



Sacred Heart School

Sacred Heart School Family Handbook 2020-2021

In addition to the policies and procedures outlined in this handbook, Sacred Heart School, its staff, administration, and families are also subject to the policies of the Diocese of Des Moines Catholic Schools Office and Diocesan Catholic School Board. Complete Diocesan Catholic School Board Policies can be found at:

<http://www.dmdiocese.org/school-policies-and-regulations.cfm>

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw of a student if the administration determines that the partnership is irretrievably broken.

Please retain this handbook in safe place while you have a student at Sacred Heart School. Annual updates will be posted on the school website each school year. Revised June 2019.

The provisions contained in this handbook may be changed at any time, with or without notice. This handbook is not an all inclusive summary of all rules governing student conduct and behavior.

Contents

1. INTRODUCTION
2. ADMISSION CRITERIA FOR SACRED HEART SCHOOL
3. TUITION AND BOOK FEES
4. SCHOOL PERSONNEL
5. AFTER SCHOOL PROGRAM: SACRED HEART PLUS PROGRAM HOURS AND FEES
6. ACADEMIC INFORMATION
7. DISCIPLINE
8. EXPECTATIONS FOR 6TH, 7TH, AND 8TH GRADE STUDENTS
9. BUS INFORMATION TRANSPORTATION
10. COMMUNICATIONS
11. GENERAL SCHOOL POLICIES/ATTENDANCE
12. HOT LUNCH PROGRAM
13. SCHOOL UNIFORM AND DRESS CODE
14. ADDENDUM

PRAYER TO THE SACRED HEART OF JESUS

Merciful Jesus,
I consecrate myself today and always
To Your Most Sacred Heart.

Most Sacred Heart of Jesus I implore,
That I may ever love You more and more.

Most Sacred Heart of Jesus,
I trust in You!

Most Sacred Heart of Jesus,
Have mercy on us!

Sacred Heart of Jesus.
I believe in Your love for me.

Jesus, meek and humble of heart,
Make my heart like Your Heart. Amen.



August 2020

Dear Parents and Students:

Sacred Heart School has a long history, over 60 years, of education and molding future leaders in our community. We are family oriented and proud of the many generations of families who have attended, loved, and supported our school. Originally led by the service and sacrifice of the many Sisters and Priests that have come before us, we continue their long tradition of excellence as a loving school with an emphasis on high academic standards, service to others, and strong religious formation.

As you walk through the doors of Sacred Heart, you will find a school with a loving and caring staff willing to go that extra mile to meet the individual needs of their students. We are committed to making sure that our students receive many opportunities to explore their interests, infusing technology, better preparing them for a rewarding life in the 21st century. Our teachers believe in and embrace the philosophy of Catholic education and the infusion of faith in everything we do. Our Masses and prayer services are student led to provide opportunities for all to grow in their faith.

We offer a coeducational experience from preschool through 8th grade. Students enjoy participating in Student Council, Choir, Band, service opportunities, sports, clubs, Knowledge Bowls, Scouts, and much more. We have a strong athletic program which includes football, volleyball, cross country, cheerleading, basketball, and track. Our volunteer coaches provide instruction in the foundations of their sport most importantly, impart the importance of teamwork and good sport and most importantly, impart the importance of teamwork and good sportsmanship.

God Bless,

Jane Kinney
Principal



August 2020

Dear Parents and Students:

Welcome to Sacred Heart School. As a Catholic school, Sacred Heart School has the added responsibility of sharing our Catholic faith with our young people. When we read the gospels, we discover that teaching the faith is not like teaching science, language arts, or math. Sharing the faith is a matter of inviting our students to come and discover the Lord's goodness and love. Jesus began his work with an invitation. So we invite our young people at Sacred Heart School to come and experience the Lord's goodness. They will do that through prayer, worship, service projects and study. We want our students to discover what love God has for them and for all of God's people.

At the baptism of your child, you as parents are reminded that you are the first and best teachers of your child in the ways of the faith. For that reason, parents play an important and central role in the faith formation of their children. Your example of prayer and worship by attending Mass every Sunday and your service to the community will say a great deal to your children about the importance of faith in your life and theirs. At Sacred Heart School we are delighted to be partners with you in the faith formation of your children. I pray that this school year will deepen the faith of our students, their families and the entire parish community.

Peace

Fr. Chris Hartshorn
Pastor

DIOCESE OF DES MOINES SCHOOL'S VISION

Catholic Schools in the Diocese of Des Moines, based on the teaching of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of lifelong discipleship.

DIOCESE OF DES MOINES SCHOOL'S MISSION AND BELIEF STATEMENTS

We develop and inspire learning for life by providing a world class education within a Catholic environment for our students.

Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives

Each student in Catholic schools should experience the value of human dignity and the Concepts of peace and justice to enable them to be participants in a global society

Catholic schools and parishes are partners with parents in the education of the children

Catholic school educators apply research based curriculum and instructional strategies that enhance the learning of all students

SACRED HEART PARISH MISSION STATEMENT

The mission of Sacred Heart Parish is to be the spiritual focal point for the Catholic Christian Community in our portion of the Diocese of Des Moines.

Believes and proclaims that JESUS CHRIST IS LORD

Calls its people to experience and put into practice the love of Jesus Christ

Draws its people into the social and spiritual life of the parish so that each has a sense of belonging

Seeks to help its members take on the "mind of Christ" through prayer, study and worship

Uses and returns the gifts and talents God has given

Is itself a sign calling its members to hear and respond in ministry to the spiritual and temporal needs of people within the parish and beyond

SACRED HEART SCHOOL BACKGROUND

Sacred Heart parish has been in existence since 1892. In January of 1954, the doors of Sacred Heart School opened for the first time to admit an enrollment of 129 students in grades 1-7. The school opened under the direction of the Sisters of the Humility of Mary. Enrollment has steadily increased through the years. The enrollment is now over 500 in preschool through grade eight.

PHILOSOPHY OF SACRED HEART SCHOOL

Sacred Heart School strives to be a faith sharing community which is a part of the larger Christian community of Sacred Heart Parish

The primary purpose of Sacred Heart School is to assist parents in the Catholic education of their children by building on Christian ideals and attitudes established at home and working toward development as true Christians who affirm the diversity that exists in our world.

Sacred Heart School will work to be a place where:

the believers are of one heart and mind

strength and unity are found in living out the gospel and through liturgy

staff and students practice the faith by showing respect, appreciation and concern for one another

peace and justice issues are infused throughout the curriculum in daily lessons

Sacred Heart School will strive for excellence in education by helping each child to develop his/her God given gifts to their fullest potential

The entire staff will work together with pastors, parents, and students to make Sacred Heart School a viable faith community.

BELIEF STATEMENTS AND GOALS

Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives

Each student in Catholic schools experiences the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society

Catholic schools and parishes are partners with parents in the education of the children

Catholic school educators apply research based curriculum and instructional strategies that enhance the learning of all students

SPIRITUAL GOALS

Promote the spiritual development of the school community

Promote a Christian spirit in school, parish, and community

Encourage Christian attitudes consistent with the pillars of character among students and staff

Actively participates in liturgical celebrations

Incorporate Christian principles in the daily lives of the students

Encourage spiritual leaders of the parishes to visit the classrooms on a regular basis

Continue to build community within the school

ACADEMIC GOALS

Maintain a high quality of education

Encourage creative expression and critical thinking

Meet the needs of individual students and be sensitive to the different styles of learning

Expose students to cultural opportunities in the greater Des Moines area

Use the talents of resource people in the school and community

Encourage awareness of current events and responsible citizenship

Promote a love of learning

Promote communication between home and school

SOCIAL GOALS

Promote communication throughout the Sacred Heart School Community

Provide a consistent standard of discipline

Work with other Catholic schools

Continue a positive morale through the school year

Promote student involvement in the school and parish community

Promote the use of the technology as a means of communication

Promote an awareness of multiculturalism and an appreciation of diversity

PHYSICAL GOALS

Continue to support the efforts of parents as they contribute to the school facility
Maintain a clean and wholesome school environment along with proper care of the facility
Promote safety in the school environment

STUDENT'S RESPONSIBILITIES

Respect the authority of teachers and other members of the school staff
Be respectful of friends and companions
Be respectful of self by accepting responsibility for own actions
Approach studies with seriousness of purpose and a realization that learning is work
Develop good study habits and make a sincere effort to do his or her best in all academics
Be well prepared for classes each day both mentally and physically
Develop basic attitude of consideration for others
Regular attendance and punctuality
Dress according to uniform code and practice good hygiene
Act in an appropriate manner as a representative of Sacred Heart School during all extra curricular activities
Honesty is expected from all students of Sacred Heart School

TEACHER RESPONSIBILITIES

Respect each student as a distinct individual
Prepare material and plan lessons in timely fashion
Develop strategies for motivating students
Develop and maintain an interesting and inviting classroom space
Be available for face or telephone contact with parents
Inform parents promptly if students are not working up to their ability
Establish and maintain a comfortable atmosphere conducive to learning
Develop a plan that may include parental conference or principal intervention for individual students that may be causing any intrusion in the classroom
Keep room clean and orderly

PARENT RESPONSIBILITIES

Encourage respectful behavior at home for others and students themselves

Provide opportunity at home for responsible behavior

Provide a learning atmosphere at home

Prepare children mentally and physically for school including nutritious meals, electronics guidance and sensible bedtimes

Teach thoughtfulness and consideration for the rights of others

Teach compromising and non violent settling of differences

Teach time management and good attendance

Guide child's choice of companions

Take advantage of communication with teachers

Support teacher when any kind of discipline is needed

Make effort to attend school meetings or functions to show priority of education

ADMISSION CRITERIA FOR SACRED HEART SCHOOL

The Sacred Heart Board of Religious and Academic Education endeavors to offer the opportunity for a Catholic school education to all who desire it. Due to space and personnel limitations, and in compliance with the guidelines set by the Diocesan Board of Education, the following criteria shall be considered in admitting students to Sacred Heart School:

An indication of parental commitment to the Christian philosophy of education

An indication that the basic reasons for transfer or enrollment is not due to racial bias

The ability and willingness to pay tuition and cost, or make arrangements for assistance, with the pastor and principal

PRIORITIES FOR REGISTRATION (PK-8)

- A. Children of registered active tithing parish members and children of professional staff members of the parishes
 1. Present enrollees
 2. Siblings of present enrollees
 3. Students from families who have had children enrolled in previous years at Sacred Heart School
 4. New registered parish members whose children attended a Catholic school
 5. Religious Education students of Sacred Heart who wish to enroll as students of Sacred Heart
 6. Additional consideration will be given for longevity in parish and/or legacy situation

- B. Non-Parish Catholic
 1. Parish without a Catholic grade school
 2. Parish with a Catholic grade school

- C. Non-Catholics
- D. Additional admissions regulations apply to state funded four year old preschool program
See preschool program. See Preschool Director for more information

Administration of these criteria is the responsibility of the principal and assistant principal. In unusual circumstances the final decision of the pastor will determine admission or, if he so directs the Board of Education. This policy will be reviewed annually each November

SCREENING OF NEW STUDENTS

It shall be the policy of the Sacred Heart Board of Religious and Academic Education that a screening process may be accomplished with each new student and that the registration of students shall not be considered final until such screening is completed. The screening process shall include but not be limited to parent and student interview, receipt and review of the student's records and forms from his/her previous school, when applicable, and such testing as required by the administrator.

