

Dear Parents and Students,

It is our pleasure to welcome you to Sacred Heart School. The teachers and staff are happy to have you as part of the Sacred Heart School family.

The pages of this handbook are filled with information about our school that you will find useful. **Please take the time to read the handbook thoroughly.** We suggest that parents and pupils read it together. Feel free to ask your teacher or the principal for additional information on the material in this handbook.

In any school, it is necessary that rules and regulations be established for the safety and wellbeing of all our students. The real basis for all these rules is caring—caring enough to set limits so students won't harm themselves or others. We care about our students. There are several rules listed, but our main goal will be good behavior. For the most part, we are very proud of the way our students handle themselves and it is hoped that very little of what has been written concerning discipline will have to be applied.

We are using this handbook as a means of communicating between the home and school. Please keep this handbook readily available throughout the year. A parent or guardian is asked to detach and sign the receipt at the bottom of this sheet and return it to the school office.

We are glad you are here!

Sincerely,  
Faculty & Staff  
Sacred Heart School

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I have received the Sacred Heart Student/Parent Handbook for the school year 2016-2017.

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Signature

Date

## ***Mission Statement***

*Our mission at Sacred Heart School is to provide opportunities for students to actively live the Catholic faith, which will permeate their relationships with the school, family, parish, and world. The school is an extension of our student's family and an essential component of St. Patrick's Parish, Pana, IL. Ultimately, Sacred Heart School strives for the spiritual and academic opportunity that will endow students with responsibility and freedom, and with a thoughtful understanding of God's role in their lives.*

## ***Nondiscriminatory Policy***

*Sacred Heart School does not discriminate on the basis of race, color, sex, or national/ ethnic origin in the administration of its admissions policies, educational policies, scholarships, loan programs, athletic policies, and any school administered programs. All students have the same rights and privileges and access to programs and activities generally accorded or made available to the students at the school.*

## ***Procedure for Amending School Policy***

*A recommendation to amend school policy requires a vote of one more than a simple majority of school board members present at a regular meeting in which a quorum is present. The Pastor has the final say on whether a recommendation to amend school policy will be adopted.*

# **PHILOSOPHY OF SACRED HEART SCHOOL**

We believe that Catholic Education is an expression of the mission entrusted by Jesus to the Church He founded. The four-fold purpose of Catholic Education is to teach doctrine, to build community, to worship, and to serve. Through education, the Church seeks to prepare its members to proclaim the Good News and to put it into action. Community is at the heart of Catholic Education not simply to be taught, but a reality to be lived. The experience of community leads naturally to service of God, Church and neighbor.

## **CATECHETICAL GOALS**

1. That in all our teaching we may foster a love for truth, goodness and beauty.
2. That by word and example we may communicate Christian values to those to whom we minister.
3. That by our faith, energy, and devotion, we may inspire others with a sense of responsibility for the world.
4. That we may serve those in need with kindness and dedication.
5. That we may be faithful to our vocation as Christian educators.
6. That through our worship, we may contribute to the completion of all things in the risen Christ.

# **SACRED HEART SCHOOL**

## **VISION STATEMENT**

The vision of Sacred Heart School consists of several components:

1. Our building will be clean and orderly, and will show that active learning is taking place.
2. Our students and staff will make greater use of technology to facilitate student independence and self-discipline.
3. Students will take responsibility for their choices of action.
4. Cooperative learning and multi-age interaction will permit students to develop general successful life skills.
5. The students and educators will have pride of ownership in the school with a consistent code of behavior and ethics, which is derived from the school's philosophy and mission.

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### **Admissions:**

Children entering Kindergarten must be at least five (5) years old before September 1 and children entering first grade must be six (6) years old before September 1 of the school year. These are minimum ages so it is possible that parents may choose to hold their children out of school for one year to permit an additional year of maturity.

Children enrolling in our school for the first time will register by completing the following requirements:

1. A completed enrollment form for each child.
2. An official birth certificate verifying the birth date of each child to be enrolled.
3. Evidence of required immunizations, health, dental, and eye examinations, and proof of lead screening on each child.
4. Necessary information to permit our school to get the transfer records from the previous school attended.
5. **If necessary, a signed medical consent form allowing staff to administer prescription drugs at school.**

### **Immunizations:**

The School Code of Illinois, Chapter 122, Public Act #89-618, Section 27-8.1 states that every child (K-12) prior to entering any public, private or parochial, primary, secondary or nursery school shall present or have presented "proof of having received immunizations against preventable communicable diseases as the Illinois Department of Public Health shall require". The state further states that if "A child does not comply by October 15th, the authority must exclude that child from school until such time as the child presents proof of having received those required immunizations which are medically possible to receive immediately." Also, any student entering Kindergarten should have proof of the varicella vaccine or proof of having the chicken pox. This law reaffirms the principle-upheld in several decisions guaranteeing a child the right to obtain an education in a healthful disease-free environment of the local school authority.

