

SACRED HEART CATHOLIC SCHOOL

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**PARENT – STUDENT
HANDBOOK**

2017-2018

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 as professed by the Catholic Christian Church. 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 families 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.

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.**
- ❖ Families 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.**

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at SACRED HEART CATHOLIC SCHOOL. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

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 by law 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 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.

Families are required to submit court papers of child custody arrangements to the office.

AMENDING HANDBOOKS

The school retains the right to amend this handbook for just cause. 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. All parent/guardians & students are held responsible for reading & adhering to all procedures outlined in the Parent-Student Handbook. Please read over the handbook together. Thank you for your cooperation and continued involvement in Sacred Heart School.

NON-DISCRIMINATION 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.

GRADUATION POLICY

Policy ES 140.1./HS 317.1 **Students shall be issued a diploma upon completion of the school's academic requirements.**

As one requirement for graduation, each student shall receive a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of the requirement shall be documented on the student's permanent record.

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

1. Attend Safe Environment Training: Virtus Training Class
2. Complete Code of Conduct Form & return to school office
3. 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 Walk-A-Thon, Raffle Ticket-selling at various approved locations, Dinners, Breakfasts, Fundraising Projects, Maintenance Projects, Lunchroom Helper & helping out with school/parish functions. (These events may vary.)

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 Selling Raffles Tickets after Masses, Dinners, Breakfasts, School Sponsored Events, Fundraising Projects, Maintenance Projects, Coaching and lunch room helper.

- 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, 2018 or you will be billed for 5 hours**
 - b) **Remaining hours must be completed by April 30th 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) Raffle Ticket Selling-(at various locations-1 hr. at a time)
 - b) Dinners/Breakfasts-(set up/work/clean-up-1 hr. at a time)
 - c) Fundraising Projects-(time will vary according to project)
 - d) Maintenance Projects-(time will vary according to project)
 - e) Coaching (entire season will fulfill 10 hours)
 - f) Lunchroom Helper (11:00-12:45)
 - 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))
- **Note: If you pay off your tuition in full for the year in August you will be exempt from the**

mandatory 10 service hours.* Unserved hours will be added onto your FACTS account in January and April.**

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 Office of Catholic Schools School Board.
- 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.

Rev. Francisco Ortega, Pastor

Mrs. Barbara Ciconte, Principal

Mrs. Shawn Konkel.....President
Mr. John Cadero.....Vice-President

PARENT-TEACHER ORGANIZATION

The Parent –Teacher Organization is an organization whose goal is to help advance the Catholic education of our children and to promote the spirit of Sacred Heart School by providing a link between home and school. The PTO achieves this goal by sponsoring educational and recreational events for school families. The PTO works best when all school parents/guardians support the 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.

Rev. Francisco Ortega, Pastor

Mrs. Barbara Ciconte, Principal

Susan GoldingPresident

Roxy Keating.....Vice President

SCHOOL CALENDAR

2017-2018

August 5-6	Welcome Orientation Weekend (W.O.W.)
August 17	Meet & Greet Teachers & Drop Off Supplies Day 4-6p.m.
August 21	School Opens; 11:15 Dismissal
August 22	Full Day of School
August 30	Mandatory Back to School Parent/Guardian Night – 7 p.m. in Church
September 4	Labor Day; No classes
September 13 & 14	Vision and Hearing Screening
September 20	Picture Day
September 20	1:30 Dismissal-Faculty Meeting
October 6	Mid-trimester
October 9	Columbus Day Observance----- No School
October 18	1:30 Dismissal-Faculty Meeting
October 20	8 th Grade Confirmation Retreat—Holy Fire Chicago at UIC-8-4pm
November 10	End of First Trimester
November 15	1:30 Dismissal-Faculty Meeting
November 17	11:15a.m. Dismissal – Fall Report Card Conferences (No P.M. Ex. Day)
November 22-24	No School--- Thanksgiving Holiday
December 2	High School Placement Tests
December 10	Christmas Pageant 5:00p.m. in Church-MANDATORY FOR ALL STUDENTS
December 20	1:30 Dismissal-Faculty Meeting
December 25-January 5	Christmas Vacation
January 8	Classes resume
January 12	8th Graduation Pictures
January 12	Mid-trimester
January 15	Martin Luther King Holiday----No School
January 17	1:30 Dismissal-Faculty Meeting
January 27	First Reconciliation; 2 nd Grade 10 a.m. church
February 19	Presidents' Day----No School
February 21	1:30 Dismissal-Faculty Meeting

SCHOOL CALENDAR (cont.)