Sacred Heart School does not offer a special education program. However, reasonable accommodations will be made for students with special needs based on the following procedure. Sacred Heart School will seek to jointly serve students with special education needs who have been diagnosed as qualifying for special education programs through Heartland Area Education Agency if a cooperative effort which adequately meets the needs of the child can be established with the public school. Students who require more extensive special education services as determined through testing, Heartland Area Education Agency recommendation, and/or medical diagnosis may be staffed to a full or part-time public school program to more appropriately meet the needs of the child.

Sacred Heart School will utilize the school Student Support Team as well as the services of Heartland Area Education Agency (AEA) for screening of students as well as evaluation of students when requested by parents or recommended by teachers with parental approval. The educational consultant, school psychologist, school social worker, occupational therapist, physical therapist, and speech and language pathologist may provide services through Heartland. These services are initiated through the teacher, principal, or school staff. The following list explains services the AEA staff may provide:

- Consultation and problem solving
- Informal assessments, as needed, to pinpoint problems
- Guidance and assistance with intervention planning
- Demonstration and/or provision of strategies or techniques
- Guidance and assistance with setting up a progress monitoring system

- Assistance with monitoring progress on a regular basis
- Follow-up and analysis of intervention strategies
- Revision of intervention strategies
- Attendance at meetings between school and parents
- Determination of entitlement to special education
- In-service activities

Heartland services are funded through taxes and available free of charge. Teachers or Sacred Heart administration, along with parents will meet as needed with AEA support staff to identify the areas of concern, accommodations already implemented and further problem solving needs. If parents request assistance, the Student Support Team first discusses the student. An evaluation may follow with an AEA staff member who will meet with teachers and parents to identify the problem. Usually an intervention will follow. This may include informal assessment to pinpoint the problem.

STUDENTS WITH SPECIAL NEEDS

STUDENT SUPPORT

The Student Support program offers support to students in kindergarten through grade eight who may have extra needs in academic or behavioral areas. The program works in conjunction with the general education and special teachers. The purpose is to help students be successful and feel good about themselves in all school environments.

After communication with the parents, the student and their concerns are recommended to be brought up at the Student Support Team monthly meeting. The SST is made up of teachers from all grade levels, administration, and AEA personnel. Parent permission is required. Based on the student's individual needs positive supports will be recommended.

A structured study hall is offered for students in middle school. This study hall provides a smaller group setting with more individualized help for students in identified areas. A social skills class is offered for students to help make friends, learn how to interact positively with their peers, and build self-esteem. Small group reading and writing instruction is given in partnership with the student's teacher. Sacred Heart School is pleased to say that we offer a collaborative model of services. Studies have shown that struggling students thrive when in the general education classroom. Co-teaching has been implemented in middle school reading classes.

We are also proud to say that our doors are open to children of all abilities. If a student comes to us with an IEP, we will make every effort to honor that. The IEP is implemented through a collaborative effort between West Des Moines Community Schools and the Sacred Heart Student Support Teacher.

SECTION 504

The Mission of the Diocesan Schools: Our mission in Catholic education is to teach as Jesus did. Jesus ministered to all. Clearly the school cannot work the miracles of Jesus, but they can and should extend our ministry to the disabled to the extent that we are able. (See addendum)

The Law: Section 504 of the 1973 Rehabilitation Act is the law to which this assistance guide refers. The diocesan schools are required by the mission of the schools and the policies of the Department of Education to provide educational services to “qualified handicapped persons if these persons can with minor adjustments are provided with appropriate education...within...the program.” (34 C.F.R. 104.39)

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment with the diocesan schools are hereby notified that these schools do not discriminate on the basis of race, color, national origin, sex, age or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, in admission or access or treatment or employment in, its program and activities.

TUITION AND BOOK FEES

The actual cost of attendance for one child \$6,580. Thankfully, we have a supportive parish that bridges the gap in funding. Tithing and other financial contributions to the parish subsidize the tuition for students at Sacred Heart School. The chart below shows tuition per child for the 2020-2021 school year.

2020-2021 tuition rates for **registered and tithing members of Sacred Heart Parish** are as follows:

| | |
|------------|-----------|
| 1 child | \$ 4,050 |
| 2 children | \$ 7,940 |
| 3 children | \$ 11,660 |
| 4+children | \$ 11,660 |

2020-2021 tuition rates for **Non-Catholic/Non Parish families** are \$6,580 per child.

Non-refundable enrollment fees are \$100/child charged at the time of enrollment. A more detailed listing of grade level materials fees can be found on our website.

All tuition and ancillary fees are managed through FACTS, our online tuition management program. All families are required to register on FACTS before their registration is considered complete. More information about FACTS and how to create your tuition account is found in school registration materials and on the school website.

SCHOLARSHIP/FINANCIAL GRANTS

It is the policy of the Sacred Heart Board of Religious and Academic Education that no parishioner of Sacred Heart will be denied admittance to the parish school because of inability to pay tuition. Scholarship grants are offered to families experiencing financial need through the parish Scholarship Fund and the diocesan Catholic Tuition Organization (CTO). The amount granted per family is determined on an individual basis by the Pastor and Principal. Families seeking financial assistance must:

1. Obtain scholarship grant forms from the school office, complete, and return them.
2. Make monthly good-faith payments (as set by the principal) on their tuition balance.
3. Be willing to volunteer time and talent as needed with school projects or programs.
4. Be active participating member of Sacred Heart School.

SCHOOL PERSONNEL

SCHOOL FACULTY

The faculty of Sacred Heart School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas they are assigned. Faculty members in grades Pre-K-5 are hired as self-contained or semi-contained classroom teachers. Teachers in grades 6-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of Physical Education, Art, Music, Spanish, and Information Technology, Discovery (talented and gifted), Student Support Teacher and Reading Resource Teacher. The faculty is regularly observed and evaluated by the school administration.

SCHOOL PRINCIPAL

Sacred Heart School employs a full-time principal. The major responsibilities include faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The principal is employed by the parish and has direct accountability to the pastor.

ASSISTANT PRINCIPAL

Sacred Heart School employs a full-time assistant principal who serves as a member of the administrative team and is available to assist students, teachers and parents. The assistant principal will be responsible for the school in the absence of the principal. The assistant principal is employed by the parish and has direct accountability to the pastor.

SCHOOL GUIDANCE COUNSELOR

Sacred Heart School employs a full-time guidance counselor who is available to all students. Any student may request to see the counselor by asking the teacher to set up a time, or they may write a note and ask the school secretary to put it in the counselor's box. A parent or teacher may also request that the counselor visit with a student.

The guidance counselor will be available and should be consulted when dealing with disruptive students. The guidance counselor, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom at school. In addition, the principal and/or the assistant principal will also work with these students, their teachers, and parents.

SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the principal to hire a long term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect will be sent to the principal or assistant principal or assistant principal for disciplinary action. Substitute teachers are justified in issuing a detention.

AFTER SCHOOL PROGRAM: SACRED HEART PLUS

The Sacred Heart Plus program operates after school from 2:25-6:00 p.m. The closing time each day is 6:00 p.m.

An advance registration fee is required for all students. There must be at least one week advance application to use the program and director will determine if there is adequate room to accommodate the student.

If there is no school due to bad weather, there will be no care available for that day. In case of an early dismissal of school due to bad weather, Sacred Heart Plus will also close. Field trips may be taken on all-day dismissals. Parents will receive schedules in advance of times, places and amounts needed for the field trips. A signed permission slip will be required for participation on field trips.

PARENTS' RIGHTS AND RESPONSIBILITIES

Parents' Rights:

Knowing their children are in a caring and supervised environment

Sharing concerns with the staff about anything that they do not feel is in the best interest of their child

Notification if their child is misbehaving and to assist the staff in determining an appropriate resolution

Notification if their child does not report to the program as intended

Parents' Responsibilities

Notify the director in writing if and when another authorized person is to pick up the children

Notify the program if the children will not be attending

Pay all fees on time

Pick up children on time

Notify the director in writing two weeks prior to dropping out of the program

ACADEMIC INFORMATION

Blue Ribbon School Designation

Since 1982, the U.S. Department of Education has invited schools from across the country to seek Blue Ribbon School Award. The prestigious Blue Ribbon School award represents academic excellence, intellectual vigor and educational accountability. The Blue Ribbon Schools program also recognizes the commitment of faculty, staff and parents in naming elementary and secondary schools to the Blue Ribbon program. Specifically the Department of Education looks for overall school quality, challenging standards and curriculum, excellent teaching and ongoing professional development, a safe and supportive environment and family and community partnerships that contribute to school successes and high student performance on measures of achievement.

Sacred Heart School was one of 223 public and 41 private elementary schools to receive and the permanent designation as a Blue Ribbon School National School of Excellence for the 2000-2001 school year. Sacred Heart was the only school in Iowa named and the first school named in the metro area.

Curriculum

Sacred Heart School offers a quality, broad curriculum to its students. Our regular curriculum areas include:

| | |
|----------------------|------------------------|
| Religion | Guidance |
| Reading/Literature | Physical Education |
| Language Arts | Art |
| Spelling/Handwriting | Music |
| Mathematics | Band |
| Science | Information Technology |
| Social Studies | Spanish |
| Health/Safety | Career Education |

Other areas integrated throughout the regular curriculum include:

| | |
|---|------------------------------|
| Study Skills | Global Education |
| Environmental Studies | Human Growth and Development |
| Character Education | Social Skills |
| Catholic Church Social Justice teachings and outreach | |
| Positive Behavior Intervention Supports (PBIS) | |

Standards and Benchmarks

All diocesan schools are bound by the Standards and Benchmarks set by the diocese for each curriculum area. All Standards and Benchmarks meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are State of Iowa accredited. Standards and Benchmarks are posted on the Diocese of Des Moines website. The standards drive our classroom instruction and reporting system.

The Diocese of Des Moines also implements the Iowa Core. This initiative has been mandated by the State of Iowa to ensure all students are receiving a quality and equitable curriculum across the state.

Textbooks

Textbooks and other selected materials are utilized to support the Standards and Benchmarks in a certain curriculum area. A textbook is adopted for a period of approximately seven years.

All textbooks and library books are the property of the school. Lost, soiled or damaged books will bring about assessment of fines. When textbooks are issued to students each teacher will keep a record of the number and condition of each student's textbooks. All books should be covered for protection.

Standardized Testing

Iowa Assessments (grades 3-8) are given to students in selected grades 3-8 each year. The results of the Iowa Assessments are charted and shared with parents. Iowa Assessments standardized test results are best used for and designed for overall educational planning and program evaluation. Test results may also be components of identification for the Discovery program and special needs programming. In addition, diocesan schools also participate in other district wide assessments. The CRS Math assessment is given to 6th graders as reportable data for the state. The CRS reading assessment is administered and reported to the state in grade 4. The SCASS science assessment is given to 7th and 8th graders for practice and reported to the state in grade 8. We use Easy CBM Math and Reading Assessments as our universal screener in grades K-8 three times each year.