### **School Insurance:**

Sacred Heart School maintains a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and information may be picked up at registration or in the school office. All families must sign whether they currently have health insurance or will take out school accident insurance.

**Arrival/Dismissal Times:**

Students should NOT arrive to school before 7:45 a.m. Students are NOT allowed in the school building before 7:45 a.m. unless they have written permission from their teacher or the principal. Bus students will arrive at approximately 7:55 a.m. and should go straight to their classroom before going to Mass on Mass days.

Students will be dismissed at 3:05 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Students will be dismissed at 2:20 p.m. on Wednesdays.

**Parking/Drop-Off/Pick-Up:**

**ALL CAR RIDERS MUST BE DROPPED OFF AND PICKED UP IN THE SCHOOLYARD NORTH OF THE SCHOOL BUILDING.** Please be prompt in picking up your children. For the safety of the students, if a child is not picked up by 3:15 p.m., they will be waiting in the school office. Picking up a child after 3:15 p.m. will require a signature on the office sign-out sheet.

It is imperative that all persons responsible for dropping-off and/or picking up of their children keep in mind that our primary concern is our student's safety. No one will be allowed to park in the NO PARKING ZONE ALONG OAK STREET AND NO PARKING IN SAVE-A-LOT FOODS PARKING LOT.

**Visitors:**

**ALL VISITORS, INCLUDING PARENTS/GUARDIANS, MUST REPORT DIRECTLY TO THE OFFICE. IN ORDER TO AVOID DISRUPTING CLASS ACTIVITIES, PARENTS ARE ASKED TO DROP OFF STUDENT SUPPLIES AND CLASSROOM MATERIALS IN THE OFFICE. ANY VISITOR WHO HAS PERMISSION TO REMAIN IN THE BUILDING MUST SIGN IN AND OUT IN THE OFFICE.**

**Attendance:**

According to Illinois School Code and Illinois law, students are required to be in attendance each day school is in session unless they are ill. When it is necessary for a child to miss school, please call the school office (562-2425) before 9:00 a.m. on that day. In persistent cases of absence or tardiness, the services of the public school truant officer, shall be enlisted.

Promptness to class/school is extremely important. Students are to be in their classroom no later than 8:00 a.m. If a student is tardy, the teacher will confer with the student after class or after school. **AFTER A THIRD TARDY TO CLASS IN ANY GIVEN QUARTER, THE TEACHER WILL REFER THE STUDENT TO THE PRINCIPAL'S OFFICE AND A PARENT CONFERENCE WILL BE SCHEDULED TO ADDRESS THE ISSUE AND DEVELOP A CORRECTIVE PLAN.**

A student with an excused absence will be allowed as many days as he/she was absent to make up missed work, starting with the day he/she returns to school. Examples of excused absences are illnesses and family emergencies.

**Dress Code:**

Sacred Heart School takes extreme pride in the appearance of our students while they are in attendance at our school. A student's dress reflects the quality of our school, as well as the quality of his or her work. We require our students to dress appropriately when they are at our school and when they are representing our school in extra-curricular activities. The Dress Code is intended to develop and promote self-discipline, self-worth, and self-esteem and, consequently, helps to prepare students to live and learn according to our Catholic Faith.

It is imperative that ALL parents exercise good judgment in the appropriateness of clothing that you allow your child to wear to school. If there are any questions or concerns as to the appropriateness of a student's apparel, the student will be sent to the office. If a student's attire is determined to be inappropriate, the student's parent will be notified. The student will rejoin his/her class as soon as he/she has appropriate attire consistent with the dress code.

Student dress must adhere to the following guidelines.

### **KINDERGARTEN - 4TH GRADE BOYS DRESS CODE**

- SHIRT**      **HUNTER GREEN UNIFORM OXFORD OR POLO SHIRTS with long or short sleeves. No logos or emblems. Buttoned to the second button from top.**
- PANT**        **NAVY BLUE UNIFORM PANTS with plain black, blue, or brown dress belts. No cargo pockets.**
- SWEATER**   **NAVY BLUE OR WHITE LONG-SLEEVE SWEATER OR SWEATER VEST worn over uniform shirt. No logos or emblems.**
- SHOES**      **SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR SHOES WITH WHEELS MAY BE WORN. All shoes must be worn with socks.**
- SOCKS**      **NAVY BLUE, BLACK, OR WHITE SOCKS of a single, solid color and with NO emblem(s).**
- NOTE:**        Weather permitting, boys may wear NAVY BLUE UNIFORM LENGTH SHORTS from the start of school in August until October 1<sup>st</sup> and from May 1 until the end of the school year. NO cargo pockets.

