environment.

The discipline code includes measures that are progressive and foster a student's personal growth.

If a student fails to respect the rights of other members of the school community and fails to accept his/her responsibilities, and thus fails to abide by the school's Discipline Code, the teacher will attempt to resolve the problem before it becomes a major issue. Any punishment that may be given will be a consequence of the student's behavior and appropriate to the nature and degree of the offense.

Each teacher will establish classroom rules and grade appropriate consequences for these rules. After reasonable patience and constructive warnings, a detention will be issued. A copy of this detention will be sent home to be signed and returned so the parent/guardian can join in the effort to curb inappropriate behavior and to share the date and time the detention will be served.

If more than 3 detentions are received in any one quarter for grades 3-8 a conference will be set up with the student, parent/guardian, teacher(s), and principal to determine what additional support and/or consequences are necessary.

(*Students will receive detentions for repeated offenses for example: tardies, gum chewing, late or missing assignments, inappropriate behavior and failure to return the important weekly Friday Folder.)

BULLYING

Respect for others is an essential part of the Catholic school discipline code. Unfortunately, much of our culture promotes aggressive behavior. Creating a peaceful school community requires much diligence and guidance. Any form of demeaning or disrespectful behavior toward others is unacceptable and should not be allowed. Bullying/harassment is an intentional, repeated, hurtful act (verbal, non-verbal or physical) committed by one or more persons toward others. All allegations and threats of bullying/harassment are taken seriously, promptly investigated and dealt with appropriately.

Direct bullying/harassment can take many forms including, but not limited to:

Teasing, hitting, stealing, taunting, pushing, cruel jokes or tricks, hurtful words, picking on others, destroying personal property, threats (subtle, implied) pinching, spitting, name calling, ganging-up on someone, and biting.

Bullying/harassment behaviors will not be ignored. Children are unable to eliminate acts of bullying or harassment on their own. Adults must take the lead in confronting bullying behavior. Parents, teachers, administrators and the community must work together to eliminate bullying/harassment. The cooperation of all is imperative in addressing bullying/harassment issues.

SUSPENSION

The principal reserves the right to refuse admission to a child when his/her behavior is so disruptive and/or threatening to other children that either their safety or their right to an education is at risk. Admission may be denied any time during the course of the school year, but is ordinarily the last resort in addressing a disciplinary problem.

Admission may also be denied until a family has initiated professional counseling for a student exhibiting serious misbehavior, drug or substance abuse.

Certain offenses are of a more serious nature and for these the students will be suspended. These offenses include, but are not limited to, the following:

- Willful and consistent disobedience.
- Open defiance of a faculty member's authority.
- The use of vulgarity in speech or action.
- Physically harming another student.
- Carrying a weapon of any kind.
- Using, selling, displaying or distributing forbidden substances such as alcohol or narcotics.

Suspension may be used as punishment for repeated violations of important school rules. It is used after other means of discipline fail and/or when the behavior is so disruptive and/or threatening to other children that either their safety or their right to an education is at risk. The principal, according to the severity of the offense committed, will determine the length of the suspension. **Ordinarily, all suspensions will be "home" suspensions.** This means that the child will stay at home. The child will be expected to do the daily class work, homework, and any other assignments required by the teacher/principal for the duration of the suspension. The parents will be notified of the suspension as soon as possible.

**BEFORE SERVING A SUSPENSION,
A CONFERENCE MUST BE HELD WITH THE PRINCIPAL, TEACHER(S),
PARENT/GUARDIAN AND STUDENT.**

EXPULSION

Expulsion is the termination of the pupil's privilege to attend Sacred Heart School and requires the transfer of the pupil to another school. Except in appropriate cases, expulsion will be imposed only after a period of probation and/or suspension. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment, including, but not limited to, the following situations:

- The misconduct has been consistently repeated whether or not prior warnings have been given.
- Other forms of punishment have previously been pursued.
- Except in unusual circumstances, the school has been in contact with the parent/guardian regarding the student's behavior.
- Probation or suspension would deprecate the seriousness of the student's misconduct. The misconduct at the time of its commission or, if repeated, might jeopardize the physical or mental well-being of the students or faculty.