Liturgies

All children grades kindergarten through eighth grade participates in prayer services and liturgies. Students begin and end each day with prayer. The school is an extension of the parish life and it is our expectation that all families will be active participants in the liturgical and sacramental life of the parish. Parents and children are expected to participate in Masses each weekend and on Holy Days.

Sacramental Programs

Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. An opportunity for preparation for the sacraments of Reconciliation and Eucharist is offered in the second grade year.

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents and the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith.

The parish and school work together with the parents to provide a comprehensive approach to formation for the sacraments. The teachers provide the classroom component of this preparation. Sacred Heart parish will work to provide the parish element of sacramental preparation. Questions regarding the sacraments should be directed to the Religious Education Office (225-1641)

Service Projects

All classes participate in service projects throughout the year. Out-of-uniform days will also be used to raise money or to collect specific items to help those less fortunate. In the past, Sacred Heart School has supported Lenten Rice Bowl, Nigerian Seminary, House of Mercy, and many other community agencies.

Human Growth and Development

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at Sacred Heart School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. Sacred Heart School uses the diocesan approved Benziger Family Life. It is used as the core Human Growth and Development text. Parents are welcome to examine the materials and are counted upon to follow up with information at home.

Enrichment Programs

The Sacred Heart Talented and Gifted Program (Discovery) uses a variety of methods to meet the needs of our students. For students highly able in specific areas, differentiated instruction takes place in all classrooms. Teachers collaborate with the Discovery Coordinator to adjust the curriculum for these students. Enrichment activities, whole grade or subject acceleration, compacted curriculums, and guided independent study are also options we exercise depending on individual student needs. The pullout program will involve selected 4th-8th grade students.

Spanish will be offered as part of the school program in grades 2-8.

Sacred Heart offers a well rounded band program for students in grades 5-8. All students are tested for the most suitable instrument for their physical make-up. Regular individual lessons are given during the school day. In addition, the students rehearse in either the Crusader Band (Advanced) or the Cadet Band (Beginning). These rehearsals are held both during and before school. A Jazz Band is offered as part of the program. The Advanced Band regularly plays at civic events, Dowling football games, hospitals, etc. Students from both bands appear in the annual solo festival, the Catholic All-City Elementary Band Festival and in school concerts. Some band instruments are available for rental from the school. The Sacred Heart Band Boosters, a group consisting of band parents, exists as a support group to the band program.

Homework

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of the student and reinforce concepts learned during the school day. As a general rule, homework assignments should be given to students in all grades on Mondays through Thursdays. Weekend assignments may be given **sparingly** at the discretion of the teacher. The amount of homework assignments will differ from the primary grades to the middle school grades.

Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and course-level expectations. Incomplete work will be recorded as ID (insufficient data). Teachers must give students opportunity to complete the work.

Students who don't use their time well during the day may have more homework than usual because of not using study hall or study time. Parents are encouraged to communicate with the teachers through a written note, email, or phone call should they have a question concerning homework.

Parents will be informed at the start of school of the homework policy for each department of Sacred Heart School. **As a general rule, 15-30 minutes an evening is appropriate for grade K-2, for 3rd grade 30-45 minutes, 4-5 grades 45-60 minutes, and 6-8 grades 60-90 minutes.** Long range projects, assignments and tests will be given at the discretion of each individual teacher, but will be communicated as well as coordinated within areas where subjects are departmentalized. **No more than 2 test will be given on any one day.**

Honor Code

Sacred Heart expects that students' personal integrity and self-respect will be reflected not only in honest, responsible behavior but also in a willingness to extend support and direction to others whose behavior appears harmful to herself/himself or the community. Sacred Heart students are expected to tell the truth. Misrepresentations of facts, significant omissions or falsifications are violations of the Code. A student's name on any exercise (e.g. theme, report, notebook, performance, computer program, course paper, quiz or exam) is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources for help. In some cases, an instructor or department may authorize students to work jointly in solving problems or completing projects; such efforts must be clearly marked as the results of collaboration. Students are expected to behave honestly in their learning. Students found to be in violation of Code will be subject to the conditions of the Cheating Policy. In addition, violation of the Code puts students in jeopardy of exclusion from academic honors, elected or appointed office, and extracurricular activities. All students are expected to have read this Code and be familiar with its principles.

GRADING/RECORDS

Body of Evidence

Teachers determine student progress by gathering a body of evidence from student work such as classroom assignments, assessments, tests, and observations. By using the body of evidence teachers can give student and parents a more accurate assessment of the level at which the student is performing. The Diocesan report card reflects a standards driven education in our diocese. This Progress Report format summarizes your child's educational success in the standards and in character development.

Progress Reporting to Parents

The Official Diocesan Progress Report evaluates students purely on the basis of the individual student's ability, rather than in relationship to the academic ability of other students in the same class or grade level. It is important that parents encourage their children to do their best while at the same class or grade level. It is important that parents encourage their children to do their best while at the same time accepting children as they are.

All K-5 schools use a standards based reporting system to reflect the standards driven education in the Diocese of Des Moines. Sacred Heart uses this system in the 6-8 classrooms along with a more traditional letter grade system. The reporting system progress reports (report cards) provide parents with a summary of their child's progress in the educational program as well as their character development. Progress reports are available to K-8 parents on a trimester schedule during the school year. Parent-teacher conferences are also scheduled twice during the school year. Conferences provide opportunities to review student progress during brief collaborative conversations between parents and teachers. Of course, dialogue is always encouraged between home and school.

K-8 Standards Based Progress Report

Sacred Heart School uses a Standards-Based Report Card for students in grades K-8.

Progress is reported three times per year, at the end of each each trimester. Achievement Levels (4,3,2, and 1) will be used as the marks to show student progress assessed during each trimester. The following is the 4,3,2,1 Achievement Scale for Grades K-8:

4=Meets Grade Level Expectation with Excellence

3=Meets Grade Level Expectation

2=Progressing Towards Grade-Level Expectation

1=Attempts;Not Meeting Grade-Level Expectation

Grading/Records Middle School Progress Report

In addition to the 4,3,2,1, achievement scale, middle school teachers are also responsible for implementing the Diocesan Assessment Principles and Guidelines in determining proficiency levels for students in grades 6th-8th. Grade 6-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress
2. Behavior is not considered part of academics and is not part of the proficiency level score
3. Extra Credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations
4. Zeroes will be given for missing or incomplete work-Late/unfinished assignments will be marked a zero and missing in PowerSchool until it has been completed and turned in. Consequences for incomplete work may result in working detention
5. Determining proficiency-Teachers will triangulate data, considering most recent scores to determine proficiency scores (4,3,2,and 1)

6. Formative Work-Evaluating formative work must guide instruction and learning. Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book. More recent formative work should be used; however, there needs to be at least two or three pieces of evidence that demonstrates where a student stands in the most recent work in order to determine a proficiency level

7. Summative Work-Multiple summative assessments are to be used to determine a student's performance. Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency, teachers will look at the total body of evidence in order to arrive at a summative assessment score (4,3,2,1) Letter grades will also be given in addition to the 4,3,2,1 proficiency scores on the 6th-8th grade progress report.

The grading scale used for letter grades will be as follows:

A+ 97-100%

A 94-96%

A- 90-93%

B+ 87-89%

B 83-86%

B- 80-83%

C+ 77-79%

C 73-76%

C- 70-72%

D+ 68-69%

D 64-67%

D- 60-63%

F 59.99% and below

Levels of Achievement: **Diocese of Des Moines Catholic Schools**

Comment Code

Level 4: Meets Grade Level Expectation with Excellence

This level of achievement describes assessment evidence that demonstrates **above grade level** performance in relation to meeting the end of the year grade-level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by an **in-depth** understanding of subject area content, and it demonstrates knowledge and skills beyond those expected at this grade level at the time of the progress report.

Level 3: Meets Grade Level Expectation

This level of achievement describes assessment evidence that demonstrates **grade level** performance in relation to meeting the end of the year grade level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by a **solid** understanding of subject area content, and it demonstrates the knowledge and skills expected at this grade level at the time of the progress report.

Level 2: Progressing Toward Grade Level Expectation

This level of achievement describes assessment evidence that demonstrates **limited grade level** performance in relation to meeting the end of the year grade-level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by a **basic** understanding of subject area content, and it demonstrates knowledge and skills expected at this grade level at the time of the progress report.

Level 1: Attempts; Not Meeting Grade Level Expectation

The level of achievement describes assessment evidence that demonstrates **below grade level** performance in relation to meeting the end of the year grade-level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by an **inadequate** understanding of subject-area content and it demonstrates knowledge and skills below those expected at this grade level at the time of the progress report.

DISCIPLINE

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the Gospel values of our faith.

“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)

The students at Sacred Heart are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should encourage academic and social maturation and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. The school fosters the total well-being of each person physically, emotionally, intellectually, and spiritually. School administration, staff members, parents, and students are charged with cooperating to develop mature, healthy, and responsible individuals capable of self control.

Discipline Philosophy

The discipline policy of Sacred Heart School is based on promoting Character Education and Positive Behavior Intervention Support (PBIS)

We implemented Positive Behavior Intervention Support (PBIS) during the 2006-2007 school year. It is a school-wide initiative program with a consistent set of expectations, with positive reinforcement and consequences for all students in grades K-8. The objective for implementing PBIS is to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning.

The school-wide PBIS in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction, and research-validated practices for:

- Establishing and teaching clear expectations for all students in all settings
- Establishing and teaching clear expectations for all staff
- Modeling and rewarding these expectations
- Helping schools staff, families, and community members understand and support the the diversity of students, including those students with the most intense support needs
- Understanding the physical and social contexts of behavior by using data to guide decisions regarding change

CHARACTER EDUCATION

School of Mercy

The School of Mercy is a school wide initiative that provides a prayer and education supplement to our regular out of uniform fundraisers.

First, the School of Mercy connects each fundraiser to one of the Corporal Works of Mercy identified by Jesus in the Bible. Making a clear connection between the Works of Mercy and the organizations we are supporting helps the students see how their generosity has a real impact on the lives of those in need.

Second, the School of Mercy provides educational material about the Works of Mercy. These include information about the condition of those in need throughout our world, as well as suggestions on how to perform these Works of Mercy outside of school.

Lastly, the School of Mercy encourages prayer and even offers prayer suggestions that are themed on the Corporal Works of Mercy. These prayers as well as all the educational materials will be displayed and viewed on our classroom Promethean projectors.

By connecting all the dots between prayer, knowledge, and action, we are able to reinforce to our students that “Whatever you do for the least of my brothers and sisters” you truly do for Jesus himself.

Definition and Purpose

Integral to Catholic education are the skills of taking ownership; building trust, respect, and confidence; showing consideration for others; learning to share and accepting responsibility for the choices that are made.

Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent's obligation to teach by example in order to develop in child good habits of behavior as well as proper attitudes toward school.

School discipline is an outgrowth of good home training; therefore, cooperation between home and school is essential. It is the school's obligation to expand, encourage and develop those habits and attitudes.

Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.

Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.

Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs, and rights.

There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.

Recognizing that there are distinct differences in acceptable conduct in the hallways, restrooms, gym/lunch room, at assemblies, and on the playground, total regimentation or absolute quiet is not demanded in these areas. However, anytime classes are in session, students are expected to be quiet when moving within the building out of respect to others who are at work.

