



**STUDENT & PARENT**

**HANDBOOK**

Sacred Heart School provides an education founded in the Catholic faith. The entire school community strives to educate the whole child, developing caring, responsible, and contributing members of the Church and society.

## **SCHOOL HOURS**

### **Teacher's Day**

8:00-3:30

### **Student's Day**

8:30-3:00

Students admitted.....8:10

Tardy Bell.....8:30

Lunch/Recess Gr. PreK-7.....11:30-12:30

Students Dismissed.....3:00

## **BELIEF AND MISSION STATEMENT**

### ***BELIEFS:***

- 1) The Catholic school is an integral part of the Church's mission to proclaim the gospel, build faith and love, to serve all God's people and to celebrate through worship and the Sacraments.
- 2) The Catholic school is committed to the formation of the student's spirituality by building a firm foundation in the knowledge of Catholic tradition and beliefs.
- 3) Each student is a valued individual with unique physical, social, emotional, intellectual, and spiritual needs.
- 4) Curriculum and instructional practices should incorporate a variety of learning activities to accommodate and support student differences in learning styles.
- 5) Students' learning needs are the chief priority for the school.
- 6) All students will learn when they are challenged at their appropriate learning level.
- 7) Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

### ***MISSION STATEMENT:***

Sacred Heart School provides an education founded in the Catholic faith. The entire school community strives to educate the whole child and develop caring, responsible, and contributing members of the Church and society.

#### *PHILOSOPHY STATEMENT:*

Sacred Heart School exists to further the Church's teaching mission by communicating the Catholic Christian message, identity, and heritage to the children we teach. Sacred Heart offers students a community for learning and growing in their faith. They participate with other students and staff in expressing that faith through prayer, worship, and services – integral parts to our school's vitality.

Whereas Sacred Heart is an extension of the Church's mission of social justice, the human dignity of the students is fostered by widening their intellectual, spiritual, and aesthetic vision by challenges to personal growth and interpersonal responsibility. Students are sensitized to the issues of social justice, to the challenge of peacemaking, and to the awareness of global concerns.

Students of all races, sex, and/or handicaps are offered an education that integrates the Catholic/Christian tradition into a program which exceeds the Ohio Department of Education's Minimum State Standards. They are prepared to become knowledgeable and competent in content areas, therefore enabling them to make informed and responsible decisions. Each student is challenged to stretch his/her potentials and to recognize, develop and use his/her unique gifts and talents. Extra-curricular activities, (i.e. band, choir) which supplement the academic curriculum by developing these interests and talents, are offered for those who choose to participate in them.

Students as individuals are unique, and vary in their readiness, motivation, academic backgrounds, personal needs, and learning styles and rates. Therefore, teachers modify instructional methods and implement alternatives which allow students to work independently as well as to interact with faculty, peers, and adults other than the school's staff.

Sacred Heart School is served by a professional staff fully certified in the subject areas they teach. Staff members are encouraged to reflect critically on their own performance and to use the means available for continued professional growth. Students should be able to recognize their teachers as ongoing learners and should see them as positive role models who are witnesses to faith values.

Faculty and staff perform a very specific role in creating and maintaining the school's religious educational environment. The specific role of our faculty and staff is to enumerate and advance the teachings of the Catholic Church in all of their activities associated with the School. Specifically, our faculty and staff are required to integrate Catholic teachings into their coursework, to serve as religious advisors and mentors to our students, to propagate and disseminate Catholic tenets, and to engage in religious training of all students. Our faculty

incorporate Church teachings into the curriculum, accompany students to Mass, and serve as role models for Catholic tenets. All of our faculty are expected to teach and conduct themselves in furtherance of our School's religious mission. Schools play a central role in fulfilling the mission of evangelization, which is shared by Church and School. In addition to Catholic indoctrination, our schools are to incorporate fruitful dialogue between the Gospel and culture, and must confront the challenges of the modern secular world in our teachings.

Pursuant to contracts, faculty and staff are subject to decisions affecting their employment which are based on religious considerations, are required to abide by Catholic Church teachings, and to seek an ecclesiastical source of dispute resolution through the Bishop. Although at times it may be necessary to hire otherwise, practicing Catholics are strongly preferred for hire and retention at the School.

Our faculty and staff are required and expected to uphold Catholic values and doctrine, and to advance the School's Catholic mission by their teaching and conduct.

## **GOALS AND OBJECTIVES**

### *Spiritual:*

To provide the students with meaningful experiences in liturgical and para liturgical celebrations by class preparation and participation in liturgies.

To instruct each student in Christian principles in order to prepare him/her to live a Christian life in the community.

To offer each student guidance in religious areas concerning God, country, neighbor and oneself.

### *Intellectual:*

To assist each student in realizing his/her academic potential.

To foster by motivating and encouraging students to discover talents within themselves and to use them to the best of their ability.

To provide for individual differences through the use of ability grouping thereby enabling students to receive as much individual attention as possible.

### *Social:*

To increase in the students an awareness of their responsibility to respectfully care for their own property, the property of others, and natural resources.

