



Parent Handbook 2011 -2012



Dear Parents,

Welcome to the 2011-2012 school year.

The Sacred Heart School Faculty and Staff are committed to providing a quality Catholic education for each of our students. We strive to instill in our students a sense of responsibility to be of service to God and neighbor and to work academically to their full potential.

I hope this handbook will answer many of your questions about what happens at Sacred Heart School. If you have any questions, concerns or comments, please do not hesitate to call us at 446-0005, email me, or stop by the school. Positive communication between home and school is essential. We will do everything possible to keep you informed. Look for the weekly newsletter emailed to you on Wednesdays. In addition, there is an info-blast on our website (www.shwschool.org) under Blogs.

Please discuss the contents of this handbook with your child. It is most beneficial when parents and students understand our procedures and school policies.

We have approximately 318 students enrolled in junior kindergarten through 8th grade. We teach religion, language arts, math, science, social studies, Spanish, technology integration, art, music, and P.E. Learning specialists offer services to those who have special needs.

Sacred Heart School is blessed to have an exceptional teaching staff. Teachers and aides use a variety of materials and techniques in order to meet the spiritual, academic, and social needs of the students. All teachers are encouraged to try innovative ideas and materials.

As we begin our journey to "June", may God be with each of us and help us to keep our minds and hearts open to His many gifts of love.

Sincerely,

Sr. Kathleen Donnelly, O.P.
Principal
kdonnelly@shwschoool.org

This handbook is arranged alphabetically by topic.

PHILOSOPHY OF SACRED HEART SCHOOL

At Sacred Heart School, we believe that the purpose of Catholic education is for students
to become lifelong learners,
to develop personal responsibility, and
to become informed, positive Catholics.

Toward the fulfillment of these goals, we view:

the parent as

the primary educator and partner in the process of education;

the teacher as

the professional facilitator of learning,
the motivator, and
the role model;

the student as the primary learner

who exhibits academic growth,
who displays self-discipline and confidence,
who develops good decision-making skills, and
who demonstrates respect for others and the learning environment;

the school as

a safe, stimulating and structured environment
which inspires students' moral and intellectual growth;

the parish community as

a nurturing family for the faith development of our young people
as they assume their roles as contributing members of the church.

We believe the curriculum addresses

the different learning styles of children
through experience and imagination,
involvement and encouragement.

We further believe that students at Sacred Heart School will live the Word of Christ

by developing a personal relationship with Jesus,
by studying the elements of our faith, and
by serving the community.

MISSION STATEMENT OF SACRED HEART SCHOOL

In answering a call from Christ through His Church, Sacred Heart Parish School, nurtured within a community of sacramental life, prayer, and liturgical involvement, builds on Christ's faith message. Through the intercession of the Holy Spirit, Sacred Heart School strives to foster intellectual growth, develop moral strength, encourage community participation, and promote global awareness.

**SACRED HEART SCHOOL STAFF
2011 - 2012**

Sister Kathleen Donnelly, O.P., Principal
Mrs. Gilda Boyd, Asst. Principal
Reverend Robert Heidenreich, Pastor

Mrs. Jennifer Tyler- Jr. Kindergarten
Mrs. Gilda Boyd – Kdg - 1gr Spanish
Ms. Katie Lodge – Jr. Kindergarten
Mrs. Laura Wettersten – Kindergarten
Ms. Katie Stock - Kindergarten
Mrs. Debbie Catalano -Grade 1
Ms. Deana Youkhana - Grade 1
Mrs. Mary Luxem - Grade 2
Ms. Julianne Lexzczynski - Grade 2
Mrs. Colleen Picchietti – Grade 3
Ms. Cara Lenz – Grade 3
Ms. Stephanie Cianfaglione – Grade 4
Ms. Helen Conklin - Grade 4
Ms. Brittney Jones - Grade 5
Ms. Anne Ruskowski – Grade 5
Mrs. Jennifer Burton - LA/ Rdg.6, 8
Mrs. Cydney Hogan –LA/Rdg 6, 7
Mr. Brian Stewart, Gr. 6 - 8 Math
Ms. Jean Schawaroch, Gr. 6-8 Social Studies
Mrs. Cristin O'Connor, Gr. 6-8 Science