## KINDERGARTEN - 4TH GRADE GIRLS DRESS CODE

- SHIRT/ BLOUSES**     **HUNTER GREEN UNIFORM OXFORD OR POLO** with long or short sleeves. No logos or emblems. Buttoned to the second button from top.
- PANT**             **NAVY BLUE UNIFORM PANTS** with plain black, blue, or brown dress belts. No cargo pockets.
- JUMPERS/ SKIRTS/**     **NAVY BLUE** Uniform length (with plain black, blue, or brown dress belts if belt loops)
- SWEATER**     **NAVY BLUE OR WHITE LONG SLEEVE SWEATER OR SWEATER VEST** worn over uniform shirt. No logos or emblems.
- SHOES**             **SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR SHOES WITH WHEELS MAY BE WORN.** All shoes must be worn with socks.
- SOCKS/ TIGHTS**     **NAVY BLUE, BLACK, OR WHITE SOCKS/TIGHTS** of a single, solid color and with no emblems
- NOTE:**             Weather permitting, girls may wear NAVY BLUE UNIFORM LENGTH SHORTS from the start of school in August until October 1<sup>st</sup> and from May 1 until the end of the school year. NO cargo pockets.

## 5<sup>th</sup> GRADE - 8TH GRADE BOYS DRESS CODE

- SHIRT**             **NAVY BLUE UNIFORM OXFORD OR POLO** with long or short sleeves. No logos or emblems. Buttoned to the second button from top.
- PANT**             **KHAKI UNIFORM PANTS** with plain black, blue, or brown dress belts. No cargo pockets.
- SWEATER**     **NAVY BLUE OR WHITE LONG SLEEVE SWEATER OR SWEATER VEST** worn over uniform shirt. No logos or emblems.
- SHOES**             **SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR SHOES WITH WHEELS MAY BE WORN.** All shoes must be worn with socks.
- SOCKS**             **NAVY BLUE, BLACK, OR WHITE SOCKS** of a single, solid color and with no emblem
- NOTE:**             Weather permitting, boys may wear KHAKI UNIFORM LENGTH SHORTS from the start of school in August until October 1<sup>st</sup> and from May 1 until the end of the school year. No cargo pockets.

**5TH GRADE – 8<sup>TH</sup> GRADE GIRLS  
DRESS CODE**

- SHIRT/  
BLOUSES**      **NAVY BLUE UNIFORM OXFORD OR POLO with long or short sleeves.  
No logos or emblems. Buttoned to the second button from top.**
- PANT**            **KHAKI UNIFORM PANTS with plain black, blue, or brown dress belts. No cargo  
pockets.**
- JUMPERS/  
SKIRTS/**        **KHAKI Uniform length (with plain black, blue, or brown dress belts if belt loops)**
- SWEATER**      **NAVY BLUE OR WHITE LONG SLEEVE SWEATER OR SWEATER VEST worn over  
uniform shirt. No logos or emblems.**
- SHOES**         **SHOES WITH CLOSED HEELS AND TOES. NO SANDALS OF ANY TYPE OR  
SHOES WITH WHEELS MAY BE WORN. All shoes must be worn with socks.**
- SOCKS/  
TIGHTS**        **NAVY BLUE, BLACK, OR WHITE SOCKS/TIGHTS of a single, solid color and  
with no emblem.**
- NOTE:**            Weather permitting, girls may wear KHAKI UNIFORM LENGTH SHORTS from the start of  
school in August until October 1<sup>st</sup> and from May 1 until the end of the school year. NO cargo  
pockets.

**Tattoos & Body Art:**

Tattoos and body art of any kind do not comply with the expectations of our dress code and are, therefore, not allowed. If a student has a tattoo or body art, it must be removed or covered so as to not be visible during the school day.

**Athletics:**

The purpose of school-sponsored athletic programs is to teach athletic skills, to foster healthy exercise, to teach fair play and to give enjoyment. Boys and girls are encouraged to participate in available programs.

Specific regulations will be explained more fully in the Student Athletic Policy Handbook. Diocesan, as well as Illinois Elementary School Association Regulations are to be followed. The following are requirements of elementary school-sponsored athletic programs.

1. Participation permission forms signed by both parent(s) AND participant.
2. Signed acknowledgment of receipt of SHS Athletic Policy Handbook
3. Physical examination within six months of the beginning of an athletic season, when required.
4. Proof of health insurance coverage (i.e., school insurance is taken out or has a notarized waiver as proof of other insurance.)
5. A copy of the child's birth certificate.