To assist each student in discovering, appreciating and respecting the talents and rights of fellow students on the playground, in the classroom, the cafeteria and at the other school activities.

*Absences:*

Student attendance at school is vital in the formal education process. Even though students may academically be very talented, they cannot benefit from the school's instructional program if they are not present in the classroom. Frequent absences or tardiness of students from regular learning experiences disrupts the continuity of the instructional process. The entire process requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits.

No student shall be permitted to leave school before dismissal time except in case of sickness or similar emergency.

To be excused from school, a written statement from the parents is requested. It is to be approved by the principal.

A student will be released only to the parent (or other adult if the school is so notified) from the office. The parent/adult must come to the office to meet the student.

Each time a child misses school, he or she must bring a written excuse dated and signed by the parent or guardian stating the reason for the absence.

If a child should get sick while in school, the parents will be notified and arrangements will be made for releasing the child.

Any classroom work or homework missed by a child who is absent must be completed. If a child is absent, he has one day for each day absent after he returns to complete it. So if he is absent on Monday, he has till Wednesday to turn it in to his teacher.

**\*\***In order to implement child safety standards, if a child is absent, the office is to be notified (740-622-3728) between 8:00-8:30 a.m.

Those students who arrive after 8:30 a.m., for any reason, must report to the office for an admit slip and will be marked tardy. A student who misses more than 90 minutes of school, for any reason, is considered absent for one-half day.

When a student accumulates five (5) tardies within a grading period, he or she will be assessed a half day absence.

Student absences due to family vacation will be unexcused. (See Family Vacations in this document.)

If the student's home district has a 2-hour delay or has canceled classes and Sacred Heart is in session, we expect your child to be in attendance for the entire day.

If a student misses more than 3 days in a row, please provide a doctor's excuse.

An absence that is not followed by a written note will be deemed UNEXCUSED. Children should not miss school unless they are ill. They should come to school before appointments, and return after them. At the discretion of the school principal, after a student has accumulated: (this follows public school policy)

4 days of unexcused absences, a letter from the Juvenile Court will be sent

8 days of unexcused absences, a formal truancy meeting will be set up

12 days of unexcused absences, a court referral will be made to Job & Family Services for investigation.

#### *Advisory Board:*

The Advisory Board is made up of members of the parish and parents of Sacred Heart school children. This board serves in an advisory and policy-making capacity. Through its policies, the school board offers guidance and sets direction for the life of the school. Members are each selected to one three-year term.

Attendance at school board meetings is essential and required in order for the board to be an effective group. Absences of more than one meeting without good reason by board members cannot be condoned. Anyone missing meetings excessively will be asked to resign their position on the board.

Advisory Board meetings are held the fourth Thursday of each month at 6:00 p.m. in the Parish Meeting Room. All board meetings are open and attendance is encouraged. The board asks that as a courtesy, anyone who wishes to address the board, request to do so in advance of the meeting (one week in advance) in order to be included on the agenda.

Non-members of the board, who have been included in the agenda, will be given fifteen minutes to address the board at any one meeting, unless an extension is approved by the board.

#### *Admission Policy:*

##### *Preschool:*

Preschool is offered for those who are willing to pay an independent fee for the convenience of preschool. The fee will be set relative to the cost of operating the preschool program and shall be collected monthly. Continuance of a child in the program month by month shall be contingent upon payment of this fee. Children entering preschool must be 3 years old by September 30 and parents must provide a copy of the child's birth certificate. The child must be

toilet trained. State law requires that all children entering school will have received the immunizations and vaccinations prescribed for their age group. Pre-K classroom is for students who are 4 years old by Oct. 1. The Early Childhood Education grant is available for 4-year olds whose family meets the income guidelines. Additional information is available in the school office.

*Kindergarten:*

A child entering kindergarten must be five years old by September 30. At the time of kindergarten registration, parents must bring birth certificate, immunization records and social security card. For Catholics only, you need to bring a baptismal certificate ONLY IF YOUR CHILD WAS NOT BAPTIZED AT SACRED HEART. Kindergarten will be a full-day program, Monday through Friday, 8:30-3:00PM.

*Non-Discrimination:*

Schools recruit & admit students of any race, color, gender or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and extra curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency order, or public-school district-initiated desegregation.

*Student Transfers:*

When a student transfers to another school, the student's permanent records will be released only if the financial obligations have been met and all books and school property have been returned.

*Child Custody:*

The custodial parent is required to provide the school with a certified copy of any child custody order or decree pertaining to a pupil.

*Altar Servers:*

All Catholic boys and girls in grades 4 through 6 who have received their First Communion are trained as regular Altar Servers for Sacred Heart Parish. Parents are requested to make certain that their child, in accepting this responsibility, is faithful in fulfilling this obligation.