Students are also to be respectful upon entering and exiting the building

The church is always to be entered reverently in silence and respectfully bowing to the altar upon entering a pew.

Areas of Discipline

The Parish/school premises are important areas discipline:

While on parish/school premises

While on school buses or on chartered buses

While engaged in related school activities and functions, such as approved field trips, tours, and extracurricular activities such as sports, band and choir

Conduct of students away from the school grounds is subject to school discipline if it

Directly affects the welfare of the school

PBIS at Sacred Heart School

Sacred Heart School is a PBIS school. PBIS is a school-wide system of support that include proactive strategies for defining, teaching, and supporting expected behaviors to create a positive school environment. Sacred Heart has four behavior expectations: **Respect, Responsibility, Reverence, and Ready To Learn**. Students are taught how to show these behavior expectations in different areas of the school during school-wide boosters. There are two boosters during the school year and teachers/staff provide re-teaching throughout the year. The acknowledgment system (Heart Tickets, Heart Award, positive feedback from teachers) rewards students for showing positive behavior. Sacred Heart's PBIS program provides tier 1 (universal, school wide) support, tier 2 (targeted group) support, and tier 3 (individual support). Sacred Heart's Tier 2 program is called Check-in/Check-out.

PBIS Trimester Rewards

Each grade level or department will determine the criteria needed and the choice of activity (examples may include: extra recess, movie, snack and game activity, etc) to participate in the PBIS trimester class incentive. All students meeting the criteria will be participating in this at the end of all three trimesters.

PBIS Behavior Matrix

The PBIS behavior matrix is intended to address problem behaviors and provide support to prevent problem behaviors from reoccurring. The PBIS behavior matrix is below. Level 1 behaviors (green) are teacher managed and no documentation will be completed. Level 2 behaviors (yellow) are considered **MINOR** behaviors and are managed by the teacher. Level 2 behaviors will be documented with an infraction form; the minor behavior will be noted on the infraction. The infraction form will be sent home as well as a communication from the teacher who issued the infraction form. We encourage parents to support the infraction form by signing their name and returning to the student's homeroom teacher. A level 2 behavior infraction is simply a communication tool to parents as well as documentation of behaviors. Level 3 behaviors (red) are considered **Major** behaviors and are managed by the principal and/or assistant principal. Level 3 behaviors will be documented with an infraction form; the major behavior will be noted on the infraction form. If a Level 3 behavior occurs, parents will be contacted by the administration.

Level 1 Teacher Managed No Documentation

Shouting out
Out of seat
Talking during instruction
Misuse of work time
Misuse of classroom materials
Misuse of bathroom/drink time
Dress code violation
Verbal and nonverbal disrespect
Inappropriate voice level for designated area
Failure to complete table captain duties
Inappropriate lunchroom behavior
Throwing classroom materials

Level 1 Response Options:

Proximity
Redirection
Alternative seating arrangement
Student break
Re-teach behavior expectations

Level 2: Minor Teacher Managed Documentation (Infraction)

Repeated Level 1 Behaviors

Overt disrespect
Cheating
Plagiarism/Forgery
Chewing gum
Offensive/Profane language
Offensive/Profane gestures
Stealing
Misuse of bathroom (not respecting others' privacy, misusing bathroom materials)
Damaging classroom or student materials
Unnecessary roughness
Misuse of school or personal technology
Verbal threats

Level 2 Response Options

Infraction form (**check documentation**)

Book/Chart signature

Parent meeting

Quiet Table

Detention

Lunch detention

Check-in/Check-out

Behavior plan

Loss of privilege/Removal from activity

Re-teach behavior expectations

Level 3: Major Administration Managed Documentation (Infraction)

Repeated or Severe Level 2 behaviors

Bullying/Cyberbullying

Harrasment

Sexual Harrasment

Vandalizing school property

Pysical Fighting

Possession of drugs, alcohol, and/or drug paraphernalia

Possession of weapons

Threats about weapon use

Actions that cause school-wide disruption

Leaving school without permission

Level 3 Response Options:

Infraction (**check office referral**)

Loss of privilege

Loss of PBIS reward (M.S.)

Mandatory parent meeting

Detention(s)

Behavior plan/contract

In-School suspension

Out-of-School Suspension

Bus Suspension

Contact law enforcement

Refer issue to school board

Expulsion

Quiet Table-Grades 2-5

Quiet table is a consequence assigned to students in grades 2-5 who choose to behave inappropriately. The student will eat lunch in a classroom monitored by an adult. This time away from peers is designed to provide quiet reflection on appropriate choices.

Detention-Grades 5-8

Detention is a consequence assigned to students who choose to behave inappropriately. The morning the student serves a detention, he/she will report to the Media Center at **7:10 a.m. sharp**. The student will be given community service and/or write an apology letter for detentions relating to misbehavior. Late work detentions will be used to get caught up on work or work ahead.

Detention is not meant to be convenient. Detention will meet every morning from 7:10 to 7:45 a.m. for grades 5-8. Students are expected to be punctual. Students arriving after that time will be assigned an additional detention. If detention is not served at the assigned time, the student will need to report to the next detention day. Without reasonable excuse students may serve additional detention or community service.

Community Service consequences may also be utilized. These consequences may be used for any major violations of student conduct such as fighting, overt or covert bullying, vandalism, habitual violations, etc. Community Service would include, but not be limited to, general cleaning around the school (gym/lunchroom, hallways, classrooms, grounds, etc). This, of course, does not preclude utilizing the remaining options of in-school suspension or expulsion should the situation warrant it as determined by administration.

Suspension

Suspension is a warning that a student's behavior is not in keeping with the Sacred Heart philosophy and that such conduct may lead to recommendation for expulsion. Suspension may be "in-school" or "out-of-school". The student will be provided with educational material to work on throughout the day. The student will be excluded from all regular classes and contact with other students throughout the day. The student is responsible for getting homework assignments for the next day.

It should also be noted that each trimester of the school year all student begin with a "clean slate" when accumulating detentions for missed assignments, inappropriate behavior, etc.

Board Discipline Policy

It shall be the policy of the Sacred Heart Board of Religious and Academic Education to support the mission and purpose of the school and the CFF (Children's Faith Formation) program, which will be affirmed as needed through discipline policies.

The following behaviors are detrimental to a productive and safe learning environment (this list is not all inclusive):

Sexual or other forms of harassment

Smoking

Drinking alcohol

Possession of any illegal substance such as cigarettes, alcohol or drugs

Possession of knife, gun, matches, etc

Any violent behavior such as physical attack or intimidation to teacher or student

Offenses may result in suspension or expulsion as the situation dictates. With any case of violent behavior, the authorities may be notified and expulsion may result.

Restraint and Physical Force

It shall be the policy of the Sacred Heart Boards of Religious and Academic Education that the act of deliberately striking a student is specifically prohibited. However, the use of reasonable force in self defense or defense of another may be warranted for protection.

Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself/herself or another, or to prevent a breach of discipline to compel compliance with the Discipline Policy. Restraint should not cause serious or permanent harm.

Harassment/Bullying Policy-Information taken from Diocese of Des Moines Catholic School Policies and Regulations Policy 579

Sacred Heart School believes that all students should learn in a safe environment, where all people are treated with respect and value, and are free of bullying and harassment. Sacred Heart has programs to prevent and work to eliminate bullying and harassment.

Harassment and bullying is defined as any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:to

Places the student in reasonable fear of harm to the student's person or property.

Has a substantially detrimental effect on the student's physical or mental health.

Has the effect of substantially interfering with the student's academic performance.

Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

“Electronic” shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via email, social media, cell phones, text messaging, or similar technologies.

The phrase “trait or characteristic” of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The term “gender identity” means the gender related identity of a person, regardless of the person’s assigned sex at birth.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment

This policy shall be in effect while students are on school property, while on school owned or school operated/leased vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or another student or students are the victim of bullying or harassment should immediately report their concerns to the school principal, classroom teacher, or the principal’s designee. The school must promptly and reasonably investigate allegations of bullying and harassment. The principal or the principal’s designee will be responsible for handling all complaints by students alleging bullying or harassment. If a staff member believes she/he is or has been bullied or harassed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal shall ensure that the anti-harassment and anti-bullying policy and procedures are printed in the Handbooks and integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment and bullying.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

Policy Adopted: January 31, 1994

Policy Revised: May 21, 2012

Policy Reviewed: March 25, 2013

Complaint Procedure:

Any individual who believes that the individual or any other school related individual has been harassed, bullied or hazed should notify the principal or the principal's designee. Each school shall have a designated investigator. The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing, the diocesan superintendent of schools or her/his designee must be the investigator. The complainant or the investigator should complete the Diocese of Des Moines Anti-Bullying Incident Report Form turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. The investigator has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure:

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation. Upon completion of the investigation the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent. Information received during the investigation is kept confidential to the extent possible.

Resolution of the Complaint:

If the principal is not the investigator the principal may, if deemed necessary investigate further after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include suspension or expulsion. The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved. The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements.

Regulation Approved: January 21, 2008

Regulation Revised: May 21, 2012

Regulation Reviewed: March 25, 2013

Threats of Violence

It shall be the policy to the Sacred Heart Board of Religious and Academic Education to respond to all threats of violence as serious in intent. All threats will be investigated by the program administrator, counselor and/or designee. The threat will be reported to and a meeting will be conducted with the student's parents. Sacred Heart will take disciplinary action which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Board of Education, Diocesan Superintendent and pastors will also be notified and consulted.

Protocol

These steps will be followed in each case:

Teacher, parent, or student(s) reports threat to the program administrator.

Administrator or designee interviews student(s)

Parents of the student(s) who made the threat will be called. No threat will be taken lightly

In the event a student is threatened, and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called

Student(s), lockers, and personal items will be searched at any time without notice

Upon investigation, if the administration determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the parish disciplinary policy will be followed regarding suspension and/or expulsion

Any valid threat may be reported to the police. We will contact our WDM 411 police officer

Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. Sacred Heart School will require professional counseling through the Student Assistance Program or Catholic Charities or a counselor of the family's choosing approved by the school

The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to Sacred Heart School

The school counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action

Documentation by all involved regarding the situation and post disciplinary activities will be kept on file

Any student who sells a controlled substance while on parish grounds and at school related functions will be subject to **Immediate Expulsion**. A student in possession of a controlled substance or a firearm may also be subject to expulsion.

The principal will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board may authorize an expulsion.) Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from Sacred Heart School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

Expectations for 6th, 7th, and 8th grade students

The 6th, 7th, and 8th grades are important transition years in the academic life of a student. It is during this time that he/she must develop the self discipline, sense of responsibility and independence in study skills needed to achieve success in high school and beyond. It is important for students to learn that certain actions or omissions have consequences. When a student does not get an assignment finished or fails a test, it is the student's responsibility, along with the teacher's encouragement, to seek the help necessary to resolve the situation. Parents are asked to support the efforts of the middle school staff and are also encouraged to contact the staff directly with their questions or concerns. It is important that our students are

guided in the human, intellectual, and spiritual formation of their person. Our Sacred Heart students are our future leaders of this world. The decisions and choices they are making now, along with the actions they live, will define the adults they will become. With this being the focus and foundation of the whole person. The human, intellectual, and spiritual formation will be emphasized by focusing on the areas of cheating, disrespect, and fighting.