To participate in athletics a student must maintain at least a "D" average in all core academic areas. If a student fails to maintain a "D" average in core academic classes at any point during the season, he/she is not eligible to participate in games or team practices.

Ineligibility reports begin after the first week of each new quarter and every week thereafter. Ineligibility reports are made on Friday mornings. One copy of the report is sent to the coach, one to the parents/guardians, and one is kept in the office. The period of ineligibility begins the Monday after the report is made and lasts for one week. If a student is failing one or more subjects for more than three weeks, a conference will be held with the coach, the parents and the principal.

Any in-school or out-of-school suspension during the athletic season will result in a loss of eligibility for the next scheduled game.

**Bad Weather Procedures:****NOTE:**

**IF PANA PUBLIC SCHOOLS ARE CANCELLED,  
SACRED HEART SCHOOL WILL ALSO BE CANCELED.**

Under certain conditions, TV stations the evening before may broadcast the news regarding school closings. Channel 17 (Decatur), Channel 20 (Springfield). and Channel 3 (Champaign) may have information on the 10:00 p.m. newscasts.

**IT IS IMPORTANT THAT PARENTS AND STUDENTS REFRAIN FROM CALLING THE SCHOOL PRINCIPAL, SECRETARY, OR TEACHERS' HOMES DURING A BAD WEATHER SITUATION.**

Phone lines are needed by school personnel to provide for the safety and well-being of the students. School plans call for notification of parents directly or by the local radio and TV stations as soon as possible. It is extremely important that the school office has the appropriate emergency phone numbers on file for your children.

**Bicycles:**

Students are allowed to ride bicycles to school. If a student rides a bicycle to school, he/she must park the bicycle in the bike rack area that is provided (behind the school building) immediately upon arrival to school. Students ARE NOT ALLOWED to ride their bicycles during the school day or at any other time on the school grounds.

**THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN BICYCLES.**

It is suggested that students buy sprocket locks and use them when their bicycles are parked in the bike racks. Students ARE NOT ALLOWED to borrow any other student's bicycle. Bike riders MUST leave the school grounds with the teacher patrol.

**Skateboards/Roller Blades:**

**STUDENTS ARE NOT ALLOWED TO BRING SKATEBOARDS OR ROLLER BLADES TO SCHOOL. IF A STUDENT WOULD BRING A SKATEBOARD OR ROLLER BLADES TO SCHOOL, THE PRINCIPAL WILL TAKE THE ITEM AND NOTIFY THE PARENTS.**

**SACRED HEART SCHOOL ASSUMES NO LIABILITY FOR ANYONE WHO VIOLATES THIS POLICY.**

**Books:**

All books should be transported to and from school in book bags. Students' names should be written on the loan slip inside the book. Children should take care of their schoolbooks, especially the hardback textbooks. Damage done to school property or books must be repaired or replaced by the student.

**Conduct/General Behavior Expectations:**

As Sacred Heart School strives to promote a positive self-image of, it is imperative that each student comes to our school with a good attitude. A student's attitude is the key to academic and personal growth.

Parents/guardians respect for authority and trust in the judgment of professional staff, as well as your appreciation of the efforts of the school, will be reflected in the attitude of your children.

In order to provide an environment that is conducive to learning, each student will be expected to show self-control, to respect others, and to cooperate and behave in an orderly manner throughout the school. Students are responsible for following the set of specific classroom management rules and procedures established by each of that student's teachers.

Any problems or concerns should generally be discussed with the classroom teacher before consulting another level of authority.

### **Disciplinary Procedures:**

Teachers will generally handle their own discipline problems, including administering the necessary punishment. If discipline includes an after school detention or a suspension (internal or external), the teacher will be required to submit a disciplinary action form to the principal. Corporal punishment is NOT a part of the disciplinary procedures as Sacred Heart School.

At times, based on the seriousness of the offense or other extenuating circumstances the teacher may refer the student to the principal for disciplinary action. The principal will request a teacher's report or referral before taking action. The disposition of the case will be made on the professional judgment of the principal, after consulting with the teacher. The principal's decision will be based on the facts of the incident as shown by the report and any first-hand knowledge of the incident.

### **After-School Detentions:**

After school detentions may be assigned by a classroom teacher or by the principal. After school detentions will last for 30 minutes. At the discretion of the teacher or the principal, the students may be required to complete a remediation activity (e.g., writing a letter of apology, clean the boards, etc.) At the discretion of the teacher/principal, the student may be allowed to work on homework assignments. Additionally, the following rules/procedures apply to after school detentions.