*Assessments:*

Beginning in the 2015-2016 school year, any third-grade student who attends a chartered nonpublic school with a scholarship awarded under the EdChoice Scholarship will be subject to the Third Grade Reading Guarantee retention provision, including the exemptions prescribed by that law. The reading promotion score from Ohio's Grade 3 ELA Test will be used for the Third Grade Reading Guarantee retention provision. All students in the class will take a December and spring reading achievement tests. Your child may move to the fourth grade if he/she gets a high enough score, called a "promotion score," on any one of the tests given throughout the school year and summer. Therefore, beginning this year, all Grade 3 students at Sacred Heart

will be taking this test (Ohio's Grade 3 ELA Test). For each student identified as having reading skills below grade level, the school shall do both of the following:

- a. Provide to the student's parent or guardian, in writing, all of the following:
  - I. Notification that the student has been identified as having a deficiency in reading;
  - II. Notification that if the student does not attain the promotion score designated under division (A)(3) of ORC 3301.0710 on Ohio's Third Grade ELA Test, the student shall be retained unless the student is exempt.
- b. Provide intensive reading instruction services, as determined appropriate by the school, to each student identified as reading below grade level.

Students in grades 3-7 will also still be taking the Terra Nova Achievement tests in October.

*Banned Substances:*

Alcohol, tobacco, other drugs, harmful intoxicants and illegal substances and/or paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of Sacred Heart School. This also applies to all school related events conducted off school property. (See Diocesan Policy 5141.0 regarding prescribed medications.)

Anyone who is using, selling, or has in his/her possession any of the above-mentioned substances shall be brought to the attention of the principal. The principal shall place student safety as a priority in all individual situations. The principal shall notify the student's parent(s) or guardian(s). A first-time offender is required to meet with his/her parent(s) or guardian(s) and school officials. Proper punishment and follow-up procedures will be determined at this meeting, which will include the following. A mandatory drug and alcohol referral for evaluation will be made within a 7-day period. A second time offender is required to attend a mandatory drug and alcohol treatment program. The student will continue attendance in school. A third time offender will be turned over to the law enforcement agency directly by Sacred Heart administrators. The consequence for the 3rd offense will be dismissal from Sacred Heart School.

No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.



A COUNTERFEIT CONTROLLED SUBSTANCE IS DEFINED AS: Any drug that bears, or whose container or label bears a trademark, trade name or identifying mark. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or price for which it is sold or offered for sale.

A student shall not possess, handle, transmit or conceal any object which may be considered a dangerous weapon or instrument of violence. This shall include any object which, if misused, can result in injury, including toy guns. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person are prohibited on school premises and at school functions. (Rev. 3/01) (See Diocesan Regulation 5140.12 for disciplinary actions regarding this policy.) (Rev. 4/96)

#### *Bells:*

The first bell will ring at 8:10am. The tardy bell rings at 8:30 a.m., and classes begin at 8:30. Students must be in the classroom by 8:30, or they will be marked tardy. Each day will begin and end with prayers. After morning prayers, the Pledge of Allegiance to the flag will be recited.

The school day ends at 3:00. Those students walking home will exit the south doors of the main building. Those who ride a bus home will board their respective busses in the school alley parallel to the main building. The school alley is designated as a no parking zone. Students who are being picked up by car will do so in the school parking lot. Students are to stay in the classroom until their parents arrive. Walkers are to go directly home. Bicycle riders are to walk their bikes to the end of the school property.

There will be a teacher on duty at 8:10 a.m. Students are NOT to arrive before 8:10 a.m. since supervision is not available before that time. Students are to report to their classroom, where they may engage in quiet work or conversation until classes begin.

#### *Cafeteria:*

Students eating in the cafeteria will be orderly and well-mannered. Students are to help the cafeteria staff by cleaning the tables of food and paper before leaving. All garbage is to be placed in the garbage cans, and each child is to push in his/her chair. Food may be eaten in the cafeteria only, and no food may be taken to the playground or any other area during lunch recess. Every effort should be made to collect all items such as lunch boxes, hats, etc. before leaving.

All students may receive a free lunch. Students packing a lunch may purchase milk (\$.65) or juice (\$.75) and water (\$.50).

You are asked to send your child's milk, juice or water money in an envelope the first day of the week or pay online. Please have student's name and grade on the envelope, and the number of days and the correct amount enclosed. The envelopes will be collected by the teacher and given to the cafeteria manager. Children will receive a monthly menu at the beginning of each month. The menu can also be viewed on the school website.

Grades K – 1 will be eating lunch from 11:30-12:00, and having recess from 12:00-12:30. Grades 2 – 7 will be having recess from 11:30-12:00 and eating lunch from 12:00-12:30. Pre-K recess will be from 10:45-11:15 and lunch from 11:15 to 11:45.

#### *Child Abuse:*

School personnel are required by law to report any suspected evidence of child abuse or neglect to Children's Services. The school will cooperate 100% with the law officials.

#### *Code of Conduct:*

1. Students will faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.

2. Students are required to conduct themselves in an orderly manner at all times. This means:

- All Sacred Heart School faculty and staff members, students and volunteers shall be treated with respect.
- Use of proper language.
- No fighting or unnecessary roughness.
- Have respect for authority.
- No arguing, put downs, inappropriate language or gestures.
- Treat peer mediators/conflict managers with respect when they are trying to resolve a conflict.

3. Children are not to leave the playground during recess unless the teacher approves it. Behavior on the playground must exhibit fair play, safety, and consideration for the rights of others. The teacher and parent volunteer on duty have the right and responsibility to stop any game that becomes too rough.