March 2	End of Second Trimester
March 7	Spring Pictures
March 9	11:15a.m. Dismissal – Spring Report Card Conferences (No P.M. Ex. Day)
March 21	1:30 Dismissal-Faculty Meeting
March 29	1:30 Dismissal---Holy Thursday
March 30	No School-Good Friday
April 2-6	Easter Vacation
April 9	Classes Resume
April 13	Mid-trimester
April 16-20	Mandatory Aspire Testing for Grades 3- 8
April 18	1:30 Dismissal-Faculty Meeting
April 19	8 th Grade Confirmation at 7p.m.
April 30	No School-Staff Development Day
May 5	First Communion 10 a.m. in church
May 11	May Crowning @ 1:30p.m. in church
May 16	1:30 Dismissal
May 18	8 th Grade Ribbon Day Mass 8a.m.
May 25	No School-Teacher In-Service Day
May 28	Memorial Day; No School
May 30	Kindergarten & 4 Year Old Preschool Celebration @ 9:00a.m.
May 30	8 th Grade Graduation at 7p.m. in the church
June 6	Last Day of School; 10:00 a.m. Dismissal 8a.m. Mass for grades 1-7 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
2:40 p.m.	Dismissal, Preschool to Grade 3
2:45 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 2:50 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.the students 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 2:45 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, Entrance #1, to be admitted to the school.

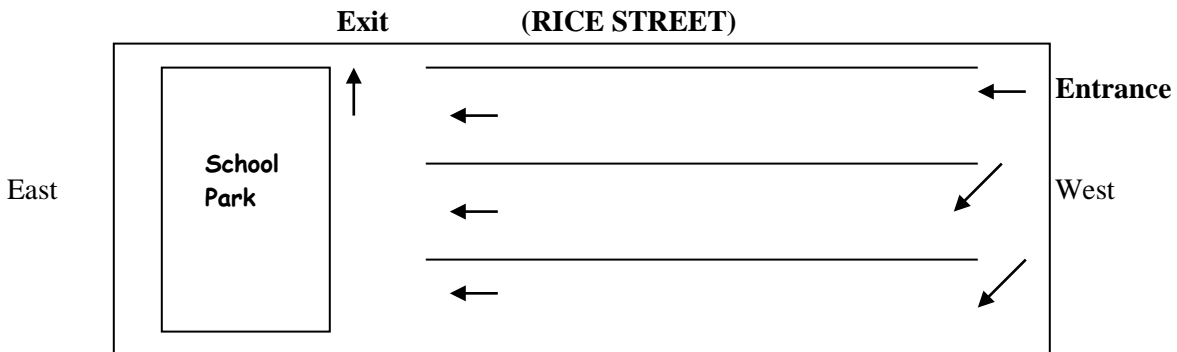
Parents should not go to a classroom to deliver a lunch or item, to administer medication, or to discuss a matter with the teacher during class time. These matters should be handled in the office. The office personnel will then deliver the message or item to the classroom as needed. When an early release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

TRAFFIC PATTERNS FOR ARRIVAL AND DISMISSAL

Cars may pull into the designated courtyard area during arrival time ONLY...please pull all the way forward onto the south side of the parking lot, remain in the vehicle, and have your child exit the vehicle quickly. Please obey all posted signs...do not drop your child off in front of the school office. Find a parking space if you would like to leave your vehicle to walk your child to either building.