DRUG PREVENTION POLICY

Sacred Heart School promotes a **no-use** policy on alcohol, illegal drugs and smoking materials for its school population. The use of tobacco and/or alcohol products in the school is prohibited for parents, school staff and students.

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances, and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

GANG ACTIVITY AND WEAPONS

The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang related.
- Any conduct during school-sponsored events or activities that may be gang related.
- Any wearing of clothing/symbols that may be, in the manner displayed, gang related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps or other forms of clothing.
- Any display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang related.
- Any use, possession and/or concealment of a weapon.

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances, and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

The rules, policies and procedures outlined above respect and serve cultural, ethnic and gender differences. Furthermore, these discipline policies serve to advance the mission of this school.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

PUPIL PROGRESS

93%-100% = A

85%-92% = B

76%-84% = C

70%-75% = D

REPORTING OF STUDENT PROGRESS

Report cards are issued quarterly. Report card envelopes, signed by a parent/guardian, are to be returned to the homeroom teacher within one week.

Progress reports are issued at mid-quarter to inform parents of below-average performance in any subject. The purpose of these reports is to inform students and parents of significant deficiencies in the child's work during the previous four to five weeks of the quarter so that appropriate intervention to correct academic/behavioral problems may take place before final quarter grades are given.

Parents are asked to carefully review the reports with their child to determine what corrective actions should be taken. **The progress reports are expected to be signed by the parent/guardian and returned within a two-day period.**

ACADEMIC AWARDS

First Honors and Second Honors recognition is given to those students in Grades 4-8 who have met the required standards of excellence:

Jr. High requires 64 points and above for the Principal Award (awarded to 6th -8th graders)

Jr. High First Honors requires 56 points to 63 points

Jr. High Second Honors requires 40 to 55 points.

4th and 5th grade First Honors requires 56 points or better.

4th and 5th grade Second Honors requires 35 to 55 points.

Subjects included: Reading, English, Social Studies, Spelling, Math, Science, and Religion.

(6th Grade has Study Skills, also.)

*D's and U's eliminate a student from the Honor Roll

A+ 9pts	B+ 6pts	C+ 3pts
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A 8pts	B 5pts	C 2pts
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A- 7pts	B- 4pts	C- 1pt
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PARENT -TEACHER CONFERENCES

A schedule of Parent-Teacher-Student Conferences will be planned, twice a year, in the Fall and Spring. If, at any other time, you have any questions or anxieties concerning your child, please contact the child's teacher as soon as possible to make an appointment. Mutual cooperation will help prevent and/or alleviate problem situations before they become serious.

STUDENTS WITH SPECIAL NEEDS

Sacred Heart School endeavors to educate all students within the limits of the school's educational program. Teachers plan and implement an adjusted curriculum when needed. Through Public School District 89, Sacred Heart is able to recommend students for testing and/or additional resource services in speech, language, and learning disabilities. These resources are provided at the child's "home" public school. Request for such services may be directed to the classroom teacher or principal by the parents.

GENERAL INFORMATION

RELIGIOUS OBLIGATION

The Philosophy and Purpose Statement of Sacred Heart School emphasizes the religious formation of our students as the primary purpose and central focus for our work as Catholic educators. We are dedicated to fostering Catholic Christian values in the children, and to enable them to bring those values and ideals into their daily lives.

The success of our religious education program is dependent upon the full and active support of the parents. **Parents are reminded that students are expected to be practicing Catholics, attending weekly liturgies and receiving the sacraments often.**

Attending weekly Mass with their parents/guardians and witnessing their parents/guardians regular prayer and practice of Christian virtues will reiterate the importance of the Catholic faith--not only in doctrine, but in practice throughout our daily lives.

Parents/guardians are invited and encouraged to attend the all-school prayer services and liturgies throughout the year. Dates and times for these services may be found on the monthly school calendar.

HOMEWORK POLICY

Homework assignments vary according to the grade level of the student. Parents who find that a child consistently spends an excessive amount of time doing homework should contact the teacher involved to identify the cause and resolve the situation. Students in Grades 3-8 should have an assignment book in which to record homework assignments.