4. No one is allowed to sit on the fence, porch, or steps of the rectory without the teacher's permission.
5. Children are not to be near the fence facing Walnut Street, at the convent garage or on the convent grass.
6. Children in grades K, 1 & 2 may not go into the alley or a neighboring yard to retrieve a ball without the permission from the teacher on duty. Upper grade students must tell the teacher or adult on duty before retrieving a ball. Students must stay in assigned play areas.
7. During recess, no one is to re-enter the building without permission from a teacher.
8. Students are NOT to ride their bicycles on the playground. They must WALK their bicycles to the bike rack, and their bicycles are to be kept locked in the rack throughout the school day. The school is not responsible for stolen or vandalized bicycles.
9. ALL students participate in recess, unless otherwise excused.
10. All play should FREEZE with the bell. At the whistle, the students are to WALK immediately to their line in a quiet manner.

Discipline:

School discipline involves the enforcement of rules which are designed to protect the health, safety, and morality of all pupils. We will be striving for the development of mature and acceptable behavior by the students. The ultimate disciplinary goal is voluntary self-discipline by the student. We believe the rights of all students must be observed and guaranteed. Thus, any behavior that would negate such right cannot and will not be tolerated. Those who complain about students being punished ignore the rights of students who wish to be educated.

Appropriate conduct is expected and school rules are enforced during regular school hours and during all school related activities, both on and off school premises. No form of violent, disruptive, or inappropriate behavior will be tolerated.

Appropriate student behavior during the school year entitles students to attend certain special events and assemblies. Students whose conduct does not meet school standards may be excluded from a special event.

1. Students will receive warning(s) in situations which violate school rules but do not violate the safety of others or place property at risk. Students may be required to walk on the walking path during recess based on classroom behavior.
2. A 30 minute detention will be issued resulting from:
  - a. Violation of rules which violate the safety of others or place property at risk.

- b. Violation of rules after receiving warning(s).
  - c. Situations deemed necessary by teacher or principal.
3. Written notice will be sent to the parent(s) prior to the detention and must be signed and returned to the school in a timely manner.
4. A student who has received three (3) detentions within a nine (9) week grading period, will be subject to an in-school suspension upon the next violation of school rules. The length of the suspension will be determined by the principal. Written notice will be sent to parent(s) and must be signed and returned to the school. Contact with parent(s) will also be made by phone.
5. Further violation of rules will result in a parent/teacher/principal conference to establish a plan of action to bring about changes in the student's behavior.

*Suspension & Expulsion:*

Serious misconduct is cause for suspension, or suspension & expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers themselves or fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct, the principal in charge may immediately suspend the student from school. A complete & detailed account of the suspension & expulsion policy is on file in the principal's office.

*Gym Class Philosophy–Rules for Safety and Sportsmanship:*

Physical Education is an integral part of the total educational program & contributes to the wellness of the whole child, physically, intellectually, emotionally & socially. It provides a continuous developmental program of physical activities that promotes fitness, critical thinking skills, self-confidence & social maturity. With this PE course of study, each student will find personal fulfillment & wellness concepts through understanding the overall benefits of regular physical activity & through the challenge of individual & team sports. The aim of this PE course of study is to enable students to become physically fit and to enjoy the benefits of lifelong physical fitness activities. Also, in accordance with Diocesan standards, emphasis is on safety both physical & emotional as students are introduced to and expected to demonstrate respect, co-operation & responsible personal & social behavior in a physical activity setting.

*Rules for Gym Class:*

Enter the gym quietly and take your exercise spot

Be kind and respectful

Listen actively and follow directions

Raise your hand to speak

Do not touch any equipment until asked

Warnings will be given for help in remembering the rules. Accumulation of 3 warnings will result in being sent to the principal's office or back to the teacher for the remainder of gym class time.

*Bullying:*

The school staff shall not tolerate any bullying on school grounds or at any school activity on or off campus. Bullying is a pattern of abuse over time and involves a student being "picked on". Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusation; and social isolation. The school expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation. The school expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, and suspension and/or expulsion depending on the results of the investigation.

*School Property:*

Students must respect the property of the school and of others.

Desks must be kept clean, orderly and free of stickers and writings.

Bound books must be covered. In any incident resulting in a loss of or damage to books, the student will be held responsible for repair / replacement costs.

Gum chewing is not permitted at any time on school property.

Restrooms should be left in good order. Students should remember to flush the toilet, wash their hands well, and put all paper towels in the wastebasket.

Respect for recess and playground equipment must be adhered to at all times.

*Behavior Off School Grounds:*

The school has concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, in violation of the law, detrimental to the common good, threatening, harmful, offensive to other students or staff, or that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

#### *Computer Technology and Networks:*

Before any student may take advantage of the school's computer network, he/she and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's use of the computer and possible disciplinary action or referral to law enforcement authorities.

Technology Acceptable Use Policy: The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Diocese believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources. A copy of the complete Technology Acceptable Use Policy is on file in the principal's office for review.