At dismissal time, cars may park 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. **DO NOT PULL ONTO THE PARKING LOT IF THERE IS GYM CLASS IN SESSION.**

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, requires mandatory daily 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 24 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.

Teachers are not required to provide daily assignments for absences. Students will be responsible for making up work due to an absence after returning to school. Any preannounced tests/quizzes will be taken upon return to school. Teachers will want to meet with the child after returning to school to discuss assignments missed due to their absence/s.

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

When a family chooses to take a child out of school for a vacation, a written notice must be sent to the school. Teachers will NOT assign ahead of time work which will be missed during the vacation. The student will need to make up assignments when he/she returns to school.

Gym Excuses: Any note (from a doctor or parent/guardian) excusing a student from gym class must specify the nature of the illness or injury. Student activity will be adapted accordingly.

TARDINESS

In order to begin a school day promptly and in an orderly manner, all students (Pre-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, from 7:50-8:00a.m, 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 trimester. Three detentions will indicate a problem and a meeting with the teacher and principal will be set up to address it. All students **MUST** be in their seat by the 8a.m. bell or they will be considered tardy.

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 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 the Standardized ASPIRE Testing which will be held the entire week of April 16th -20th for grades 3-8.**

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.

CELEBRATING BIRTHDAYS

Please consider donating a book in honor of your child's birthday to the classroom or art supplies.

Not allowed: Pizza Parties, treat bags or balloons of any kind or cakes & candles.

Allowed: Cupcakes, donuts, or healthy simple peanut free snacks.

****Please always contact your child's teacher about bringing in a snack for birthday celebrations.****

***If bringing in a treat please avoid snacks that contain peanuts, peanut flour, peanut oil, or peanut butter or other nuts. Thank you for your consideration and support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school.**

The school does not permit the distribution of invitations to birthday parties or other out-of-school activities at school, on school grounds or at school sponsored activities in order to prevent exclusion of students at school.

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.*

Teachers will be checking for proper school uniforms daily. Students who do not comply with the dress code: *First the parent/guardian is called at home or work to bring the correct school uniform.

Write-ups and detentions will follow if child is not properly dressed.

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 school & parental discretion, girls may dye their hair with 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, ex: pink, blue, green and others will be allowed for girls or boys.

****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/ including bandanas are not allowed

****NO acrylic nails** are to be worn to school.

**No temporary or permanent tattoos are allowed.

**No writing on one's self.

**No tight fitting clothing is allowed.

Boys are not allowed to wear earrings to school or school-sponsored events; including out-of-uniform days. No ponytails are allowed for boys. Boys should be cleaned shaven.

***For reasons of safety, flip-flops, heelies, sandals, cleats and mules are not allowed on out-of-uniform days.**

***Students wearing boots must change into school shoes when arriving to school.**

Out-of-Uniform Day Dress Code

During the course of the year, an out-of-uniform day will be offered. Inappropriate slogans, pictures or characters on clothing are never permitted. Yoga pants and tight fitting leggings are not allowed. Also the following are not permitted: dirty or torn clothing, flip-flops/sandals, crocs or high heels, halter or strapless tops, t-shirts with inappropriate slogans (beer ads or suggestive wording), spaghetti straps, mini-skirts or short-shorts. Students who do not want to participate elect to wear the regular school uniform.

Hoodies are not allowed to be worn in the classroom on out-of-uniform days.

DRESS CODE (con't)

The official supplier of Sacred Heart School uniforms is:
Schoolbelles
Harlem-Foster Shopping Center
7254 West Foster Avenue
Chicago, IL 60656
847.375.1394

*Use Sacred Heart School #1349 when ordering

SHOE REGULATIONS

Boys' Shoes

- Dark-colored, soft-soled **solid black or brown dress or gym shoes**. Shoelaces need to match the color of the shoe.

Girls' Shoes

- Flat dark-colored, soft-soled **solid black or brown dress or gym shoes**. Shoelaces need to match the color of the shoe.
- Heels should **not exceed 1.5"** and for safety, they need to have **closed heel and toe**.