Mr. Mr. George Thomas – Gr.6-8 Rel
Mrs. Katie McCarte – Spanish 6 - 8
Mr. Joe Yolles - Algebra 8
Mrs. Susan Sullivan - Tech. Coord
Mr. Steve Layne - Tech. Integration
Ms. Maura Laidely – Math Center
Mrs. Emily Fogarty- Reading Spec.
Mrs. Cynthia Razniewski - Learning Spec.
Ms. Jo Layug - Music
Mr. Patrick Faul - PE
Mrs. Pamela Geocaris - Art
Mrs. Maria Young- Spanish 2-5
Schl Counsellor
Ms. Stella Carter- JK aide
Ms. Madeline Franchi - JK aide
Ms, Christina DeMartini–K aide
Mr. Mike Collins- Athletic Director
Ms. Rachel Daum – Band Instructor

Administrative Assistants :
Ms. Annie Danstrom. M-F
Mrs. Sue Pinelli, M-W
Ms. Lisa Franke, Th-F

Plant Engineer:
Mr. Mike King

Phone 847-446-0005 Fax 847-446-4961

www.shwschool.org

ACCREDITATION

Sacred Heart School is accredited by both the Chicago Archdiocesan Office of Catholic Education and the Illinois State Board of Education.

Once every nine years the school undergoes an evaluation. Included in this evaluation is the review of records, teacher certification, building safety, policies and procedures and a complete review of the curriculum.

ADMISSIONS POLICY AND REGISTRATION PROCEDURES

Sacred Heart Parish provides a Catholic education for the children of the parish. The school includes a pre-kindergarten for four year olds, kindergarten, and grades 1-8. Maximum class sizes are as follows:

Junior Kindergarten (four year olds, 8:20-1:30)
All Day Kindergarten through Grade 8

Junior Kindergarten each has an aide.
The kindergarten classes share an aide.
Grades 1-5 are semi-departmentalized.
Grades 6 - 8 are departmentalized.

Age requirements:

- *The 4 year old Junior Kindergartner is to be 4 before September 1.
- *The kindergartner is to be 5 before September 1.
- *The first grader is to be 6 before September 1.

Registration for Junior Kindergarten and kindergarten opens the first Monday of December. The following are required in order to register:

- *The birth certificate,
- *The baptismal certificate,
- * A non-refundable check for \$600 family registration fee payable to Sacred Heart School.

Acceptance process:

- *Current school families have first right,
- *Parish members without students at SHS have second right,
- *Others.

The following is due the first day of school:

- *A physical examination is required of every junior kindergartener, kindergartner, 5th grader, and all children involved in sports through Sacred Heart.
- *Immunization records for all students need to be updated annually.
- *All kindergarten, 2nd and 6th grade children must have a complete dental examination.
- * All children entering Kindergarten, and any children transferring from out of state must have an eye examination report filled out by an optometrist or an ophthalmologist.
- *Forms are available on the school website.

Transfer students from other schools must provide copies of their academic records. The form to obtain these records is on the school website.

Re-registration for kindergarten through grade 8 occurs in January. Parents will receive a re-registration form. Registration will also open for new students for grades 1 through 8 at this time.

A grade will be split when there are 30 students. When there are more applicants than there are spaces available, a waiting list is established according to the order in which the applications are received. Exceptions to this policy shall only be considered under special or extraordinary circumstances. This consideration shall be made at the discretion of the Pastor, the Principal, and the Board of Education.

Sacred Heart School endeavors to educate students within the limits of the school's programs and facilities. Children with severe learning disabilities or behavior disorders are not able to be adequately serviced. The school facilities are in compliance with the American Disabilities Act.

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

This also applies to the administration of educational policies, athletic and other school-administered programs.

AFTER-SCHOOL CARE

After-school care is available on school days through the Three O'Clock Club. The hours are from 3:10 until 6:00 P.M. A snack, play time and study time are provided. On faculty meeting days, Three O'Clock Club is available from 12 noon until 6 p.m. The parent must sign up for the service on a first come, first serve basis. There is a fee for this service. The program is staffed by teachers/aides. Check with the office for the fees.

A.M. DROP OFF and P.M. DISMISSAL

For the safety of every child your observance of the drop off and pick up procedures is paramount.

A.M. DROP OFF:

K-8: Students are to be at school when the 8:20 bell rings. Supervision begins at 8:00. Students are to be dropped off via the alley. Enter the alley from Merrill Street. Students are to go to their assigned places on the playground. No K-8 drop off in the front bay. This is reserved for our littlest students.