Each student in grades K – 7 will be assigned an iPad or Chromebook for use during the school day. These are not to be taken out of the school under any circumstance. Equipment is to be returned to the charging station at the end of every school day. Parents or guardians will be responsible for any damage to the student's equipment.

#### *Delinquent Tuition & Refunds:*

An initial tuition payment must be received by the school before the student's first day of school. Students whose families are not current in tuition payments by the end of the calendar year, will not be accepted back after the Christmas break. Families who are not current in their tuition payments by August 15, will not be accepted for the current school year, unless arrangements have been made with the principal or pastor.

Tuition refunds will be negotiated with the pastor. (Aug. 04)

#### *Dress Code:*

The administration reserves the right to make discretionary decisions concerning this code and individual cases. Violators of the uniform code may be asked to contact a parent or

family member to bring a change of clothing to school. The student may be asked to remain in the office until they are in compliance with the dress code. Any time missed from class is to be considered unexcused. A note may also be sent home alerting you of a violation.

*Girls:*

Khaki, navy or plaid jumpers and skirts (hunter/classic navy plaid from Lands End only) no more than 2" above the knee.

Khaki or navy skorts and capris not more than 3" above the knee are also allowed. White uniform blouse with long, three quarter or short sleeves (no puffed sleeves) may be worn under jumpers.

Red, white, navy or light blue knit tops with collar and long, three quarter or short sleeves.

Red, white, navy or light blue turtlenecks are allowed.

No fake fingernails shall be worn at any time.

*Boys:*

White or light blue dress shirts with long or short sleeves

red, white, navy or light blue knit tops with collars

red, white, navy or light blue turtlenecks can be worn.

*Boys and Girls:*

All shirts/tops must be long enough to tuck into bottoms and must not be tight fitting. Shirts must be tucked in if longer than hip length.

Navy or khaki dress slacks, corduroy or cotton polyester.

No knit pants.

No tight pants.

Should have button or zip fly, no discolored stitching or name brands showing.

Shorts (navy or khaki) may be worn Easter through Halloween. They must be of uniform attire colors and not shorter than 3" above the knees.

Sweaters must be knit material and not fleece or sweatshirt material. Sweaters must be waist or hip length. No long mid-thigh or knee lengths are allowed.

Sweatshirts may be worn. They must be of an appropriate length and size. They must be worn over a uniform shirt. Sweatshirts (no "hoodies") may be red or navy.

Socks may be of any length, BUT must be VISIBLE over the top of the shoe. Socks must be solid school colors (also black). School colored tights are also permissible.

Shoes can be black, navy or brown dress oxford style. Heeled shoes must have no higher than a 1" heel. Only white, navy blue or black tennis shoes with non skid soles will be permitted. Mary Jane shoes for the girls are permitted. Sandals, boots of any kind, sling backs and backless shoes are not permitted. If boots are worn during inclement weather, they must be removed and suitable shoes worn during school hours. No flats (slip on) shoes without straps are permitted.

Hair must be neat, clean and well-groomed at all times. No extreme styles and no feathers or braided ribbons.

For boys, hair is not to exceed the length of the ear, nor go beyond the top of the collar or eye-brow.

Highlights and dyed hair must be in good taste and of natural color.

All hair accessories worn by girls must be uniform colors (no glitter or bling permitted) (black and brown are permitted).

NO NAME BRANDS, LABELS OR LOGOS WILL BE PERMITTED

"DRESS DOWN DAYS":

There will be "dress down days" periodically, and you will be notified in advance. On these days, all clothing must be clean and in good taste.

Pants and shorts should be fitting at the waist, no tight pants

No tights or leggings with long sweaters over them.

No baggy pants or pants that cover the shoe.

Holes in pants are not permitted.

No sweats, wind pants, or pajama pants.

T-shirts with inappropriate emblems, pictures or lettering are not permitted.

All tops must cover the tops of the shoulders.

All shirts must sit below the waistline with no abdominal area showing.

Socks are to be worn at all times.

Shoe attire is the same guidelines as stated above.

REMEMBER:

Plain black, navy blue, or white tennis shoes;

No "sparkles, grommets, or other adornments on clothing, belts or shoes

Plain colored socks



No jewelry (except small earrings, watches, and necklaces of religious nature).

CLOTHES MUST BE CLEAN AND STAIN FREE

FRAYED AND TORN CLOTHES WILL NOT BE ALLOWED AT ANY TIME.

\*\*\*We do have a room with gently-worn uniforms and shoes which you can visit during school hours. We also take uniform clothing that is clean, stain-free and not torn for this room. There is no cost for the clothing.

#### *Electronic Devices:*

Students are not permitted to use (or have in their possession) any electronic devices that are not used for educational purposes, such as cellular phones, beepers, video games, stereos, etc. on school grounds during school hours. Electronic devices which are allowed are: calculators, necessary medical devices, those pre-approved devices used for special projects and educational use, and any that the Principal permits in writing. Students should obtain permission from the Principal for devices used for extracurricular activities. If students need to bring cellular phones to school for use after school, the device must be turned in to the Principal's office before school and picked up after school. Any devices found on school property will be confiscated and parents will be able to pick up the device from the principal.