NO SLIPPERS ALLOWED

Gym shoes should be worn only on gym days unless the gym shoes are solid black or brown -no other colors.

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—Red SHS sweatshirts can **ONLY** be worn on GYM DAYS.
- Red and white polyester zip up Sacred Heart School jacket with school logo can be worn **ONLY** on gym days.
- 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.
- Do NOT use vulgar or hurtful words in any language at anytime.

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.

NEW DETENTION POLICY

The following explains the policy guidelines:

- All detentions will be served Tuesday and Thursday **mornings from 7:00-7:45 am.**
- Any student receiving his/her third or more detention will have to serve it on a Saturday morning from 7:30-9:30 am.
- If the student does not show up to the Saturday detention with the signed form and \$20.00 fee, s/he is suspended from the following school day.
- A mandatory \$20 fee will be expected to be paid on the Saturday detention morning to cover the cost of the adult supervisor.
- Students must be in their normal school uniform when serving a Saturday detention.
- ***Tuition assistance and/or scholarships will be revoked if your child is suspended.***

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 trimester 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 but not limited to: tardies, gum chewing, late or missing assignments, using personal electronics, inappropriate behavior and failure to

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, cyber, 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.

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.

SUSPENSION

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 in any language
- Physically harming/threatening students or staff
- Carrying a weapon of any kind.
- Using, selling, displaying or distributing forbidden substances such as alcohol or narcotics.
- Racial comments/slurs said to others in any languages
- Plagiarism
- Cheating on tests or assignments
- Not serving "Saturday Detention" results in a suspension the next school day

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.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

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. The principal will report instances of drug violations to local & state law enforcement officials as required by the School Reporting of Drug Violations Act [105 ILCS 127].

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 principal will immediately notify local law enforcement officials and parents/guardians of firearm incidents at the school.

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.

Searches of School Property

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

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.

PETS

Please refrain from bringing pets on the school grounds due to the fact of allergies from others and fear of the animals from students or other family members-we appreciate your support.

REPORTING OF STUDENT PROGRESS

Report cards are issued three times a year--trimesters. Report card envelopes, signed by a parent/guardian, are to be returned to the homeroom teacher within one week.

Progress reports are expected to be checked by parents/guardians through PowerSchool online to inform parents/guardians 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 half way through the trimester so that appropriate intervention to correct academic/behavioral problems may take place before final trimester grades are posted.

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 viewed by ALL parents/guardians through your child's Power School account.*****

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 F's eliminate a student from the Honor Roll

A+ 9pts B+ 6pts

A 8pts B 5pts

A- 7pts B- 4pts

PowerSchool Grading Scale

A= 100-93 B = 92 -85

C= 84- 77 D= 76 -69

F 68 and below I Incomplete

NG Not Graded

CHRISTIAN ATTITUDE AWARD

Our school's philosophy is to provide a faith-filled environment alive in Christ's teachings of prayer, service, and love. We encourage our students to imitate and model Christ's behavior in the classroom and demonstrate a respect for all God's children. Therefore, this school year, the students in grades Preschool – 3rd will have the chance to be awarded with a "Christian Attitude Award." Our goal is to find **consistent** examples of students who exhibit Christ-like behaviors and attitudes in our classroom and spotlight them.

This special Christian Attitude Award will be given once a month from Preschool -3rd grade classrooms throughout the school year.

HOW CAN YOUR CHILD EARN THIS AWARD?

- *imitate and model Christ's behavior
- *willingness to help and serve others (examples: students, teachers, staff)
- *comfort others
- *respond to others with kindness, acceptance, and forgiveness
- *encourage others
- *foster an attitude that focuses on the needs and interests of others
- *celebrate the diversity and uniqueness of your classmates
- *respectful behavior in all classes

REPORT CARD CONFERENCES

A schedule of Report Card 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 District 89, Sacred Heart is able to recommend students for screening and/or additional resource services in speech, language, and learning disabilities. These resources are provided by District 89. Request for such services may be directed to the classroom teacher or principal by the parents.