Responsibility for Property

Students will be expected to take good care of property: theirs, others and school. The following is required:

Each student will be assigned his/her own locker. Lockers must be kept neat and organized. Only school material will be kept in the locker. Lockers, desk and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage.

All textbooks **must** be covered

Responsibility for Assignments

Each student is required to purchase a school issued assignment notebook. This will help the student to organize his/her time, make sure assignments are completed on time, and help parents who wish to see what has been assigned.

All work turned in should be done neatly, fulfill the teacher's requirements, and should be the student's best work. Any work which does not meet these expectations will need to be redone.

All assignments are expected to be completed on time. If there is a good reason for not completing an assignment, it is the student's responsibility to see the teacher **before class to explain circumstances**. This also applies to assignments not completed because the student did not understand something.

When a student misses class for any reason, it is his/her responsibility to see the teacher as soon as possible to find out about assigned work. If a student is absent for a test, but was present when the test was announced, s/he will be expected to make up the test on the day s/he returns to class, or at the teacher's discretion. This also applies to assignments or projects announced when the student was present, but due on a day when he/she was absent. If this presents a problem, it is the student's responsibility to talk to the teacher. If a student is absent, it will be the parents' responsibility to pick up homework at school. Each student will be assigned a "study buddy" to gather books and assignment when the student is absent. Middle school homework will be available in the office at the end of the school day for pick-up.

Students are required to come to class prepared. This includes all books and materials necessary for the day's class.

Assignments are expected to be completed, even when late.

Other Expectations

Students are expected to treat others with respect. Abusive language, put downs, and harassment of other students will not be tolerated.

Chewing gum or eating candy will not be tolerated

Participation in extracurricular activities is encouraged. Such participation, however, should not interfere with performance in school. Any student who wishes to participate in extracurricular activities will be expected to maintain a 2.0 grade point average overall. At the end of each trimester, all grades will be computed as for the honor roll. Students whose average falls below a 2.0 level will not be able to participate until the average is raised, but will be allowed to practice. The average will be recomputed at midterm; if the average has been raised to a 2.0 level, the student may participate again. Parents and coaches will be notified in either case by administration.

Students are expected to maintain proper behavior in class, Serious discipline problems may lead to suspension from athletic participation.

PE clothing will consist of a pair of red gym shorts and a white T-shirt each bearing the Sacred Heart name. These are to be purchased through the school.

Students in Grades 6, 7, 8 will be graded on an A-B-C system. The report card will be distributed three times per year at the end of each trimester (every twelve weeks).

Students receiving "Incompletes" must make up work in order to receive a passing grade within a timely manner, usually not more than two weeks

Those students attaining a grade point average of 3.00 to 3.59 will be recognized on the Silver Honor Roll. Students attaining a grade point average between 3.60 and 4.00 will Be recognized on the Gold Honor Roll.

Communication

After six weeks of a trimester or sooner, the teacher will notify the parents of a student who is below standards in academics or has shown inappropriate behavior. This includes below 70% in any subject. This communication has been a positive tool in assisting student to take more responsibility for their work and to see the consequences of poor study and work habits.

Parents will be called at other times when necessary and parents are encouraged to call the school as well.

Failing Grade

A failing grade is used only for the student who has the ability to do the required work and receive a passing grade, but does not accomplish this.

The teacher will inform the parents, principal, and counselor as soon as it is evident that a student is not meeting class requirements and design an action plan.

If the student does not improve after parental notification, a meeting will be held to gain further insight into the student's problems. A plan of action will be developed and the student's progress will be monitored by the counselor or student support teacher who will meet regularly with the student and will consult with the teacher. Such supervision will be documented.

The teacher will continue to inform the principal about the student's progress.

Remediation may take place in the following ways, but must receive prior approval from the Sacred Heart School administration.

Student will attend approved summer school classes

Student will work in the areas of failure with an approved tutor

Student will do work in the areas of failure as assigned by the teacher(s)

Other Opportunities

Various extracurricular activities are offered. Some of the possibilities include Mock Trial, Student Council, Math Olympiad, Battle of the Books and Odyssey of the Mind.

School sponsored sports of volleyball, basketball, cheerleading and track are available for participation by all eligible students. A fee per sport and a current physical (within the last year), along with parental permission, are required.

The Student Council is an extracurricular activity which involves middle school students. The Student Council officers and representatives are elected by the middle school student body. Students who serve as officers of the Student Council are expected to provide a good example of cooperation and responsibility to their classmates and the entire student body. Teachers serve as advisors for the Student Council. The Student Council works with teachers and administration in planning social and service events for the school.

ASK (After School Kids) is a study session where students can simply work on homework, study for tests or receive assistance from teachers helping the ASK. The study sessions are available

on Tuesday and Thursday afternoon from 2:35-3:45 p.m. in the Sacred Heart Media Center. A fee and parental permission are required.

Social Events

The seventh and eighth grade students may participate in inter-parochial dances. The following are city-wide rules;

All students must have Catholic school identification cards to be admitted. There is no Admittance without an ID card.

Once leaving the dance, there is no re-admittance.

Dance hours are from 7:00 to 9:00 p.m. Parents should arrive by 8:45 p.m. for pick up.

Students must attend school the day of the dance or not be admitted.

Students who do not behave properly at dances will have their ID's taken and those ID's will be sent to their principal. They will not be allowed future dance attendance.

Only Des Moines area Catholic school students may attend. **No other friends, relatives, etc. will be admitted.**

Bus Information-Transportation

The West Des Moines Community School District operates bus routes to transport students to and from school. The routes cover an area which will accommodate a large majority of our students. For students who are two miles or more from school, the State of Iowa pays the cost of transportation on school buses where buses are available. For those students who live two miles or more from Sacred Heart and whose parents provide their transportation reimbursement may be available from the local school district in which the student(s) resides, providing there is no bus transportation. Contact your local public school district transportation office if you believe you are eligible for such reimbursement. Forms can be found on the school website.

Students who live less than two miles from school, but wish to ride the school bus may ride by purchasing quarterly bus passes through the school office. Bus fees may be purchased on an annual basis or by the quarter.

According to West Des Moines Transportation policy, students who are not regular bus riders will not be allowed to ride the bus home with a regular bus rider.

General Information

Application for school bus transportation may be obtained at the school office where the student attends. The application must be filled out by a parent or guardian. A new application must be submitted for a change of address.

Replacement passes may be purchased from the school secretary for a \$10 fee. The student may request a five-day temporary pass from the bus driver.

In the event that a student is reassigned to a different bus, parents will be notified in advance of the new bus number and pick-up time.

Each student is required to board and depart the bus only at her/his assigned bus stop. Violation of this procedure results in disciplinary action.

Student Transportation Policy-Car Riders

We would like provide better security for all students who are transported from school by vehicles other than West Des Moines Buses. It is essential for the school to know prior to student dismissal if transportation plans for your children has changed due to various circumstances that may impact the parent's schedule.

We ask you to contact the office and inform the secretaries of the change in the driver transporting your children. It is also important to let your children know of the change prior to dismissal if transportation plans are different than in the past. This will insure the children are not surprised or uncomfortable with a person they may not be familiar with picking them up after school. Please contact the office and let us know the name of the driver, the make, color, and description of the vehicle. This will help us to verify with the parents if there are questions concerning the driver. We are asking the staff members on dismissal duty to ask the students to return to the office until we can determine if it is safe for student to ride in the designated vehicle.

We want to insure the safety of all students as much as we possibly can. Your cooperation with our office staff will help to insure the safety of your children commuting from school.

Transportation Discipline Policy

It is the intention of Sacred Heart School and the West Des Moines Community School District to provide safe transportation for students eligible for bus service. It is essential that the discipline on a school bus be such that the driver can give complete attention to driving.

Students are expected to know and follow the rules for bus riders. Those who do not will be subject to disciplinary action.

It should be remembered that it is not the bus driver or the principal who excludes a student from riding a bus. It is the student who excludes himself/herself with unacceptable behavior which may endanger him/her as well as others. Riding a school bus is a privilege, not a right.

According to the contract between Sacred Heart and West Des Moines school district, that pending disciplinary action will first be discussed with the Principal at Sacred Heart. Inquiries about busing must go through the Sacred Heart Principal and the Principal will negotiate with Transportation and the District.

Video systems are used to monitor student behavior on school buses. The video can be used as evidence in a student disciplinary proceeding. The tapes are considered student records, subject to school district confidentiality, board policy and administrative regulations.

For safety reasons, the following rules have been developed:

The Student must show his/her bus pass to the driver upon boarding the bus.

Students must obey the bus driver at all times.

Noise on the bus is to be kept at a reasonable level. No shouting or other loud noises on the bus or out the windows is allowed.

Students must remain seated at all times. Aisles are to remain clear of feet and other items.

The bus must be kept clean at all times.

Eating and drinking are not allowed on the bus.

Students waiting to board a bus should stand a safe distance from the curb until the bus comes to a complete stop and the doors are opened. Pushing and shoving while waiting to board the bus is not permitted.

In case of an emergency, all riders are to remain seated in the bus unless otherwise instructed by the individual in authority.

Each student must ride only the assigned bus. A student will not be allowed to ride an alternate bus.

If a student disobeys the rules, s/he is issued a Bus Conduct Report. A member of the Transportation Department notifies the parents of the situation and forwards the report to the student's principal.

Corrective Disciplinary Actions

Infractions of the rules result in the following actions:

First infraction- phone call to student's parents/guardians.

Second infraction- suspension of transportation privileges for 1 day.

Third infraction- suspension of transportation privileges for 3 days.

Fourth infraction - suspension of transportation privileges for 5 days.

Fifth infraction- suspension of transportation privileges for 30 days.

Sixth infraction- suspension of transportation privileges for remainder of the school year.

Discipline may carry over to the next school year.

More Serious Infractions

In more serious disciplinary problems cases, the following procedures are followed:

The driver reports the incident immediately to the Transportation Supervisor and fills out a discipline report.

The Transportation Supervisor immediately reports the incident to the building principal.

The principal meets with the student and a member of the Transportation Department contacts the student's parents/guardians with the intended plan.

Transportation services may be immediately suspended for the following severe bus conduct infractions for a minimum of five days. Transportation privileges could be suspended for the entire semester or school year depending on the severity of the incident and the number of previous discipline infractions the student has had. The Transportation Supervisor and the student's principal determine the extent of the corrective action. **These incidents include:**

Fighting or threatening others on the bus.

Using profanity or obscene gestures toward the bus driver or others on the bus.
Throwing or shooting items in the bus or out the windows.
Igniting fires, smoking, or the use of a controlled substance on the bus.
Severe safety distractions such as pointing laser lights at the bus driver or other on the bus.
Putting hands, arms, and other parts of the body outside the windows.
Any activity on the bus that could severely jeopardize the safety of the students on the bus.
Vandalism.
Harassing behavior.

In cases where severe conduct infractions occur, the Transportation Department may send a representative to the bus to remove the child or children involved.

Students who feel they are being treated unfairly in a transportation matter should report the matter to the principal.