***Home study** should include the following areas:

- **Written assignments which reinforce a particular aspect or subject matter.**
- **Written assignments that encourage imaginative thinking and creativity**
- **Study time that assures review of notes and textbook material**
- **Reading—for 15 to 30 minutes—for enjoyment**

On occasion, students may be assigned long term projects. In those cases, a copy of the assignment will be sent home with the child to inform parents/guardians of the project's requirements and the date due.

***Home study** time should be planned as follows:

- **Primary Grades 1-3 30-45 minutes**
- **Intermediate Grades 4-5 45-60 minutes**
- **Junior High Grades 6-8 60-90 minutes**

Homework due to absence: Homework assignments and books may be picked up in the school office at 2:35p.m. Siblings may also arrange to pick up the assignments from the classroom teacher at the end of the school day.

TELEPHONE CALLS

Because it is disruptive to everyone, teachers and students are called to the telephone during school hours only in the case of an emergency.

For the same reasons, students will not be allowed to call home or use their cell phones to call home for forgotten items. The teacher will decide if the item is necessary for the day. If it is, the student will be sent to the office to make the call.

COMMUNICATION WITH TEACHERS

Parent-teacher communication is an important part of a successful school experience. However, in order to ensure that any/all communication is effective and productive, parents are asked to make an appointment with the teacher if a problem or concern arises.

Appointments can be scheduled before or after school with a note to the teacher or a phone call to the office. Please give the teacher a chance to respond, as the particular time you ask for may not be convenient. Also, please ask your child's teacher if you can be in contact with them via email.

Parents/guardians should discuss any concerns with the teacher involved first. If it is felt that more discussion is needed, a meeting including the principal will take place.

FACULTY EMAIL

Preschool	Mrs. Pietsch-Moore	moore@shsmelrosepark.com
Kindergarten	Mrs. Pfeifer	pfeifer@shsmelrosepark.com
First Grade	Mrs. Heredia:	heredia@shsmelrosepark.com
Second Grade	Miss Burke	burke@shsmelrosepark.com
Third Grade	Miss Grammas	grammas@shsmelrosepark.com
Fourth Grade	Mrs. Ryan	ryan@shsmelrosepark.com
Fifth Grade	Miss Asuncion	asuncion@shsmelrosepark.com
Sixth Grade	Mrs. Aiello	aiello@shsmelrosepark.com
Seventh Grade	Mr. Bossenga	bossenga@shsmelrosepark.com
Eighth Grade	Mrs. Szeszko	szeszko@shsmelrosepark.com

EDUCATIONAL FIELD TRIPS

All field trips sponsored by Sacred Heart School are educational in nature. They are carefully planned and are a means of gaining additional knowledge and information on subject matter studied.

A parent or guardian must sign a field trip permission slip before a student is permitted to leave the school grounds to participate in the field trip. **PHONE CALLS WILL NOT BE ALLOWED.**

Transportation on a field trip is usually by a chartered bus. This is according to Archdiocesan requirements.

PHYSICAL EDUCATION

This program provides the children with an opportunity to develop physical and cooperative learning skills. If for any reason, your child cannot participate in the program or would occasionally need to be excused from the Physical Education Class, please notify your child's teacher and the P.E. teacher with a note. Long-term absences (two or more weeks) require a note from the attending physician. Students are expected to be dressed in the proper gym uniform on the designated gym days.

PERSONAL POSSESSIONS

Students should not bring large amounts of money or items of great value to school. To assist students in keeping track of their personal possessions, parents are asked to **label** coats, gym shoes, sweaters, etc. with laundry marker ink. In addition, the student's name should be written in ink on all regular school supplies.

NO CELL PHONES, HEADPHONES, CD PLAYERS, IPODS OR ANY ELECTRONIC DEVICES ARE TO BE USED ON SCHOOL GROUNDS DURING SCHOOL HOURS.