If parent or guardians have questions or concern about an incident that has occurred, they should contact their child's teacher first, then the administrator. Talking about the incident with the larger community rarely helps and can often exacerbate a problem. Parents or guardians should never approach one another in anger or frustration. Children learn from adults' example of respect. A mutually respectful relationship between families and school staff members benefits a child's well-being.

RELIGIOUS OBLIGATION

The Philosophy and Purpose Statement of Sacred Heart Catholic 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. *Mass attendance will be taken each week in the classroom.* Have your child return a church bulletin from the church they attended to their classroom teacher each Monday---attendance will be posted in each classroom.**

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. **STUDENTS PREPARING TO RECEIVE SACRAMENTS, FIRST HOLY COMMUNION & CONFIRMATION ARE EXPECTED TO ATTEND MASS EACH WEEKEND. PARENTS & GUARDIANS of students receiving a sacrament, First Communion or**

Confirmation, **MUST** attend a retreat prior to the sacrament date ARE GREAT ROLE MODELS. Baptism certificates **MUST** be on file for your child before they make the sacrament.

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

MUST 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

LOST BOOKS

Students and families are responsible for replacing lost books. Books that are damaged (beyond what would be considered normal wear and tear) and/or contain writing or drawing will have to be cleaned or replaced by the student.

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. If a child's phone is taken away from them for using it during school hours, the phone will be held in the office for a parent/guardian to pick up after school. 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.

STAFF EMAIL

Preschool---Miss Smietana	smietana@shsmelrosepark.com
Kindergarten---Miss Grammas	grammas@shsmelrosepark.com
First Grade---Mrs. Heredia	heredia@shsmelrosepark.com
Second Grade---Mrs. Vilumis	vilumis@shsmelrosepark.com
Third Grade---Mrs. Ehrenberg	ehrenberg@shsmelrosepark.com
Fourth Grade---Miss Caponi	caponi@shsmelrosepark.com
Fifth Grade---Miss Slaviero	slaviero@shsmelrosepark.com
Sixth Grade---Mrs. Aiello	aiello@shsmelrosepark.com
Seventh Grade---Mrs. Raithel	raithel@shsmelrosepark.com
Eighth Grade---Mr. Bolton	bolton@shsmelrosepark.com
Computers---Mr. Panico	panico@shsmelrosepark.com (Wednesdays & Fridays)
Gym/Music---Mrs. Barnish	barnish@shsmelrosepark.com (Tuesdays & Thursdays)
Office---Miss Cheryl	cheryl@shsmelrosepark.com
Office---Juanita Guerra	guerra@shsmelrosepark.com
Principal---Mrs. Ciconte	school@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. If your child is unable to attend a field trip they should remain home on the day of the trip. Since chaperones must give their full attention to the children assigned to them by the teacher, they may not bring any other children on the trip.

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.

LUNCH

Optional lunch program is available for the students monthly from A-Theme Catering. Lunches are \$3.50 each. Each child is responsible to bring his/her own lunch each day if not ordering from the lunch program. Sacred Heart School also has a milk program in addition to the lunch program-- forms are sent home regularly. If you desire milk or lunch for your student, fill out the forms and return them on time with the fee required. **No change will be given.**

Our P.T.O. and/ or our Athletic Board will sponsor special "hot lunches or snacks." Forms and fees for these hot lunches/snacks are sent home before the date. If you are interested in ordering these for your child, send the form and fee back to the teacher **before the due date in a marked envelope with your child's name and grade.**

Preschool – 2nd grade lunch.....11:20-11:55a.m.

3rd grade – 8th grade lunch12:00-12:30p.m.

Students are expected to follow the lunchroom rules and procedures, show respect to all lunch supervisors, and clean up after they have finished eating. **DO NOT SEND OR DROP OFF HOT FAST FOOD LUNCHES** to school with your child as it makes it very hard for the students who do not have them. To be fair to all students, the students who have fast food lunches will be asked to eat at an alternative location. **No food will be provided if lunches are forgotten.** Sharing your lunch is not allowed due to FOOD ALLERGIES.