Communications

Contacting Teachers

The school office is open from 7:00 a.m. to 3:30 p.m. during the school year.

Teachers may be contacted by telephone or e-mail during the school day. If a message is left with the secretary or on the staff member's voice mail, the teacher will return the call when s/he is free from classroom duties. Teachers are generally not able to pick up phone calls or return emails until after dismissal. For immediate concerns, contact the office.

Requests for conferences may be made by a parent to discuss a student's problems or concerning a student's attitude toward his/her school environment. This can be done through the office by leaving a message for the teacher to return the call or email. Parents may request a conference at any time that will be mutually agreed on by both parties.

Teachers are available to meet with parents by appointment. Visitors may visit the classrooms after appointments are cleared and arrangements are made in advance through the office.

Visitors who are observing should be unobtrusive and not interfere with the teaching process.

Conversations with the teacher regarding the observation must be scheduled during non-teaching time.

Parents may visit classrooms, but must schedule in advance.

Conferences

Parent-Teacher-Student conferences are scheduled twice per year usually in October and February. Of course, parents or teachers may request conferences at other times in addition to

these. Open communication between the home and school provides opportunities for mutual encouragement and may eliminate more serious problems. Parents are also encouraged to schedule conferences with the students' special area teachers. Under most circumstances, students should be included in conferences.

The law holds that parents do not cease to be parents when they no longer have custody of their children. Therefore, Sacred Heart School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, Sacred Heart School will provide the non-custodial parent with access to the academic records and 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.

We ask that divorced parents furnish Sacred Heart School with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

Telephone And Messages

Please make arrangements for after school activities with your child before s/he comes to school. Students **will not** be permitted to use the phone during school hours except with teacher permission. Please phone in messages for students **before 1:00 p.m.**

Change of Address or Phone Numbers

Please notify the school office promptly concerning any change of address, phone number, or emergency information. This courtesy will help us to keep our records in order.

Emergency File

A special file is kept in the school office which includes the names of persons to be notified if parents or guardians cannot be reached in the case of an emergency. Please notify the office if there is a change in your family's emergency number.

School Closing (Bad Weather)

In the event of school closing due to snow or other hazardous weather conditions, an automated message will be sent to the email addresses and phone numbers listed on your registration materials. A test of this automated system will be conducted each fall and will allow you to opt in to receive text messages in addition to the phone and email messages, **if your voicemail box is full or not set up, you will not be able to receive these emergency notifications.** Please check your voicemail box. It is also important that you listen to any messages from the school before calling the school office.

Only after parents are notified via our automated system will the announcement be made on local television stations.

In the event of a National Emergency or inclement weather (tornado), which occurs during the school day, the students will remain at school in designated safety areas. Students will be permitted to leave with their parents upon their arrival. The emergency information card filled out by parents in the office should indicate where students are to go in the event of an early dismissal.

Hearing Screening

Heartland AEA 11 will conduct its annual Hearing Conservation Program during this school year. Students in kindergarten, first, second, third, fourth, and fifth grades will receive a hearing screening. In addition, students in grades 6-8 with a history of known hearing problems will be screened.

Students who do not pass this screening may receive individual hearing test by the audiologist. Parents will be notified about the results of the hearing tests only if their child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please notify the school. If there are any questions about the hearing testing program, please contact the school principal.

Attendance Policy

Philosophy

In order to develop habits of self-discipline and responsibility, students are expected to attend class regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

Tardy students not only affect their own studies, but also interfere with the progress of others. Tardiness to class creates an obvious interruption and confusion for all class members. It is unfair that an entire class may be interrupted by students who are unprepared because of irregular attendance and/or tardiness.

Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility and

self-discipline. Students with good attendance records are developing these good habits with prompt, regular school attendance.

Absence From School

As a safeguard and a check, parents are asked to phone the school by 8:15 a.m. if a child is absent that day. If the school has not been notified, the office will contact the parents. Parents should send a note as to why a child is tardy from school. If a note is not provided, the office will call the parents so that they are aware of tardiness. If a student leaves the school without permission or cuts class, the parents will be contacted. The student will be required to make up the time. If a student is home ill for more than 4 consecutive days, the school will require a note from a physician regarding the extended absence for illness.

Procedure

It is the parents' responsibility for the child to attend school as required by the state of Iowa Compulsory Attendance Statute.

Twenty-one (21) days in one school year (defined as 7 days each trimester) will be considered excessive absenteeism. Students who reach 21 days of absenteeism will place themselves in jeopardy and have certain consequences.

If a student reaches the 7th day of absence for the trimester, the parents may be notified by the principal that the possibility exists for loss of academic credit for the semester's work and that summer school may be a necessity because of the loss of instructional time.

Regular attendance and punctuality is expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop for habits of punctuality, self-discipline, and responsibility. A phone call to the office on the first day of an illness and a written note from the parents when the child returns to school will be sufficient contact. Students should bring notes to their classroom teacher when they return after an absence and the specific reasons, especially in regard to the type of illness.

Valid reasons for student's absence from school are as follows:

- Personal illness

- Death or serious illness in the immediate family

- Suspension from school

- Other reasons that can be justified from an educational standpoint may be approved in advance by the Principal.

- School sponsored activity off site

It shall be the responsibility of the student to arrange with the teacher for make-up work within a reasonable period of time when s/he is absent from school. All schoolwork missed because of absence will be made up within the number of school days which are double those of the

absence, up to a total six (6) make-up days. Extended valid absence will be considered for extension of time.

Make-Up Work/Vacations

As you examine our school calendar in this handbook, you will note our scheduled vacation days, teacher professional development days and days of early dismissal. Please try to arrange your family activities so that the student will not miss school. Vacations that result in absence from school are not encouraged. Vacation trips are considered unexcused absences. Families are encouraged to schedule vacations during the time school is NOT in session, rather than taking children out of school. If a student is to be gone from school for a vacation, the teacher must be informed at least a week ahead of time to arrange schoolwork and tests. A student who is absent because of illness will be expected to make arrangements with the teacher(s) and come to an agreement as to when make-up assignments will be completed.

Truancy

It is the parents' responsibility for the child to attend school as required by the state of Iowa Compulsory Attendance Statute. Parents will be notified whenever a student is found to be truant from school. The truant student will make up the time absent. Truancy will result in disciplinary action.

Tardiness

Tardiness to class creates an obvious disruption for all class members, teachers and staff. In order to maintain instructional integrity in the classroom as well as develop habits of self discipline and responsibility, students are expected to arrive **before** the 7:40 bell. The first bell rings at 7:40 a.m. at which time students will enter the school building. Classes begin at 7:50 a.m. Students not in the classroom by 7:50 a.m. will be marked tardy. Tardiness shall be considered arriving late to school without a valid reason. Reasons for excused late arrivals shall include dental or doctor appointments, car trouble, etc. Oversleeping will not be considered a valid excuse and the student will be counted tardy.

Procedures And Consequences For Tardiness

The following action(s) may be taken by the teacher when dealing with student tardiness with an unacceptable reason. A record of tardiness is kept throughout the school year.

Fifth unexcused tardy in a trimester = Email notification sent to parents

Seventh unexcused tardy in a trimester = Parent phone conference with teacher and/or administrator

Ninth unexcused tardy = Grade K-5 Referral to administration and parent meeting
Grade 6-8 Referral to administration and detention

Adherence to these attendance and tardiness procedures protects the instructional time of all students and avoids unnecessary disruptions that have a negative impact on student

achievement. **Students who are continually tardy to school will be subject to further Administrator and possible Board of Education action.**

Health Services

Our school is served by a part-time school nurse (RN) who monitors illness, student health records and maintains a health file on each student to meet health records for the State of Iowa. Vision screening is conducted on students in Grades 1,4 and 7 each year and on students where a concern is identified. Heartland AEA conducts hearing screening on students in grades 1-5 annually. Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The school nurse develops that care plan in coordination with the parents (usually through written interview), the educational staff and physician as necessary. Up-to-date immunization records are required by the State of Iowa. Physical examinations are recommended for students entering or in grades K, 4 and 7. A copy of the examination will be requested for the student's school health file. Athletic physical examinations are required annually for all students participating in school athletics. Parents are asked to complete a health update form on their student annually.

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. This is a general guideline for common mild illness.

Diarrhea/Vomiting with the last 24 hours: keep student home.

Fever 100 degrees or greater: keep student home until fever free at least 24 hours.

Runny Nose due to allergies or mild irritation: student may attend school. Due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose; keep student home.

Strep Throat symptoms are sore throat, fever, and aches, sometimes associated with stomach or vomiting. A student must be excluded from school until 24 hours after antibiotic therapy has started.

Pinkeye symptoms are usually red, itchy eyes with yellow drainage. The student must be excluded from school during the acute stage and/or started on an antibiotic by a physician and released to return to school with a physician note.

Lice/Scabies symptoms are usually lice/nits in the scalp hair for lice and microscopic mites under the skin causing an area of irritation and itching for scabies. The student needs to be excluded until after the first treatment with a lice shampoo and treatment prescribed by physician for scabies.

Chicken Pox symptoms usually are low-grade fever, distinctive red vesicles rash. Students must be excluded from school for a minimum of 5 days after the eruption first appears and/or vesicles are dry or crusted over.

Impetigo symptoms are usually red spots that fill with fluid usually on hands and face especially around the nose and mouth. The student must be excluded from school until they have been started on an antibiotic by physician. Any draining lesions need to be covered when in school.

Rash some rashes are contagious, frequently this is hard to identify. You may be asked to have your student seen by a physician and a release signed to return to school stating the rash is not communicable.

A more detailed and much larger list of communicable diseases, their symptoms, treatments and exclusions from school is published by the Iowa State Department of Public Health and is kept at the school.

Dispensing of Medication Policy (See school website for form)

It shall be the policy of the Sacred Heart Board of Religious and Academic Education that **medication of any kind** shall not be administered to students by school personnel nor shall medications of any kind be brought upon the premises of Sacred Heart School, except within the guidelines of the Iowa Department of Education, and with the approval of the Principal. **All prescription medication that must be taken during the school day must be turned in to the office.**

A licensed physician or dentist must prescribe all medications.

Prescription medications must be in the original pharmacy labeled container. The pharmacy label on prescription medication is considered the physician's instructions.

Over-the counter medications (e.g. pain reliever- ibuprofen, Motrin, Advil, Tylenol) must be in the original container and must be labeled with the student's name. Parents must complete the parent request for giving medications form for any/all medication that is to be administered at school. An additional parent request form must be signed for new medication or dosage changes.

Parents may administer medication at school to their own children without the above-mentioned request form.

Upper-grade students may be considered for co-administration or self-administration of prescribed inhalers with demonstrated competency and written instructions and signed order from the physician and parent permission.

Antibiotics that are prescribed for three times per day should be given at home.

Accident or Illness

In case your child is ill or has an accident at school, the parent or guardian will be notified at once. Please have an alternative place for your child to go if you are unable to pick up and take care of your ill child. No child is ever sent home until prior arrangements have been made. If a child becomes ill or is hurt, s/he should report to her/his teacher or some faculty member. Any child with a rash is excluded from school until the rash is diagnosed.

While dental and doctor appointments may occasionally necessitate missing school, appointments of other kinds scheduled during school hours are not encouraged. Students having doctor and dental appointments before school shall not be considered tardy.