#### *Emergency Closings or Dismissals:*

On days of inclement weather when there is doubt as to whether school will be in session, please tune into radio station WTNS or to the TV. A group text message will be sent to families who chose to receive text message reminders. If the Coshocton City Schools are closed, Sacred Heart School will also be closed. When school is dismissed at an unscheduled time, the school will release the children only after the parents are notified.

#### *Emergency Information:*

A form containing information on EACH CHILD is kept in the school office. This information is obtained at the beginning of each school year and includes the child's home phone number, phone number of relatives and neighbors, the parent's place of employment, and information regarding how the parent can be reached during the day. Please contact the school office if any of this information changes during the school year. The emergency information form also enables the school to give emergency medical attention. Please provide the name of the physician to be contacted as well as the names of relatives or neighbors who can be contacted if the parents cannot be reached.

#### *Family Vacations:*

Parents may take their children out of school for family vacations, but it is discouraged. The final decision is the responsibility of the parents. Makeup work following vacations should be completed as directed by the teacher. The students will be allowed to makeup their homework the amount of days of their vacation plus one additional day. If a student fails to make up the

work, they will receive a zero (0) grade for their work. The days out for vacation will be unexcused absences.

#### *Field Trips:*

Field trips are taken occasionally in order to enrich the learning experiences of the pupils. Field trips, in all cases, support the school curriculum and instruction. The permission slips must be completed, signed by the parents or guardian, and returned before the day of the trip. NO SLIP, NO TRIP. The teacher in charge of the field trip will determine the appropriate dress code. Students who do not dress accordingly, will forfeit their right to participate in the activity. Any personal items taken on the field trip by the students and/or parent chaperones are not the responsibility of the school or its employees.

#### *Harassment Policy:*

Harassment can take many forms. Harassment can occur at any school activity and/or take place in classrooms, halls, cafeteria, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility towards a person because of his/her race, color, religion, gender, sex, national origin, age or disability. It is the policy of the Catholic Schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation.

No student, teacher, or other staff member – male or female – should be subject to harassment in any form. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances. Harassment Policy 5140.05 is on file in the office and may be viewed upon request.

#### STEP 1: Informal Process:

When complimenting the positive or voicing concerns, we ask that you begin with the immediate responsible adult. In other words, please work directly with teachers, coaches, and adult supervisors.

#### STEP 2: Formal Process:

It is usually most desirable for the concerned party and the principal to resolve problems through free and informal communication. If, however, such an informal process fails to satisfy the concerned party, the concern may be processed as follows:

#### STEP 3: Address the School Board:

The concerned party will submit a written letter to the Sacred Heart School Board which will then form a committee to investigate this concern. As soon as possible, or within 30 days, this committee will submit a recommendation to the board. The board will then make a recommendation for a course of action to the principal and/or pastor.

**STEP 4: Final Address to the School Board:**

If the concern is not resolved at Step 2 to the satisfaction of the “concernee”, the “concernee” may re-submit a written letter to the Sacred Heart School Board President stating the reasons for the continued concern. The “concernee” will once again be invited to the next board meeting to present his/her concern. After this presentation, the board will then decide if further investigation is warranted. If the board decides further investigation is warranted, the original investigating committee may re-convene and offer a second recommendation within 30 days. In any case, a final decision will be rendered at the next board meeting. If, however, the board decides no further investigation is warranted, the decision from STEP 2 will be considered final. (11/91)

**STEP 5: Final Address:**

If the individual issuing the complaint is not fully satisfied, the last alternative is to seek a remedy from the pastor. This should be the last alternative and request should be in writing and sent to the rectory.

*Homework/Classroom Assignments:*

Homework is an important tool in the learning process. The amount and nature of the homework is left to the judgment of the individual teacher. Homework is the responsibility, not only of the students, but also of the parents. Parents are not expected to do the homework for the child. However, their cooperation is needed to see that the child has enough time and a suitable environment to do his/her assignments conscientiously.

The purpose of homework is to give the student additional practice in those skills introduced in the classroom.

Homework assignments are to be written down each day in an appropriate notebook or planner provided by the school. Teachers will sign the book daily to confirm the assignment and parents are to sign it daily as well to confirm the completion.

Students should understand the assignments before they leave school. If the homework assignment is not clear, the student should ask the teacher to explain it again.

Reading and study assignments are just as important as written assignments.

Loose leaf notebook paper is to be used. On occasion a teacher might request spiral bound paper for a specific project.

All papers are to be neat and clean, and should be headed with the name, date and subject.

Homework is an extension of lessons learned that day. It is meant to be used as a tool to see if the student has comprehended the lessons learned. Teachers and parents are encouraged to communicate any homework problems as to amount of time required and as to subject volume. The principal will direct and guide the teachers as required.

*Library:*

Students are encouraged to take books from the library, either individually or with a class, and to use videos, CD's and other materials.

2. Any lost or damaged material or equipment is the financial responsibility of the student signing out the material.

*Lice:*

Students will be sent home if nits or live lice are found in the student's hair. The student must be treated and all nits removed before returning to school. The child's hair will be checked upon their return to school. One day of absence will be allowed to be excused.