They will be held in the office until a PARENT /GUARDIAN claims them. If this happens a second time, the device will be held in the principal's office until the end of the quarter. **If a cell phone is brought to school, it must be powered off and kept securely in the child's backpack NOT THEIR POCKET!** Sacred Heart School is **NOT RESPONSIBLE** for loss or damage to these items. Skateboards are not allowed on school grounds for safety reasons. No pets are allowed because of the potential danger to our students. **GUM IS NOT ALLOWED** because of the mess it creates and the difficulty cleaning it up.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities enhance the learning experience at Sacred Heart, and offer the students opportunity to participate in athletic, social, leadership and service organizations. Sacred Heart students are invited and encouraged to participate in the following:

Altar Servers	Volleyball	Boys and Girls Basketball
Cheerleading	Choir	Safety Patrol Newspaper Staff
Girl Scouts	Student Council	Enrichment Classes

MONTHLY BULLETINS

Monthly newsletters, calendars, and tuition updates are sent home on the last Friday of each month of the school year. These bulletins are designed to keep the parents/guardians informed. **Monthly envelopes must be signed and returned within two school days.** Please empty the contents of the folders before returning it to the school. **PLEASE TAKE TIME TO READ ALL INFORMATION.**

FRIDAY FOLDERS

A folder will come home each Friday for each of our students. It will be filled with schoolwork and information from the office and your child's teacher. Sign and return it after reviewing the information it contains on the following Monday. Please empty the contents of the folders before returning it to the school.

EXTENDED DAY PROGRAM

There will be an Extended Day Program for students in Preschool through Eighth Grade available to all Sacred Heart School families. The program will provide supervised homework time, arts, crafts, games and recreational activities for students. Whose parents/guardians cannot pick then up or drop them off at the regular school hours.

The fees for the Extended Day Program are as follows:

- \$35.00 yearly registration fee for the one child, with an additional \$10.00 per child for other members of the same family participating in the program
- \$3.00 per hour per child
- Penalty fees are assessed for those children not picked up before the 6:00p.m. closing.

Extended Day hours are 6:45a.m. – 7:50a.m. and 2:30p.m. – 6:00p.m. on regularly scheduled school days unless otherwise notified.

STUDENT HEALTH AND SAFETY

Sacred Heart School complies with the local and state regulations regarding physical examinations, immunizations and contagious diseases of students.

EMERGENCY PROCEDURES

When a student becomes ill or injured at school, a designated school staff member shall take appropriate, immediate action, including contact with the parent/guardian. Since it a child who is ill or injured in school should never be sent home alone, it is imperative that we have the names and phone numbers of adults willing to accept responsibility for the child's care if the parents/guardians cannot be reached.

At the beginning of each school year each student will need to have filled out an emergency information form to be kept in the classroom and office. Parents/guardians are asked to fill in the form completely and return it to the school office promptly. Included in the information required are **current home and work telephone numbers**, names and phone numbers for family members or friends who have agreed to assume responsibility if parents are unavailable.

In the event of a change in any of this information during the school years, parents are asked to contact the school promptly. **It is the responsibility of the parent/guardian to keep school records up-to-date as emergency information changes.**

PHYSICAL EXAMS AND IMMUNIZATIONS:

*******All forms needed before the first day of school*******

The Illinois State Health Law requires that ALL children entering preschool, kindergarten, sixth grade or entering Sacred Heart for the first time have a complete medical and dental examination within one year prior to or upon entrance into that grade. All Kindergarteners, 2nd and 6th graders are required to get a Dental Examination before entering school.

Illinois Law requires that every child's parent/guardian present to the school proof of immunization against diphtheria, pertussis, tetanus, rubella (German measles), rubeola (red measles), and polio. Mumps vaccine is strongly recommended. Students entering the sixth grade are required to show evidence of immunization against Hepatitis B.

Vision Examinations: Public Act 95-671, effective **January 1, 2008**, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

According to Illinois State Health Law, any child whose parent/guardian has not presented proof of the required health examination and immunization shall be excluded from school. **Parents/guardians shall meet these requirements before or by the first day of school. If such proof has not been turned in, the child will be refused admission to school.**

DISPENSING OF MEDICATION

Illinois State Law forbids school personnel to administer any type of medication to students. Whenever possible, medication schedules should be adjusted to allow administration of the medication outside of school hours.

MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

PROCEDURES

1. **Medication Authorization Form.** No school personnel shall administer any prescription or non-prescription medicine unless a complete Medication Authorization Form for such student has been received by the School Principal or her/his designee. No student shall be allowed to possess or consume any prescription or non-prescription unless a complete Medication Authorization Form for such student has been received by the School Principal or her/his designee. Medication Authorization Forms will be sent to every child at the beginning of the school year. A Medication Authorization Form is complete if it contains the following information:
 - a. A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order;
 - b. Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription;
 - c. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication; and,
 - d. Written permission and authorization for the administration of medication signed by the student's parent/guardian.

MEDICATION PROCEDURES (con't)

2. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medical Authorization Form has been received by the School Principal or her/his designee shall be allowed in the school. All such medication shall be provided in containers which are:
 - a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
 - b. Manufacturer-labeled for non-prescription over-the-counter medication.

3. **Administration.** Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.

Medication will not be administered to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of a parent/guardian to have the School Principal or her/his designee, administer such medication to the student, and the School Principal has agreed in writing to administer the medication as set forth in the complete Medication Authorization Form. The School Principal retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed **Medication Authorization Form**.

Parents/guardians must make other arrangements for the administration of medication to be administered before or after school or having the parent/guardian come to the school to administer medication, if;

- a. A completed **Medication Authorization Form** has not been received and approved by the School Principal for the medication sought to be administered medication; or
- b. A request and authorization for the administration of medication is denied by the School Principal; or
- c. The medication identified in the completed Medication Authorization Form is not given to the School Principal in an appropriate container as described herein.

MEDICATION PROCEDURES (con't)

4. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Section 6, below, such medication must be stored in a locked cabinet under the control of the School Principal or her/his designee and a completed **Medication Authorization Form** must be received by the School Principal. The completed **Medication Authorization Form** must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Section 6, below, self-administration of medication shall be under supervision of the School Principal or her/his designee.

5. **Storage of Medication.** Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and her/his designees.

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately discarded by the School Principal.

6. **Carrying and Unsupervised Self-Administration of Medication.** Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the following are met:
 - a. A completed **Medication Authorization Form** has been received by the School Principal or her/his designee.
 - b. A completed **Physician Request for Self-Administration of Medication Form** has been completed by the student's physician and parent/guardian and received by the School Principal or her/his designee.

7. **Emergency Medical Care.** In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the **Medical Authorization Form** on file with the School Principal or his/her designee, the Principal or designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's **Medical Information and Emergency Notification Form**. If the student's parent/guardian cannot be contacted, the School Principal or designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact.

Notwithstanding the foregoing, the School Principal or her/his designee or other certified school personnel may call State or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to in need of emergency medical care.

***Over-the-counter cough drops and/or throat lozenges should be in their original containers. These need to be accompanied by a note from the parent/guardian to the classroom teacher, requesting permission to use these items in class and letting them know how frequently they may be used. At no time should these items be shared with other students.

CONTAGIOUS/COMMUNICABLE DISEASES

The Department of Health requires that contagious/communicable diseases be reported to the school office as soon as parents/guardians become aware of their child's illness so that the principal can alert parents of children in the grade level affected.

WHEN TO KEEP SICK CHILDREN HOME

Parents/guardians should not send their children to school when they are ill, or when their physical condition may jeopardize the health of other students. If a child has a sore throat, earache, discharge from the nose, skin rash, eye infection, nausea, is vomiting, or has an elevated temperature, he/she should be kept home. At the same time, however, parents are urged to help their children learn that not every minor complaint is sufficient reason for missing school. **When your child is absent 3 days or more due to an illness, a note from the doctor must be presented the day the child returns.**

FIRE (Evacuation), TORNADO, & LOCK DOWN DRILLS

Sacred Heart School conducts **regularly scheduled fire drills** according to the procedures contained in the Regulations for Fire Protection, and in accordance with the State of Illinois. Those drills are reviewed and approved by representatives of the Melrose Park Fire Department. Our school is equipped with a civil defense monitor, which is in constant operation. This monitor receives disaster warnings from the Illinois State Police. During a **tornado warning**, students, teachers and staff are directed to shelter areas. In the event of a tornado warning being announced near dismissal time, students will not leave school but will remain in the shelter area until the all-clear is sounded. Sacred Heart School conducts Lock Down Drills, in accordance with the OCS and State of Illinois.