MONTHLY BULLETINS

Monthly newsletters and calendars are going to be emailed to all families & posted on the school website. These bulletins are designed to keep the parents/guardians informed. **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 them 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--\$3.50 per hour per child
- If you are not registered you will be charged \$5.00 an hour per child. After two unregistered uses you will be automatically billed the \$35.00 registration fee and \$10.00 for each additional child.
- Penalty fees are assessed for those children not picked up before the 6:00p.m. closing time.

Extended Day hours are 6:45a.m. – 7:50a.m. and 2:45p.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 parent/guardian will need to have filled out an emergency information form for each student 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-NO EXCEPTIONS*******

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 until forms are turned in completed.**

DISPENSING OF MEDICATION

Illinois State Law discourages 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.

****No eating is allowed in the classrooms unless there is a medical issue with a note from a doctor.****

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.

***Food Allergies**-A letter or note is required from the student's physician identifying the food allergy. A Medical Authorization Form is to also be signed by the physician.

***Epi-pens** will be stored in the main office and are required to be supplied by the families. In addition to this, parent/guardians of the children with the food allergy/or allergic to bee stings may choose to have the student carry the epi-pen on their person or the epi-pen can be kept in a transportable "fanny pack" which will travel with the student to "specials" classes, lunch, recess, extracurriculars, etc. The responsibility of transporting the epi-pen via the "fanny pack" is the STUDENT'S, at the directive of his/her parents. (Teacher will hold the epi-pen on a field trip with the child in their group unless the parent/guardian is a chaperone.)

* **Asthma Inhalers** are to be kept with the student at all times. A Medical Authorization Form is to also be signed by the physician and will be kept on file for the school year.

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 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 or diarrhea, 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.** Any child with **Head Lice** will remain home for 24 hours for treatment and rechecked before returning to the classroom. The U.S. Centers for Disease Control & Prevention (CDC) recommends that infested students be treated a minimum of twice.

FIRE (Evacuation), TORNADO, BUS & 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. Even though we do not provide bus transportation daily, busses are used for field trips. Bus evacuation steps are reviewed with each class before they begin their journey. 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. 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. Student patrol members are NOT allowed to eat or be on their phones when on duty.

****TUITION****

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

FEES

There is an Enrollment Fee of \$100 per family. This fee is non-refundable. (After April 30, 2016 the Enrollment Fee is \$125.00) This fee is payable in the school office.

All students, Preschool through 8th grade, are charged \$225.00 for books and supplies. *(After April 30, 2016, the Book Bill increases to \$300.00) The Book/Supply Fee will be added on to your August & September tuition payments.

There is a Technology Fee of \$75 per student (Preschool 4 yr. Old – 8th grade) will be added on to your August & September tuition payments.

There is a PTO Fee of \$40 per family. This fee is payable in the school office.

Mandatory Fundraising Fee: \$200.00 per family-Selling Raffle Tickets

PRESCHOOL TUITION RATES

- \$3286.00 – 3 day Pre-school
- \$4238.00 – 5 day Pre-school

TUITION FAMILY PLAN, K-8

Tuition Rates

- \$5115.00 – 1 child
- \$7990.00 – 2 children
- \$9600.00 – 3 children
- \$10,590.00—4 or more children

FACTS TUITION PAYMENTS

Sacred Heart School has two options to make tuition payments easier: annual tuition can be paid in full before the end of August, or annual tuition can be paid in monthly installment using the FACTS Tuition Management Program. Payments can be made on a ten month basis. Payment is due on the 1st, 5th or 20th day of the month. **All financial obligations, including tuition, Extended Day fees, and un-served Service Hour fees must be up-to-date or your child/ren will be excluded from attending classes.**

If you have any questions regarding your payment with FACTS TUITION you can contact them at: 1-866-441-4637

CONTRIBUTION TO THE PARISH

- Please continue to support the church because without the church there is no school. Sacred Heart School receives valuable financial support from our parish. All contributions could be made in the weekly Sunday Offering Envelopes. All donations are very much appreciated!