*Mass:*

All students will attend Mass on Thursday mornings (or at any time there is a "school mass") at 9 a.m.

*Medication:*

The following guidelines are from the Catholic Diocese of Columbus:

Children are not allowed to carry medication (prescription or non-prescription) on them at any time.

When a student needs a doctor's prescribed medication at school, the parent must present to the school a completed request form (available in the school office) signed by the child's doctor before the prescription medication can be administered. The medication must be received in the original container, and the medication will be stored by school personnel in a locked area. A log for each prescribed medication shall be maintained which will note the personnel giving the medication the date and the time of day it is to be administered. This log will be maintained along with the physician's written request and the parent's written permission. Any unused medication unclaimed by the parent will be destroyed by the school personnel when a prescription is no longer to be administered, or at the end of a school year. If medication is to be given over a long period of time, the parent is responsible for providing the necessary medication to the school. If medication is changed, parents are responsible for providing the school with new authorization and medication.

We discourage the use of non-prescription medication at school, but if it is deemed necessary by your child's physician, forms are also available in the office that must be completed before any non-prescription medication can be given. The non-prescription medication must also come in its original container. (This included cough drops)

#### *Nutrition Guidelines:*

School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services. Student lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the day. We evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available. Drinking fountains are available in all buildings. Soft drinks are not permitted or sold during the lunch period and are not to be included in packed lunches.

The Diocese of Columbus schools strive to provide a safe environment for students with life-threatening food allergies. Parents should notify the school nurse and homeroom teacher of any life-threatening food allergy on or before the first of each school year or as soon as a food allergy is diagnosed. Each school year, parents and physicians will be required to complete, sign and return a "Food Allergy Action Plan" specific to the student with life-threatening food allergies. The school nurse will review all allergy information provided by the student's parents and physician and share this information with the appropriate teachers and staff. Parents will provide the school with the medications prescribed in the "Food Allergy Action Plan". Medications will be kept in the Clinic or with the student as specific needs dictate. The parents of a student with a life-threatening food allergy will provide a supply of "safe" snacks for use by their child. Parents of children with life-threatening food allergies are responsible for notifying bus transportation providers with information regarding their child's allergy.

#### *Parents Taking Students to Lunch:*

Students will not be permitted to go out to lunch and return to school due to Coronavirus.

#### *PTO:*

The PTO at Sacred Heart school is an informally structured association of parents, friends, and parishioners designed to support the school. The PTO is a service organization with their own set of by-laws. PTO serves the students and teachers. Membership is open to all parents, friends, staff and parishioners of Sacred Heart School. The position of officers include President, Vice-President, Secretary and Treasurer with a term of office of 2 years. These positions are elected by the organization. PTO meets on an as needed basis. Dates and times are determined by the PTO officers in conjunction with the school principal. PTO does various fundraising events throughout the year. Monies raised support the children, teachers, and school.

We encourage everyone to be as active as possible in their child's education through PTO voluntarism. It is a rewarding experience, reflects positively in the eyes of our children, and will ensure a successful school year.

*Parking:*

Parking is permitted in the parking area adjacent the school for events such as funerals and any church function. Parents are asked to park their cars in Given Dawson Paisley Funeral Home parking lot (provided there is no funeral service) if you are visiting during school hours so the children may have the parking area adjacent the school for lunch and afternoon recesses. For after school pickup, please line up around the outside of the parking area adjacent the school and next to the rectory (former convent). As soon as your passengers are picked up, move on slowly. If you are parking to pick up your child, please park by the basketball court so that no child will be required to run in between cars.

*Protecting God's Children:*

This is a 3 hour program designed to provide awareness on signs of sexual abuse in children, behavioral patterns of perpetrators, steps the Church is taking to prevent future abuse, and a plan of action for adults to remain watchful for would be perpetrators.

The Diocese of Columbus requires that all parish, school and diocesan employees and volunteers, regardless of their level of contact with children attend Protecting God's Children.

**\*\*See flyer on page of this document for more information.**

You will be notified when a class is offered at Sacred Heart School. All participants must be registered prior to classes. To register, you must go to [www.virtus.com](http://www.virtus.com).

*Publishing Student Information-(Directory information notice):*

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions. If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes: names of students, grade level, honor roll, activities, sports, awards, and date of graduation. A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Please sign and return the attached form on the front of this handbook. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc), and educational records. Copies of the Personally Identifiable Information Release form is in the Policies & Regulations Binder in the principal's office. Personally identifiable information may not be released without this form being completed by the custodial parent. This information is not released to the media at any time by the school.

### *Report Cards/Parent/Teacher Conferences:*

Each elementary school shall use the Diocesan system for reporting pupil progress. This should include: progress reports, interim reports, and life skills reports. Report cards will be given out four times a year, or can be viewed on School Speak on the computer. Each student should understand the grading process implemented by the teacher.

Written interim reports are sent to parents between report periods to all students.

Life skills reports, which indicate negative behaviors or deficient study skills, are sent as needed to alert parents to problems that are developing.