No child will be permitted to leave school without proper notification and approval from the office. The parent is to write a note regarding the medical appointment and the student will be given an "early out slip" from the office indicating time of departure and accompanying adult. Parents or authorized adults must report to the office for verification before the student is released.

Health Care Plans

The Iowa Administrative Code 281--41.23 (281) states the definition of "individual health plan is the confidential, written, preplanned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed at least annually. Licensed health personnel develop this written plan with the education team." The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281--41.23 (1)(b)(4)].

Allegations of Abuse

Sacred Heart employees are prohibited from using physical abuse (striking a student, sexual abuse) on students. Students who wish to allege abuse from a Sacred Heart employee can report the alleged abuse to any one of the following individuals: Mrs. Jane Kinney, Principal, Scott Ehlinger, Assistant Principal, Ms. Cecilia Hrabak, Counselor, or the Board of Education President at 223-1284.

General Policies

Grievance Procedure

Responsibilities are stated in the job descriptions of teachers and the School Principal. Should there be a grievance beyond the realm of responsibilities of each party, the appropriate procedure to follow is this:

Discuss the grievance with the staff member involved.

Discuss the situation with the School Principal if the situation is not satisfactorily resolved by step 1.

Submit the grievance in writing to the President of the Board of Religious and Academic Education and to the Principal if the situation has not been resolved by step 1 and 2.

If the above procedures have not been followed, the President of the Board of Religious and Academic Education has no responsibility to discuss or meet with the party requesting a hearing.

Teacher/Classroom Requests

Sacred Heart School teachers use deep consideration when compiling class lists for the upcoming school year. Class lists are based upon many different factors. Taken into account are individual learning styles, academic and social abilities and strengths, personalities and gender. We strive to make our classes as balanced as possible in all areas.

The Sacred Heart Board of Religious and Academic Education operates with the belief and faith that all of our teachers and catechists are qualified, dedicated professionals. Consequently, it shall be the policy of the Sacred Heart Board of Religious and Academic Education that with regard to student placement, recommendations for placement from the teachers or catechists will take precedence over any request received from parents for a specific teacher or catechist. A child is placed on a class list after the teachers and catechists have considered that child's academic progress, personality, needs, special requirements and many other considerations including gender and talent balance for the class. Therefore, parents should refrain from making a request for a specific teacher or catechist to either the staff or the administration.

Transfers

Parents are asked to inform the school office as soon as possible when transferring a child to another school. All records will be sent directly to the new school on request of that school, but only after the parents have signed a release form for this information to be forwarded. All tuition must be paid before the release of records. Because of waiting lists in some grade levels, early notification of transfers will be greatly appreciated.

Daily Schedule

Office Hours- 7:00 a.m. - 3:00 p.m. Monday through Friday

School Hours - 7:40 a.m. - 2:32 p.m. (M, T, Th, Fri)
7:40-2:45 p.m. (W)

Entrance Procedures

The first bell rings at 7:40 a.m. at which time students will line up at assigned locations to enter the school building. Classes begin at 7:50 a.m. Students not in classroom by 7:50 a.m. will be marked tardy.

Students who arrive by means other than a bus are not to be on the school grounds before 7:30 a.m. Supervision is provided only for bus riders prior to that time.

Exceptions to the 7:30 a.m. arrival are the following: teacher request for a child's presence earlier for additional assistance, the child is involved in band/choir, or is serving detention. Students are not to be in corridors before school without prior permission and showing a hall pass.

During school hours, all cars are to enter the parking lot by 16th Street and exit on Grand Avenue. Please drive up to the designated area so students will enter the West doors near the playground.

Please notify the school in the event of changes in the normal routine for your child coming to or from school.

Exit Procedures

All students will leave the school building in an orderly manner. No running or pushing is permitted. Students riding buses will exit the building at 2:25 p.m. **Only bus riders are to exit with the 2:25 p.m. bell.** On the second dismissal bell, students who walk or are to be picked up will exit the school building in an orderly manner. Parents picking students up after school should park in the area west of the school if the buses have not yet departed. All students should be out of the building after the bell unless their presence has been requested by a teacher and the teacher is supervising the student. The playground will **NOT** be supervised after school. At dismissal, students are to wait by the building until their ride comes. During inclement weather, students may wait inside the entryway.

Have a Heart at Arrival

Reverence

- Use appropriate and respectful language
- Keep hands and feet to yourself
- Include all students in games

Respect

- When the bell rings, walk quickly to your line
- Stay quiet while in your assigned line
- Enter through your assigned door

Responsibility

- Carefully and quickly exit your ride

Exit in the coned area
Only basketballs and four square balls allowed

Ready to Learn

Play in your assigned area
Regular school rules still apply
Cell phones remain off and out of sight
Shirts tucked in
Food and gum is not allowed

Have a Heart at Dismissal

Reverence

Use appropriate and respectful language
Keep hands and feet to yourself
Stand on the sidewalk only

Respect

Leave with the appropriate group and go directly to your destination (bus, car, home, or activity)
Exit through your assigned door
Ask permission to reenter the building

Responsibility

Carefully watch for your ride
Enter your ride in the coned area
Walk directly to your ride
Cross at the crosswalk

Ready to Learn

Stand in the pick-up area in front of the school
Playground equipment is not to be used after school
Regular school rules still apply
Cell phones remain off and out of sight
Shirts tucked in
Food, gum and sports equipment are not allowed

Playground Rules for Students

Playground rules are set for the safety and well-being of all Sacred Heart School students. The designated play area is west of the building and north of parking lot pylons. Once outside, students are to remain outside until the bell rings. Playground balls are not to be thrown after the bell rings. At no time are balls bounced or played with in front of the building on the south side. Only students who have written permission from teacher, doctor or parent will remain inside.

Students are to report all problems to the playground supervisors.

There is only to be one child to a swing. No one is to stand on swings or on top of the tubular slide or tube.

Students are to dress appropriately during the winter. Even on very cold winter days, students will be outside. Only students who bring boots and snow pants will be allowed to play in the snow. Throwing snow is not permitted.

When the ground is wet after a rain or melting snow, the children will play on the parking lot, wood chip areas or sidewalk.

Students will enter the building quietly, in single file or double line.

Students are expected to be respectful of the school by cleaning shoes or boots before entering.

Students are not to hand on the rim, or any part of the basketball backboard or pole.

Middle School students should not play on the equipment.

Students are not to throw or kick balls against the school building.

In the morning grades 8, 7, K, 2, and 1 will line up at the west end of the building in the parking lot; and enter through the front doors in the above order. Grades 4 and 5 will line up and enter through the back staircase. 3 and 6 will line up on the sidewalk by the kitchen entrance and come in the west doors.

Indoor Recess Rules

During inclement weather there will be indoor recess during the noontime. The students may sit and play games on the classroom floor, at their desks or they may choose to do their work.

Students are to stay in their own classroom. Each student is to be gainfully occupied with an activity. Students are not to write on chalkboard/whiteboard while teacher is not in the classroom.

Excusing Students From Outside Recess

We are going to encourage outside recess all of our students, even though some daily conditions may allow us to only be outside for just a portion of the regular recess time. It is important to give students an opportunity for outside recess to release energy and socialize. Please have your child dress appropriately during colder weather, such as boots, snow pants, hats, and mittens. During severe weather, recess will be held inside. We will attempt to go outside whenever possible.

Of course, should temperatures and/or wind chill become extreme; we will not go out at all during those days. Generally, we will use 10 F with the wind-chill factored in as a guideline. If your child has been out of school due to illness, he/she may stay indoors for up to 2 days with a accompanied by a doctor's note indicating that the child is not to go outside for health reasons. Student's that are unable to go out for recess will be supervised in the lunchroom on the stage area. Medical research has shown that daily periods of fresh air and exercise contribute to a healthier child, both physically and mentally.

Class Interruptions/Birthday Celebrations

While birthday balloon bouquets have become very popular, the delivery of such items has proved to be disruptive to the school routine. **The Decorating of Middle School Lockers is Prohibited as Well.** Therefore, balloon bouquets and other such items are not to be sent. They will not be delivered to your child during the school day. Birthday treats will be limited to only kindergarten students. We ask you to consider a gift of a book to the library, in your child's name or to your child's classroom or perhaps a donation to the missions. **Because we recognize that not everyone is invited to parties, we ask that invitations be mailed, rather than handed out at school.**

Cell Phones/Radios and Portable Electronics

The use or possession of cellphones, any audio playing device, electronic games, or laser pointers are not allowed by students without teacher permission. Those items are to be left in students lockers or backpacks until students are picked up. Students may not use cell phones while waiting to be picked up in the care line. If a student is caught in possession of any of these items during the school day, the item will be held in the school office and returned after administration has talked with the parent and student.

Field Trips

Classroom teachers will notify parents at least one week in advance of any field trips they may be planning with their students. Teachers may schedule field trips provided the following conditions are met:

Request for field trips must be submitted for approval by the principal at least one week prior to the trip.

All field trips must be of an educational nature and request for such trips must be accompanied by a rationale of the experience the students will gain by such field trip.

Signed parental permission slips must be received for all students prior to the trip.

Adequate teacher and adult supervision must be provided for all trips. (As a rule of thumb, there should be at least one adult per eight children. Additional supervision may be required.)

Transportation may be by school buses when buses and drivers are available. Occasionally, cars and drivers may be requested. There will be a charge per student when buses are used to transport students for any trips other than regular routes to and from school.

Field trips will normally be limited in number to three (3) per year for grades K-4 and four (4) per year for grades 5-8. Trips of a spiritual formation or Christian service nature shall not be construed as field trips for purposes of these regulations. End of the year picnics are not figured in the count.

School Property

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages or destroys school property or texts, the student will be expected to pay the expense involved with repair or replacement.

Lost and Found

Lost and found articles will be kept for one school Trimester. Parents and students may check for lost items at any time. Parents are requested to label all items. All articles of clothing are to be clearly labeled with the child's name. Unclaimed items will be donated to the St. Vincent de Paul Society.

Extracurricular Activities

Many extracurricular activities are possible because of volunteers. The school is always looking for assistance for interested adults. Students are attending school primarily for an education. Any extracurricular activity is secondary, including band; it is a privilege to participate. For Middle School students not maintaining a 2.0 GPA or hold a D in any one class, the parent and activity leader will be notified. For 5th grade students not progressing in a manner suitable to a teacher's discretion, the same action will be taken. If improvement is not made, the student will be suspended from the activity until progress is noted.

School sponsored sports in softball, basketball, volleyball, cheerleading and track are available for all eligible students. A fee per sport and a current physical (within the last year), along with parental permission, are required.

The Student Council is an extracurricular activity which involves middle school students. Officers and representatives are elected by the middle school student body. Students who serve as officers of the Student Council are expected to provide a good example of cooperation and responsibility to their classmates and the entire student body. Teachers serve as advisors for the Student Council. The Student Council works with teachers and administration in planning social and service events for the school.

The elementary and middle school choirs meet two days a week. The choir members serve as cantors for all school masses and occasionally at weekend liturgies for Sacred Heart parish.