1. Bus students **MUST** arrange alternative transportation.
2. **PARTICIPATION IN SPORTS OR OTHER AFTER SCHOOL ACTIVITIES DOES NOT EXCUSE A STUDENT FROM DETENTION.** Students who participate in after school activities can avoid detentions by obeying the rules.
3. Students serving a detention must report to the specific detention room promptly. Any student **NOT** in his seat in five minutes after the close of school is considered late and **MUST** serve **ONE** additional day.
4. Students wishing to see a teacher after school for remedial assistance may do so. This takes priority over but is **NOT** a substitute for a detention. The teacher who assists the student must write a note for the student to give to the principal verifying the extra assistance. The students must serve the detention on the next school day.

### **In-School Suspension:**

If a student receives three detentions within one quarter, the student will serve an in-school suspension for the third detention and for each subsequent detention. The student will attend school Mass with the principal and then report to the office. The student will **receive a zero on any assignment that was due on the day of the suspension or any test or quiz given in class while the student is serving an in-school suspension.** The student will be able to complete and receive credit for work assigned and completed while in internal suspension. After each in-school suspension, the parent must meet with the principal before the student will be allowed to return to class.

**Out-of-School Suspension/Expulsion:**

The following offenses are considered serious offenses and may result in suspension or even expulsion from school.

1. Possession of drugs, alcohol, or cigarettes on school premises
2. Obscene/profane language or gesture, either written or spoken
3. Disrespect for teachers, staff members, and/or other students
4. Fighting (violence or threat acted upon)
5. Vandalism (e.g. defacing or destruction of property)
6. Possession of Weapons (any object that is intended to cause bodily injury or harm, such as knives, guns, firecrackers, etc.)
7. Cheating
8. Plagiarism
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.

Parent(s) will be notified on the same day that a determination is made that a serious offense has occurred. Students who commit a serious offense will be subject to consequences deemed appropriate by the building principal. A parent/guardian must meet with the principal before the student returns to class.

NOTE: ANYONE SUSPECTED OF DRUG, FIREARMS OR ASSAULT VIOLATIONS WILL BE REPORTED TO THE LOCAL POLICE FOR THE PROCESS OF SEARCH AND SEIZURE.

THE PASTOR AND THE BUILDING PRINCIPAL WILL DETERMINE EXPULSION.

**Off-Campus Behavior:**

Our students represent our school and its mission. Consequently, students are subject to school discipline while at sporting events (as a player or as a spectator), on a field trip, and at public school events as a visitor.

**School Rules/Expectations:**

Be prompt and prepared

Come to school on time.

1. Come to class with the needed materials.
2. Come to class/school with the assignments completed.

Respect Authority

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for YOUR behavior.

Respect the rights of others

1. Use the appropriate voice and language.
2. Listen to the speaker.
3. Accept responsibilities for YOUR behavior.

Respect Property

1. Respect property of others.
2. Respect own property.
3. Use materials and equipment properly.

Display a Concern for Learning

1. Remain on task.
2. Allow others to remain on task.

Display Appropriate Social Skills

1. Cope with disagreement, teasing, failure
2. Display courtesy and tact.
3. Interact appropriately with others.

Display Appropriate Character

1. Display a positive attitude
2. Be productive and on task

**Lunchroom Expectations:**

Each student is required to consistently maintain APPROPRIATE social skills, sanitary standards, and safety procedures in the lunchroom.

**Lunchroom Procedures:**

1. Enter the lunchroom in an orderly manner. Sit down at assigned tables.
2. Proceed through the lunch line in an orderly manner.
3. Keep hands, feet, and objects to yourself.
4. NO GIVING/EXCHANGING OF FOOD IS ALLOWED.
5. Raise your hand for help and DO NOT LEAVE YOUR SEAT WITHOUT PERMISSION.
6. NO RUNNING.
7. Before being dismissed, clean up YOUR area. Make sure cartons, napkins, and uneaten food on YOUR tray, are thrown away.
8. Students are asked to remain quiet until all students are served. Once students are served, students should use their classroom voices.
9. Line up quietly. Follow rules of good line behavior.

**Playground Expectations:**

1. Play in a fair and safe manner.
2. Respect one another.
3. Respect and obey ALL adults.
4. Students are to use the designated play areas, not the stairs or the grass (unless directed by the playground supervisor.)
5. Line up properly and promptly.
6. STUDENTS ARE NOT TO RETRIEVE A BALL OR OBJECT THAT HAS GONE INTO OR ACROSS THE ROAD. THE SUPERVISING TEACHER ON DUTY WILL ASSIGN A STUDENT(S) TO RETRIEVE THE BALL OR OBJECT AT THE CLOSE OF RECESS.
7. Students are not to play or climb on snow piles.
8. Students are not to throw snow.
9. Students are to have only sports equipment on the playground. No other toys, trading cards, or electronic devices are allowed.