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. A certified copy of the child's birth certificate & all needed medical forms are required before starting school.
2. Any child entering First Grade must be six years old (Kindergarten—five years old) on or **before SEPTEMBER 1st of that year.** (Preschool—3 or 4 years old)
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 family 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 Enrollment Fee & 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 & handbook policies.
10. Eighth Grade, Kindergarten and Preschool students whose financial obligations have not been met by the Exclusion Policy dates (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 FACTS TUITION & 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 & TUITION COLLECTION POLICY

Our school's financial viability is dependent on the income reflected in the annual school budget. Therefore, it is IMPERATIVE that the school collect all of its budgeted revenue monthly in order to meet operational expenses such as salaries, benefits, utilities, maintenance, and instructional program costs.

All school families are asked to register with FACTS TUITION to manage and pay all school tuition and fees.

If tuition or any other payments owed to the school are NOT up to date on October 31st, January 31st, and April 30th, it is the policy of the school to have the children remain at home until all delinquent fees are paid in full.

All tuition payments are due the 1st, 5th or 20th of the month. If not paid by the due date you choose each month, a \$20 late fee by Sacred Heart School will be added along with a late fee from FACTS TUITION. Preschool tuition will be paid in full monthly or the child/children will not be able to return to school.

If tuition or any other payment owed to the school is past 30 days due, then you will be contacted by the School Financial Representative to arrange a collection date. If tuition or any other payment owed to the school is past 45 days due, then you will be contacted by the Parish Business Manager to arrange a collection date. If tuition or any other payment owed to the school is past 60 days, then you will be asked to meet with the Parish Pastor/Administrator, Business Manager and Principal to arrange collection. If tuition or any other payment owed to the school is past 90 days, it is then the policy of the school to have the children remain at home until all delinquent fees are paid in full.

All NSF checks will be charged a \$25 fee from Sacred Heart School. Please refer to FACTS TUITION for their fees. After the 2nd NSF charge, personal checks will NOT be accepted...only cash or money orders will be allowed. After April 30th ALL payments due that are paid in the Sacred Heart School Office must be paid only by cash or money order.

SACRED HEART SCHOOL EXCLUSION POLICY

Sacred Heart School's financial viability is dependent on the income reflected in the annual school budget. Therefore, it is imperative that the school collect all of its budgeted revenue monthly in order to meet operational expenses such as salaries, benefits, utilities, maintenance and instructional program costs.

If tuition or any other payments owed to the school are not up-to-date on October 31st, January 31st, and April 30th and NO satisfactory explanation or exception has been given in writing, it is the policy of the school to have the child/ren remain at home until delinquent fees are paid in full or an exception has been granted.

Official records will not be released from the school for students transferring, nor will students be allowed to re-register for the following school year if a family's complete financial account is not current. Eighth grade, 4 year old preschool and kindergarten students may be denied participation in graduation/celebration activities if all tuition and fees are not current or paid in full before the date of the activity.

ATHLETIC COMMITTEE

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. Continued inappropriate behavior in or at school may threaten the child from participating in sport activity. 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 in the core subjects will be excluded from extra-curricular activities for the following week to give the student time to focus on his or her studies to bring up his or her grades. Sacred Heart School parents/guardians, coaches, teachers and principal want the best academically for each student so we agree with the time off to study. 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, soccer, or pep squad must complete the following BEFORE coaching:**

1. Attend Safe Environment Training: Virtus Training Class
2. Complete Code of Conduct Form & return to school office
3. Complete a CANTS 689 Form & return to school office
4. All persons interested in coaching must attend a Mandatory Coaches Meeting prior to coaching & complete a Mandated Reporters online class and turn in certificate.

Please call the office for further information.

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