Hot Lunch Program

The Sacred Heart School cafeteria is "Peanut Conscious". Meaning we provide a peanut free table in the lunchroom. Any child that has a peanut allergy will be expected to sit at the peanut free table unless the parent sends a written note stating the child can sit elsewhere. The lunch room staff will wipe down the peanut free table before and after each lunch group use. The children sitting at this table will be able to have friends sit with them as long as the friends do not have any peanut related items in their lunch. There is also hand sanitizer available for all of the kids to use on their way out to the playground to help curb peanut contamination on the playground.

Sacred Heart School Lunch meets and exceeds the government nutrition guidelines. Food allergies are a concern at Sacred Heart. Please contact the Food Service Director for specific guidelines.

Fruit will be offered every day as a "Free Second" to all grades.

Sandwiches are offered every day in all grades as an entree alternative.

Middle school students may purchase a second entree or side. This will be deducted from the child's lunch account.

The monthly lunch menu is posted on the Sacred Heart Website.

No food from outside restaurants may be brought into the lunchroom by students or visitors to be consumed during lunch time.

Parents and siblings are always welcome to join students for lunch.

Lunches from home are welcome. Carbonated and caffeinated beverages are not allowed.

Please limit non-nutritious items to follow the Wellness Lunch Guidelines.

Lunchroom Procedures

Lunch time should be an enjoyable and relaxing time for eating and quiet visiting with classmates.

Good manners and courtesy will be practiced by all students.

Students are to use the restroom and wash their hands before entering the lunchroom.

Each classroom will come to the lunchroom with their teacher and will wait quietly while they are checked in and receive their lunch tray. Please and thank you's are expected. Teachers on duty will monitor all students in the lunchroom.

After receiving their lunch tray and milk, students are to sit at their assigned table and not be up running around. There may be 4 students to a bench. Students are not allowed to save seats as it is good to get to know everyone.

Students will not be dismissed until the floor and table they are sitting at is cleaned up.

If students need help, would like seconds, or if there's a problem at their table, they should raise their hands and a supervising teacher will help them.

Students should not waste food.

At the designated time, students will be dismissed. All food must be consumed in the lunchroom. Food is not allowed on the playground.

Students need to be in single file line to dump their trays and place their tray in the dish window. Throwing trays is not allowed and is dangerous to the staff. The students are to proceed to the hand sanitizer and then out to the playground through the west door.

Students may not return to their classrooms for forgotten items.

During inclement weather students will be dismissed from the lunchroom and proceed to their homeroom in an orderly manner.

Hats are not to be worn in the classroom.

Table captains are assigned on a rotating basis by the homeroom teacher. The table captains are responsible for wiping the tables and benches after students are dismissed.

Students who misuse food, silverware (throwing, bending & etc.) or who are disrespectful of the lunchroom and staff will be referred to the principal and vice principal.

School Uniform and Dress Code

Sacred Heart's dress code is intended to provide students with standards for dress and appearance.

Students are expected to come to school neatly dressed, well groomed and in dress code each day. Uniform shirts and blouses are to be tucked in at all times. Pants and shorts are to be worn at the waist with **no sagging**. Dress code will be enforced from the time students arrive until their departure from school.

A collared uniform shirt must be worn under sweatshirts, fleece jackets or sweaters. No colored T-shirts under shirts; only white short sleeved T-shirts may be worn. **No print should be visible.**

Hair colors, facial hair, make-up, hats/kerchiefs or jewelry that draw undue attention are not permitted. Girls may wear post earrings only. Earrings are not to hang below the earlobes. Girls may not wear make-up until middle school age. Boys are not allowed to wear earrings. No body piercings are allowed for boys or girls with the exception of pierced ears for girls. Hair should be clean and neatly groomed. Boys' hair length should be at or above the collar and no longer than mid-ear on the sides.

Tattoos are not permitted, including temporary or washable tattoos.

Scouts may wear their uniform shirt/blouse on their meeting day.

The Uniform/Dress Code

Girls

Jumpers, skirts and skorts.

K-5 green uniform plaid jumper may be ordered from Land's End. The jumper style number is 065010-BQ4 and the color is Hunter/Classic navy plaid.

6-8 may wear an A-line uniform skirt.

K-8 uniform side pleat plaid skorts may be ordered from Land's End. The skort style number is 231588-BQ8 and the color is Hunter/Classic navy plaid.

Slacks

Navy blue or khaki tan dress slacks of twill or corduroy may be worn. Students may not wear jean or denim material pants, hip hugger pants, cotton, knit, spandex or stretch-type yoga pants, jegging, skinny, sagging pants, cargo pants, or carpenter pants. Pants must have no more than 4 pockets (2 at the waist and 2 on the back). Slacks are to be worn at the waist.

Belts

Belts must be worn (grades 1-8), if slacks have belt loops.

Shirts or Blouses

Red or white solid color polo style, turtlenecks, or button down dress shirts or blouses with button down or spread collars. In addition to red or white shirts, **Middle School Students only** may wear black shirts. Shirts may include the Sacred Heart logo; must be long or short sleeves, of cotton or cotton blend. No chambray, denim, or blue shirts are allowed. All shirts must be tucked in and of sufficient size and length to enable students to tuck their shirts.

Boys

Slacks

Navy blue or khaki tan dress slacks of twill or corduroy may be worn. Students may not wear knit or denim pants, cargo pants, or carpenter pants. Pants must have no more than 4 pockets (2 at the waist and 2 on the back). Slacks are to be worn at the waist.

Belts

Belts must be worn (grades 1-8), if slacks have belt loops.

Shirts

Red or white solid color polo style, turtleneck, or dress shirts with collars, all with long or short sleeves and of cotton or cotton blends. In addition to red or white shirts, **Middle School Students only** may wear black shirts. No chambray, denim, or blue shirts are allowed. All shirts must be tucked in and of sufficient size and length to enable students to tuck their shirts.

Sweatshirts

Students may wear any solid colored red or white crewneck sweatshirt, red or white Sacred Heart uniform sweatshirts, Sacred Heart Blue Ribbon School crewneck sweatshirts, or dri-fit hooded sweatshirt with Sacred Heart printed on the front.

Fleece Jackets

Students may wear a solid red or white fleece jacket with or without the Sacred Heart logo. Hooded fleece jackets are not allowed.

Sweaters

Solid color red or white sweaters may be worn in cardigan, v-neck, turtleneck, or crew neck styles. The sweaters must be waist length and may not have hoods.

Shorts/Capri Pants

During the months of August, September and May, boys and girls may wear navy blue or khaki tan walking length twill shorts. Students are not to wear denim shorts, knit shorts, or cargo

shorts. Shorts are to be worn at the waist and belts must be worn (grades 1-8) if shorts have belt loops. Shorts must be mid-thigh or longer in length.

Girls have the option of wearing navy blue or khaki tan capri pants made of twill fabric (no knit or denim) during the months of August, September and May. Pants must be worn at the waist. Hip hugger style pants are not allowed.

Socks must be worn with shoes at all times.

Shoes

Dress shoes or tennis shoes may be worn. The heel/toe of all shoes must be enclosed. No sandals, Crocs, clogs, open backs, or strapped back shoes may be worn. The entire foot must be covered.

Out of Uniform Days

At times throughout the school year, students are permitted to dress out of uniform. A student may receive an Out of Uniform Pass as a PBIS incentive. All students will receive a Birthday Out of Uniform Pass from the Principal. When students dress out of uniform due to having an Out of Uniform Pass, the students will give the pass to their teacher at the beginning of the day. The school will announce special out of uniform days in advance in which case students do not need a written pass. Students may come out of uniform, dressing according to guidelines and are encouraged to contribute to the mission effort. On out of uniform days, students may dress in jeans, sweatshirts, sweatpants or T-shirts. No cargo jeans, shorts or tight spandex, yoga type leggings or pants. Shirts must have sleeves and shoes must be worn with socks. As always, clothing should be appropriate for a Catholic school environment. All clothing should be neat and clean with no rips, holes, or tattered or split hems. When there is a question as to whether a student is dressed appropriately, administration will make the final decision.

Spirit Wear

All Sacred Heart School spirit wear is sold by Home and School and may be worn on Out of Uniform Days and Spirit Shirt Days (with uniform pants). **6th-8th grade students may wear Dowling gear on Spirit Shirt Days.**

Gym Uniform

Students in grades 6, 7 and 8 wear a PE uniform consisting of black gym shorts and a red T-shirt, **each bearing the Sacred Heart name.** Gym uniforms are purchased in the spring semester, coordinated by a parent representative, for PE class. Gym uniforms are ordered only one time per year. Gym shoes are also required.

How to Purchase And Acquire Dress Code Apparel

Local Stores

Local stores carry shirts, pants, shorts, capris, as well as plain sweatshirts and polo shirts. These stores include, but are not limited to, Kohl's, Penney's, Old Navy, Target and Gap. These stores do not carry the plaid jumper, skirt or skorts.

Land's End

Land's End carries the Hunter/Classic Navy plaid jumper for girls in grades TK-5 and skirts for girls in grades TK-8. They also carry khaki and navy pants, khaki and navy shorts and red and white shirts. They also have other plain clothing items that meet the school dress code. Orders may be placed by telephone: 1-800-469-2222, or online at: www.landsend.com/school. When ordering, please indicate our preferred school number: 9000-6667-1 or your school name and location. Three percent of net sales will be donated to our school.

Engler Embroidery

Engler Embroidery carries Sacred Heart dress code polos, crewneck sweatshirts and hoodie sweatshirts available with the Sacred Heart logo. Orders may be placed at the following website address: <https://engler-embroidery.square.site/>.

Home and School Association

Our Home and School Association functions in much the same way as a PTA functions, and we have a very active group of parents involved at Sacred Heart School.

The function of the Home & School is to promote a close working relationship between parents and teachers to further the goals of our children's' Catholic education. We raise money through various fundraisers to enhance our school buildings and playground, furnish classrooms and meet our teachers' academic needs and requests. We support our school staff and teachers with a host of volunteers and also provide some social events for our families "just for fun".

All Sacred Heart school families and staff are considered Home and School members. Dues of \$5 per family and \$10 per child are paid annually through FACTS at the beginning of the school year. We encourage and welcome active participation in the association. Our meetings are scheduled the second Tuesday of the month during the school year. Meetings are held in the Multipurpose room at the school at 8:00 a.m. Volunteer opportunities are listed on the Home & School page on our website: <https://sacredheartschoolwdm.org/volunteer-opportunities>. We look forward to meeting you and having you become an active member by indicating your interest in sharing your time and talents with our children.

Board of Religious and Academic Education

The Board of Religious and Academic Education acts as an advisor to the school principal in matters involving school policy, goals, curriculum, budget and tuition. In addition, the Board is a policy-making committee of the parish responsible for all the educational programs of Sacred Heart. Board meetings are held the third Tuesday of each month at 6:30 p.m. in the parish conference room. The Board meetings are open and parents are welcome to attend.

If parents have problems or concerns with the school, they should first contact the involved teacher(s). This is the most effective method of solving a problem or clarifying a misunderstanding. If more help is needed, please contact the school principal. Matters needing

even further resolution may be brought to the Parish Board of Education only **after** the first two steps have been followed. If you wish to speak at a Board meeting, you should contact the Board President or the School Principal 10 days prior to the upcoming Board meeting.