**Playground Consequences:**

The consequences for playground misbehavior are to be age appropriate for the students affected. Teachers will discuss and post the consequences for misbehavior for the students in their classrooms.

**Bus Transportation Rules:**

All school bus riders, while in transit or waiting to board or exit, are under the jurisdiction and control of the school bus driver. The bus driver is duly responsible for the safety of both the passengers and the bus. Any behavior on the part of the school bus riders which diverts the driver's attention and/or could result in a serious accident and will not be tolerated.

Types of student behaviors that are considered UNACCEPTABLE on the school bus are as follows:

1. Yelling
2. Eating or drinking on the bus
3. Throwing objects in the bus or out the windows
4. Use of profane language or gestures
5. Deliberate damage to the bus
6. Arguing
7. Fighting or harassment of other riders
8. Extending head or arms out of the windows
9. Getting out of YOUR seat
10. Engaging in other behavior which seriously distracts the school bus driver

**Bus Infraction Consequences:**

- First Infraction: May lead to bus suspension.
- Second Infraction: Will result in bus suspension.
- Third Infraction: Will be a minimum three-day suspension.

**\*\*\* Continued infractions may result in loss of bus privileges.**

**Report Cards:**

Using the ASCEND Student Management program, parents will be able to monitor student grades on assignments, quizzes and tests as grades are posted in the grade book. Each student will receive a progress report at the end of each quarter grading period. The report card shows the progress made academically and also the progress in the character formation of your child. Report cards will be issued approximately one week after the nine weeks grading period comes to an end. If your child has not attained satisfactory results, or if a problem arises between the teacher/child, it is **STRONGLY RECOMMENDED** that a parent/teacher conference be arranged rather than trying to settle the problem by telephone. We encourage all parents to meet with our teachers anytime a problem or misunderstanding exists.

Parents wanting to visit in classrooms must get approval from administration. Visits must be scheduled with the classroom teacher at least 24 hours before the visit is to take place.

All teachers of Sacred Heart School follow this grading scale for grades 1 - 8.

|   |              |
|---|--------------|
| A | 93-100       |
| B | 86-92        |
| C | 77-85        |
| D | 70-76        |
| F | 69 and below |

**School Records:**

All Sacred Heart School records of students are kept in the principal's office.

If a parent wishes to review the academic records of their child(ren), he/she needs to set up an appointment with the principal and the classroom teacher.

\*\* 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, we will provide the non-custodial parent with access to 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.

Official school records do not have to be released until all fees and other obligations are satisfied. No final grades will be issued until all fees and other obligations are satisfied.

**Testing:**

Sacred Heart School administers the Iowa Assessments to grades 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> each year and ACRE religion tests to grades 5<sup>th</sup> and 8<sup>th</sup>. These assessment help inform curriculum and instruction and provide information on student achievement. Test results for individual students are available to that student's parent/guardian.

**Homework:**

Sacred Heart School is extremely committed to providing the best Catholic education to your child. With this in mind, your child will receive periodic homework assignments. We suggest that every family set aside **APPROPRIATE** time each evening to do homework. It is strongly recommended that parents set a consistent time/hour to do homework. Based on the child's maturity and degree of mastery, homework sessions may need to be broken into smaller segments. The length of any single session should not last longer than one hour.

**Late Homework Policy:**

We at Sacred Heart School believe that a strong, positive work ethic is vital to the growth and development of our students. Therefore, we have adopted a zero-tolerance attitude toward late papers.

Grades K-2 procedures regarding incomplete work will be left to the teacher's discretion.

Grades 3-8 assignments will not be accepted after the day they are due. A student may finish the assignment by the end of the day to receive a late grade (a 20% deduction). A paper is considered "late" if it is not completed at the time it is requested.

**Promotion/Retention:**

Promotion to the next grade will be based on academic and emotional readiness as determined by formal/informal assessments made by the classroom teacher(s), as well as other formal/informal assessments when available.

Parents will be notified of the possibility of non-promotion by the end of the third grading period. A final decision will be made with the parents by the end of the school year.

Retention may be considered in each of the following situations:

1. A student who is absent for more than 30 days is liable for retention in the same grade for following year.
2. A student in grades K-5 who has not yet reached the maturity and/or mastery level needed to do the school work required for a given grade may be recommended for retention.
3. A student in 6<sup>th</sup> grade or 7<sup>th</sup> grade who receives an overall failing grade in two major subjects within a given school year will be retained at the same grade level for the following year.
4. An 8<sup>th</sup> grade student who fails two major subjects in his/her 8<sup>th</sup> grade year will not graduate, and may not be accepted back at Sacred Heart, at the discretion of the Pastor and the principal.