Silence, absolute attention and cooperation are expected on the part of all students during all of the above listed drills.

SCHOOL SAFETY PATROL AND CROSSING GUARD

Sacred Heart School operates a safety patrol system at established street crossings. A crossing guard is on 15th Avenue and Iowa Street. This system is designed specifically for the purpose of protecting children on their way to and from school, and for this reason it should be given primary consideration by both parents/guardians and students. Respectful obedience is necessary for the successful operation of this system and for the safety of the children.

Parents are responsible for the safety of the child traveling to and from school. The purpose of the Student Safety Patrol is to assist in the safe conduct of students to and from school. However, by providing this service, Sacred Heart School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There are many times, due to circumstances beyond the control of the school, when a student patrol is not on duty at a crossing.

TUITION

The tuition for each child and each family is determined by the Sacred Heart School Advisory Board.

FEES

All students, Preschool through 8th grade, are charged \$200.00 for books and supplies.*(After May 2nd the Book Bill increases to \$300.00)

There is a Registration Fee of \$75 per family. This fee is non-refundable.

There is a Technology Fee of \$40 per student (Preschool 4 yr. Old – 8th grade) due at registration.

There is a PTO Fee of \$40 per family.

PRESCHOOL TUITION

- \$2650.00 – 3 day Pre-school
- \$3500.00 – 5 day Pre-school

TUITION FAMILY PLAN, K-8

Tuition Rates

- \$4103.00 – 1 child
- \$6021.00 – 2 children
- \$6980.00 – 3 or more children

PAYMENT SCHEDULES

- All Book Bills are due at registration.
(After May 2nd , the Book Bill is \$300.00)
- The first tuition payment is due at the August Orientation.
- Tuition is paid in monthly installments, payable the 1st of each month.
- Tuition must be paid in full by May 1st
- **All financial obligations, including tuition, Extended Day fees, and un-served Service Hour fees must be up-to-date before report cards are given each quarter.**
- After May 15th, any outstanding bills must be paid in cash or by money order.

CONTRIBUTION TO THE PARISH

- Please continue to support the church because without the church there is no school. All contributions could be made in the weekly Sunday Offering Envelopes. All donations are very much appreciated!

CREDIT CARD PAYMENT

All families have an option to pay their balances by using MasterCard or Visa. There will be a service charge fee, from the bank, added if you choose this payment option.

EXTENDED DAY POLICY

Extended Day balances must be paid in full by the end of each month so that your child may continue to use this service.

SACRED HEART SCHOOL POLICIES

1. Sacred Heart School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, athletic policies, admissions policies, loan programs or other school administered policies.
2. Any child entering First Grade must be six years old (Kindergarten—five years old) on or before SEPTEMBER 1st of that year.
3. Any family that has a child entering in grades Pre-K – 8 at Sacred Heart has an option to become a registered member of Sacred Heart Parish.
4. All previously accrued fees must be paid to-date at registration time or the children will be unable to register.
5. Registration fees are non-refundable.
6. Students shall not be obligated to solicit funds in door-to-door campaigns.
7. All full-time employees of Sacred Heart are exempt from paying the Book Bill for their children attending our school.
8. All Students of Sacred Heart School, Kindergarten –8th Grade, shall wear school uniforms.
9. All parents/guardians must sign the financial agreement regarding tuition.
10. Eighth Grade, Kindergarten and Preschool students whose financial obligations have not been met by May 15th (tuition, un-served service hours and Extended Day) will NOT be allowed to participate in graduation/celebration activities until they have been paid in full, unless prior arrangements have been made with S.H.S. Finance Committee. Diplomas will not be awarded until all financial obligations are paid in full. (This includes the presentation of the diplomas.)
11. Any student will not be allowed to participate in extra-curricular activities (ex: field trips) if their financial obligations have not been met, unless prior arrangements have been made with the S.H.S. Finance Committee.
12. All financial matters will be handled through the S.H.S. Finance Committee.
13. All activities and fundraisers shall be presented to the principal and pastor of Sacred Heart School for their input and approval.