If the weather is inclement, the students are to enter the back entrance of the building and proceed to their designated place in the gym.

JrKdg: Students are to be dropped off in the bay in the front of school. An aide will meet the child there.

JUNIOR KINDERGARTEN PICK UP:

JK Pick-up: Pick up is in front of school at 1:30. Each car must have a **name tag** on the front window. The teacher or aide will assist the child to the car. Stay in your car. Drivers are to proceed **only west on Gage Street to the front of the school** to pick up the prekindergarten students in front of school. There is **no parking on Gage Street** during dismissal times.

3:10 Dismissal Options for Students:

Park N' Walk: Park in a **legal** spot and meet your child/ren at the front steps of the Parish Center. Limited parking is available in the church parking lot. No double parking is allowed for pick up.

Batch Loading Details: Drivers picking up K-8 in **front of school** will line up in the alley entering Merrill. At 3:10 students will exit by class and gather in designated areas. The cars are identified by a name tag on the front windshield. It will be the responsibility of the siblings/carpools to link up quickly. The teacher/aides will assist the students. When cars are loaded, drivers will be directed forward. If a car does not meet their students, they will have to circle back through the alley. Students are supervised until 3:20. **There is NO PARKING on Gage going west.**

DISMISSAL PROCEDURE DURING RAIN

During rain weather the students will be released from the building as drivers reach the front of school. The name on the family will be announced over the PA and the students will move quickly to "batch load".

APPOINTMENTS WITH PRINCIPAL AND/OR FACULTY

The school office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. The Principal is available to discuss any concerns. Please call for an appointment.

If you wish to meet with a teacher, contact the teacher by writing a note, emailing or calling the school secretary who will connect you with that teacher's voicemail.

ATTENDANCE

If your child is sick, please call the school office anytime in the morning *prior to 9 A.M.* to report your child's absence. Homework assignments are posted on the teacher's blog by 4pm. If books or papers are needed, please call the office to indicate with whom the homework will be sent OR if it is to be left on the table outside the office **after 3:10** for parent pick up.

If you are planning a vacation, school work can be accessed through the teacher's blog. The student will have a couple of days to turn in assignments, depending on how long he/she was absent.

BICYCLES

Students riding bikes to school are required to wear safety helmets.

Bicycle riders are to enter and exit the playground by walking their bike on the sidewalk along the alley. There is no bike riding in the alley, morning or afternoon.

The school assumes no responsibility for bicycles. Provisions have been made, however, to safeguard bikes by providing bike racks on the playground. Locks are recommended to prevent theft. Bicycles are never to be ridden on school grounds when students are present. Scooters are not allowed.

BULLYING

BULLYING PREVENTION

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to
 - o place the student or students in an unreasonable fear of harm to the student or student's person or property
 - o cause a substantially detrimental effect on the student or student's physical or mental health
 - o interfere substantially with the student or student's academic performance;
 - o interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating ostracizing and peer pressure;
- **Sexual** which includes but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school but stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

BULLYING PREVENTION Administrative Responsibilities

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others. *United States Catholic Catechism for Adults, page 389.*

Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- all allegations and incidents of bullying are taken seriously,
- parent/guardian and/or student reports of bullying must be addressed immediately,
- written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form.

Appropriate disciplinary consequences are applied to the offending student(s). The following procedures are followed.

- When disciplinary action is taken against student(s) as a result of a bullying complaint
 - documentation should indicate what happened **and**
 - what action was taken
- Written documentation of the complaint must be placed in the student(s) file, as would documentation of other disciplinary action involving student(s)
- Whenever a bullying complaint is made by or on behalf of student(s), the school must place the record of what action was taken in the student(s) file.

The principal or administrator must notify the school's Assistant Superintendent of bullying complaints and the action taken.

Clear, consistent behavioral standards should be publicized, posted and fairly enforced in each school.

Educational programs that address bullying should be developed and implemented at all grade levels.

Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

**Reference: Discipline
 Harassment
 Sexual Harassment
 Technology Use Outside of School**

Preventing Bullying A Manual for Schools and Communities available free at the ED Pubs United States Department of Education Website (Search "Bullying")

CELL PHONES

Using the school phone is always the preferred choice.