Upon successful completion of the 8th grade, a student will graduate. Successful completion includes passing the Illinois State Constitution and Federal Constitution Tests. Once a student has graduated from the 8<sup>th</sup> grade, they are considered a freshman in high school.

**Field Trips & Retreats:**

Field trips and retreats are a privilege and not a right. Each teacher plans his or her own field trips with administrative approval. Parents will sign a student permission slip at registration before the school will allow the student to participate on the field trip.

Volunteer drivers must provide a copy of a valid driver's license and proof of automobile insurance. Volunteer drivers, as well as other chaperones must also sign a field trip policy form acknowledging their responsibilities as a driver and/or chaperone. At no time during any field trip is any driver or chaperone to possess or consume alcoholic beverages. Any driver or chaperone must have taken the "Protecting God's Children Class". (see attachments - a, b, and c)

**Contact Information/School Telephone Usage:**

|  |          |
|--|----------|
| Sacred Heart School (Office Phone).....  | 562-2425 |
| Sacred Heart School (Fax).....           | 562-2942 |
| Lunchroom (Parish Hall).....             | 562-4405 |
| St. Patrick's Church Office (Phone)..... | 562-5396 |
| St. Patrick's Church Office (Fax).....   | 562-2308 |

Students MAY NOT be interrupted during school hours by outside calls and messages, EXCEPT in case of an emergency.

If it is necessary to reach your child on a school day, you MUST contact the office, and when necessary, a message will be delivered to your child. If a parent wishes to contact a classroom teacher, be prepared to leave a message to have the teacher contact you at his/her convenience. Teachers are not generally available to come to the telephone while school is in session. If a parent has a specific concern to discuss with the teacher, an appointment should be set up. The school telephone is a business telephone.

Students will be refused the use of the school telephone except in the case of an emergency or by the written permission of the teacher

**Cell Phones:**

Cell phones and other electronic devices should not be brought to school. If extenuating circumstances require that a cell phone be brought to school, it must be left in a book bag and silenced or turned off. Any cell phone or other device that is seen or heard will be taken by the teacher and reported to the principal.

**Withdrawals/Re-Admission:**

Before the student is withdrawn from Sacred Heart School for any reason, the situation is to be discussed with the teacher, principal, and the Pastor.

**RE-ADMISSION IS NOT AUTOMATIC:**

Re-admission will be handled on a case-by-case-basis with the principal consulting with the Pastor and then meeting with the parents to inform them of their decision.

**Asbestos:**

Sacred Heart School has an Asbestos Management Plan that is on file in the principal's office and is available during normal business hours in accordance with federal regulations.

**Nit Policy:**

If it is discovered that a child has lice/nits, a parent or guardian will be called and the child sent home to receive treatment. Once the child has been successfully treated, he/she will be able to return to school as long as their doctor has cleared the student with a note for the school office. When head lice/nits are discovered, a letter will be sent home informing the parents of other students in that building, so that they are aware and able to check and treat their own child if necessary. If necessary, the school will conduct periodic checks throughout the school year. At no time will the name of an affected student be divulged. Each situation will be handled with the utmost discretion.

**Unanticipated Situations and Concerns:**

In the event of a situation or concern not covered by this handbook, the matter will be taken into consideration by the principal. The principal will advise and consult with the Pastor when serious and extreme matters are under consideration.

**Financial Policies:**

All Sacred Heart School financial matters are handled at the St. Patrick's Church office.

### **Technology & Photo Access:**

For instructional purposes, Sacred Heart School provides access to the Internet and students will have limited access in the classroom and full use of the computer lab. All use of the Internet shall be consistent with the school's technology plan, which includes the goal of promoting educational excellence by facilitating resource sharing, innovation and communication. These procedures do not attempt to state all the required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. All parents must sign an Internet authorization form during school registration.

The use of the school's computers and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The technology coordinators and administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

### **Acceptable Use:**

Access to the school's computers and the Internet must be for the purpose of education or research and be consistent with educational objectives.

### **Unacceptable Use:**

The user is responsible for his or her actions and activities involving the computer and network. Examples of some of the unacceptable uses are as follows:

- \* Using the network for personal emailing, messaging, or other form of personal communications.
- \* Gaining unauthorized access to resources and entities, such as administrative, staff, parent or student accounts.
- \* Unauthorized downloading of software, regardless of whether it is copyrighted
- \* Accessing, submitting, posting, publishing, or displaying any defamatory inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing or illegal material.
- \* Using the network for illegal activity, including violations of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
- \* Downloading copyrighted material for other than personal use.
- \* Using the network for private financial or commercial use.
- \* Wastefully using resources, such as file space.
- \* Invading the privacy of individuals.
- \* Using another user's account or password
- \* Posting anonymous messages
- \* Using the network for commercial or private advertising.
- \* Using the network while access privileges are suspended or revoked.