Progress reports must be furnished to the parents four times a year.

Parent/Teacher conferences are held twice during the year; once in the fall and once in the spring. Parents or teachers may request additional conferences at any time.

Parents are encouraged to discuss any problems and/or concerns with the teacher before going to the pastor, principal or school board. Please use the chain of command.

Retention:

Certain issues concerning retention apply to all grade levels. The student's lack of progress must be clearly documented and communicated to the parents early enough to provide time for intervention. The principal should suggest to the parents that a multi-factored evaluation be done during the first half of the school year in a case in which a learning disability or a developmental handicap is suspected. Parents must be notified at the beginning of the 3rd quarter if a student is in jeopardy of being retained. The student's teacher should have documentary and anecdotal evidence that substantiates the need for detention. If the student has attended summer school or has had tutoring, the determination whether to pass the student to the next grade will be made by the school following the completion of the intervention.

Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 that are behind in reading. Schools will provide help and support to make sure students are on track for reading success by the end of third grade. All students scoring below the promotion score on Ohio's Grade 3 ELA Test must be retained (see "assessment" section of this document for more information, or the Ohio Department of Education website).

### *School Safety Plan:*

A school crisis plan is on file in the Policies & Regulations Binder in the principal's office for anyone who wishes to review it. In the event the school would have to be evacuated in a crisis, attendance would be taken and students would be moved immediately to the Church or other designated area, where parents could pick them up.

### *Sports:*

Sacred Heart School does not have an organized sports program, but students are involved and included in the city and county school programs.

*Transportation of Students:*

By Bus:

Students who ride the bus are expected to observe the proper rules of safety and courtesy. The drivers will report students who do not behave properly on the bus. Parents will be informed of the misbehavior. A student can be prohibited from riding the bus for repeated misbehavior. Below are the bus coordinators' phone numbers for the district in which your child resides:

Coshocton City: 623-5804

Riverview: 824-3010

Ridgewood: 545-9466

1. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.
2. While on the bus, students should keep hands and heads inside the bus at all times.
3. Loud talking and laughing divert the driver's attention and make safe driving difficult.
4. Horseplay is not permitted around or on the school bus.
5. Bus riders are never to tamper with the bus.
6. Books, lunches and other articles are to be taken with the student as he/-she exits the bus.
7. Nothing is ever to be thrown out the window.
8. Bus riders are not permitted to leave their seats while the bus is in motion.
9. Bus riders are expected to be courteous to fellow students as well as to the bus driver.
10. There is to be absolute quiet when approaching a railroad crossing.
11. Continued or willful violation will result in suspension of the privilege of riding the bus.



12. Student behavior at bus stops is under the jurisdiction of school employees and/or school officials.

*Visitors:*

All parents are welcome to visit our school at any time. Please call 24 hours previous to the time of visitation. All visitors must sign in at the school office and pick up a visitor's badge prior to a classroom visit. If you wish to talk to your child's teacher, please call the office and leave your name and telephone number. The teacher will be happy to call you back at a convenient time to set up an appointment.

Due to the busy schedules that our students and teachers must follow, student visitors will not be permitted in the classrooms during the school day. If a former student would like to return to visit the staff, an appointment should be made by calling the school office.

*Withdrawal Procedures:*

Parents of students who withdraw from Sacred Heart School must notify the school office. All financial obligations must be met, outstanding fees paid, books returned and a request for release of school records completed and signed by the parents. All records will be forwarded to the receiving school as requested on the Release of Records form.

## **AFTER SCHOOL DISMISSAL & ARRIVAL PROCEDURES**

In the event of a funeral during dismissal time, proceed with care and park up near the school if necessary.

**Procedure for PRESCHOOL:**

Preschool students will be dropped off/picked up in the alley at the porch door. Parents will exit to Main St. Mrs. Rivera will check their temperatures daily.

**Procedure for PreK, K, & 1st:**

Parents will enter from Park Ave. and proceed past the main building to the archway near the church. Students will enter directly to their rooms in the smaller building after temperatures are taken at the door. Parents will exit down the driveway.

**Procedure for 2-7th grades:**

Parents will enter from Park Ave. and proceed to the main entrance and drop off/pick up there. Students will enter directly to their rooms in the main building after temperatures are taken daily. Parents will exit around the parking lot and exit to Park Ave. through the alley.

Procedure for WALK UP ONLY:

Turn into the parking lot on Park Avenue and park in the lower portion of the lot. Walk up to the main building with a mask on to pick up your child(ren) from their buildings. Please wait in the hall for your child to be called. We want your child to be picked up by an authorized person only.

Thank you for your cooperation!

### **PRAYER TO SACRED HEART**

O Sacred Heart of Jesus,  
Fountain of eternal life,  
Your Heart glows with complete love.  
You are my refuge and my hope.  
Most adorable and loving Savior,  
Consume my heart with the fire of your love,  
Pour down on my soul those graces  
That flow from Your loving heart.  
Let my heart be united with Yours,  
Let my will be conformed to Yours in all things.  
May Your will be the rule of all my desires and actions.  
Amen