POLICY ON DELINQUENT TUITION PAYMENTS

FIRST MONTH: All tuition payments are due the 1st of the month. If not paid by the 15th of the month, a \$20 late fee will be added. **Preschool tuition will be paid in full monthly or the child/children will not be able to return to school.**

SECOND MONTH: **Any family owing tuition payment from the 1st month plus the 2nd month, will not be permitted to attend S.H.S until they are up-to-date.** Please communicate with the S.H.S. Finance Committee if there are problems we should know about concerning your payment ability.

ALL NSF CHECKS WILL BE CHARGED A \$25.00 FEE.

ATHLETIC COMMITTEE

IMPORTANT NOTICE

MANDATORY PRESEASON PHYSICAL EXAM

Sacred Heart School and the Archdiocese of Chicago, in order to proactively prevent injuries, are requiring a preseason physical exam for all athletes joining basketball, cheerleading and volleyball. This should be a thorough exam performed by a physician to check for problems in the following areas: circulatory, respiratory, neurological, orthopedic, vision, and hearing. The physician should note any preexisting conditions or other potential health problems when deciding whether or not an athlete is cleared to participate.

ATHLETIC MISSION STATEMENT

Sacred Heart School Athletic program provides a competitive sports program as an extension of the Sacred Heart School academic and religious programming. Participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and bodies. Participants will also develop a sense of good sportsmanship, fair play, and team spirit. The Sacred Heart Athletic Committee will strive to teach its athletes that participating in athletics can be an enjoyable way to learn more about one's abilities.

ATHLETIC PHILOSOPHY STATEMENT

Sacred Heart Catholic School is concerned with the development of the WHOLE person- the religious, moral, social and academic dimensions, as well as physical development. We believe that participation in athletics is an important component to a well-rounded educational experience. Through participation in the Sacred Heart Catholic School athletic program, students will develop ethical and moral standards, life-long skills, and positive values. These values include leadership, healthy living habits, self-discipline, integrity, teamwork, respect for rules and regulations and the ability to participate with dignity and grace.

ATHLETICS AND ACTIVITIES STANDARDS

Absence from school due to illness on the day of an event/practice will prevent a student from playing. A student who leaves school early will not be allowed to participate in an athletic contest unless it was for a professional appointment, family emergency, or an activity otherwise **approved by the principal.**

Each child participating in athletic activities must maintain a grade average of "C" or better overall to be eligible to play sports at Sacred Heart School. The policy for children who do not maintain a "C" average is as follows:

Participation in school extra-curricular activities by children who do not maintain an **overall** "C" average will be decided jointly by the child's parents/guardians, teacher and principal. The principal in consultation with the pastor, if necessary will make the final decision.

There is an activity fee that **MUST be paid before** any student is able to participate in any practices, games, or receive any uniforms along with the mandatory completed sports physical.

At the end of the season, all uniforms **MUST** be returned cleaned or report cards will be held until the payment to replace the uniform is paid in full.

COACHES

Criteria for the selection of coaches must include:

- The ability to model Catholic values
- The ability to articulate & model the school's Mission & Philosophy and goals of the program
- The ability to responsibly supervise and instruct the youth in his/her care
- An understanding of the basics of the sport to be coached
- The ability to develop the potential, confidence and skills of each athlete
- The ability to separate winning from the important goals & values of the program

Head coaches must be 21 years of age and they all must submit all the necessary documentation & training listed below:

***Any adult wanting to coach volleyball, basketball, or cheerleading must complete the following BEFORE coaching:**

1. Background check – eAppsDB – online application and be approved
2. Attend Safe Environment Training: Virtus Training Class
3. Complete Code of Conduct Form & return to school office
4. Complete a CANTS 689 Form & return to school office

Further information will be provided to the coaches regarding their responsibilities from the Athletic Director.