Before using the Internet, it is required that all parents and students sign the Authorization for Internet Access form. The form refers to the terms and conditions mentioned above and once completed, gives permission for the student to access the Internet at times scheduled by the staff of Sacred Heart School.

**Aggressive/Bullying Behavior:**

Using any form or type of aggressive or bullying behavior or urging other students to engage in such conduct is prohibited. These behaviors include, but are not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct. Consequences may include verbal warnings up to and including out-of-school suspensions depending on the nature of the infraction. The parent/guardians and/or authorities will be contacted in those situations that warrant it.

**Wellness Policy:**

The Wellness Policy is available in the school office upon request. Any person interested in participating in the review/updating process of the Wellness Policy may contact our school office.

**Supportive Services:**

Students who need additional help are evaluated on a case-by-case basis. Sacred Heart students can be referred for screening and may be eligible to receive Title 1 services in mathematics and reading, provided through Pana CUSD. A parent or teacher can request a Teacher Consultation team meeting through Mid-State Special Education to allow parents, staff and special educators to brainstorm strategies that might benefit a struggling student. Additionally, the Teacher Consultation team, in cooperation with the parent(s) or guardian(s), can request that a student be formally evaluated to determine whether a learning disability exists and/or to determine instructional modifications.

**Parent Teacher Conferences:**

Scheduled parent-teacher conferences are to be held in both the Fall and Spring. The parent/legal guardian, teacher or principal may request additional conferences.

**Additional Parent Information:**

PIP (Parent Involvement Program) information will be distributed at registration in the Parish Office. SHOP (Sacred Heart Organization of Parents) information is also available during school registration.

**ALL ADDENDA, REVISIONS, AND NEW POLICIES ARE UNDER THE RECOMMENDATIONS OF SACRED HEART SCHOOL BOARD, PASTOR, AND PRINCIPAL.**

**SACRED HEART SCHOOL**  
**3 EAST 4<sup>TH</sup> STREET**  
**PANA, IL 62557**

**RELEASE / REQUEST FORM - STANDARD ACTIVITY**

We request that our child \_\_\_\_\_ be allowed to go on the field trip to \_\_\_\_\_ (hereafter the "Organization") presently scheduled to depart on \_\_\_\_\_ and to return on \_\_\_\_\_

because we believe this trip will benefit our child both educationally and spiritually.

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

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

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

**Emergency Contact / Medical Information: (Please Print - provide if the information is not current in the office).**

Father/Guardian: \_\_\_\_\_ Daytime Phone: ( \_\_\_\_ ) \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Daytime Phone: ( \_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: ( \_\_\_\_ ) \_\_\_\_\_

Other Contact Person: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

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

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

Signature Parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**SACRED HEART SCHOOL  
3 EAST 4<sup>TH</sup> STREET  
PANA, IL 62557**

**RELEASE / REQUEST FORM - HAZARDOUS ACTIVITY**

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

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

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

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

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

**Emergency Contact/Medical Information: (Please Print-provide if the information is not current in the office).**

Father/Guardian: \_\_\_\_\_ Daytime Phone: ( \_\_\_\_ ) \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Daytime Phone: ( \_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: ( \_\_\_\_ ) \_\_\_\_\_

Other Contact Person: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

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

Signature parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

## Policy for Field Trip Drivers/Chaperones

Name of Driver/Chaperone \_\_\_\_\_

Field Trip Destination \_\_\_\_\_ Date \_\_\_\_\_

I understand and agree to the following:

1. The classroom teacher is in charge of this outing. I agree to follow the teacher's instructions at all time.
2. The teacher will determine departure and return times for the field trip.
3. The teacher will determine assignments/seating arrangements for transportation. Students will leave and return in the same car.
4. The parent driver/chaperone must be with the class the entire time. The driver is not to take side trips while traveling to/from the destination and is not to split from the group while at the destination.
5. All students are to be returned to the school building . . . NO EXCEPTIONS.
6. Diocesan policy requires that all chaperones participate in the diocese's safe environment training, "Protecting God's Children." **Additionally, each volunteer driver must provide a copy of a valid driver's license and an updated auto insurance card.**
7. Drivers and chaperones should be familiar with the "General Guidelines for Field Trip Chaperones".

Parent/Driver/Chaperone Signature \_\_\_\_\_

Teacher Name(s) \_\_\_\_\_

Date of Field Trip \_\_\_\_\_