If, however, you feel your child needs a cell phone at school these are the rules during school hours:

- the cell phone is to be OFF during school hours: 8:20-3:10.
- no cell phone may be used for picture taking.
- no harassment or threatening of persons via the phone is permitted.
- cell phones may not be used for text messaging, game playing, gambling or making purchases.
- those who violate these rules may forfeit the privilege of bringing cell phones to school.
- the only person to be contacted is a parent. The cell phone user is to come to the front entrance of school to make the call. This is to protect the student.

CHANGE OF ADDRESS OR PHONE

Notify the school immediately if you have a change of address, telephone number, or email address during the school year. It is important that we be able to contact a parent in case of an emergency.

CLASSROOM ASSIGNMENTS

The process of assigning students to classrooms at the beginning of the school year involves numerous factors, which are considered by the principal and faculty prior to the beginning of the school year. The goal is to find a balance between academic and social needs as they relate to the class as a whole. Consideration is also given to the number of girls and boys in each class within the grade.

Parents with information which is not known by the faculty, and which may be helpful in the class assignment process, are invited to share this information with the principal. It will be considered along with all other factors in making assignments.

Any parent request is to be in writing and given to the principal prior to June 1 for the upcoming school year. Each request will be seriously considered.

COMMUNICATIONS

There are several ways we communicate:

Every Wednesday you are emailed the weekly newsletter and other events and information.

- through email.
- through our website.
- through the telephone.
- through the church bulletin.

CURRICULUM

The academic program includes religion, language arts (reading, writing, spelling and vocabulary), mathematics, science, and social studies. Other classes include: Spanish,

computers, physical education, music and art. Band for 4th through 8th graders is optional. The Resource room is open Monday to Friday during school hours. Special educational services are provided for students who qualify. A curriculum guide is available on the website.

Each spring grades 3 through 7 take the Terra Nova Multiple Assessment Test. The results are sent home about two to three months later.

DAILY SCHEDULE

- 8:00 am Supervision begins on the playground where the students are to gather.
- 8:20 am The bell for the beginning of the school day rings. JK-8 students who arrive after this are late. Dismissal is at 3:10 pm.
- 1:30 pm JK dismisses for the day

Three O'Clock Club meets Monday through Fridays from 3:10 until 6:00 p.m. Reservations are made a month at a time (a calendar is emailed) or at least 24 hours in advance. The Three O'clock Club will be held from 12 noon until 6 p.m. on faculty meeting days. Reservations for faculty meeting days need to be made by 12 noon the day before the meeting--Thursday. This is to insure the proper number of adult supervisors. Information on fees is available at the office. It is staffed by the teachers and/or aides.

Six times a year a faculty meeting will be on a Friday. Dismissal will be at 12 noon. Please check the monthly calendar for exact dates.

Lunch/Recess Schedule:

- 11:30 Junior Kindergarten—in their classroom
11:33 Grades 6, 7, & 8
11:55 Grades 4 & 5 and kindergarten
12:15 Grades 1-2-3

Birthday treats are to be simple, such as, cupcakes, cookies or donuts. Due to the “longing” of other students present in the gym, there are to be NO pizzas, ice cream or soda. Thank you for your cooperation.

DANCES

Any dance held in the school must be approved by the administration. A sponsor is required, such as PTO or room mothers, who will agree to be responsible for chaperoning, preparations and clean-up.

DISASTER PLANS

Fire and tornado drills are conducted periodically. Detailed escape plans are posted in each classroom. Students are instructed to stay with their teacher. In the event of a disaster and after the students are accounted for, a process of gathering siblings will be initiated. After the police

and/or fire department have given their permission, releasing the children to the parents will begin. Parents will need to sign out their child/ren.

DISCIPLINE CODE

The Rights and Responsibilities of Students at Sacred Heart School

I have the right to walk in the footsteps of Jesus and

I have the responsibility to develop my strengths and virtues.

I have the right to be treated with respect and

I have the responsibility to be respectful and courteous to every child and adult.

I have the right to be myself and

I have to take the responsibility to respect the differences of others.

I have the right to be safe and

I have the responsibility to ensure the safety of others.

I have the right to learn and

I have the responsibility to be prepared for class and to maintain an environment in which all may learn.

I have the right to play fairly and safely and

I have the responsibility to help resolve conflicts peacefully.

I have the right to a clean and well-kept school and

I have the responsibility to keep the school clean, inside and outside.

With trust and mutual respect, I hope to come closer to God by becoming the person God calls me to be and by responding to the call of service to others.

Consequences of Inappropriate Behavior **Consequences for Bullying are delineated under Bullying**

Grades K -3

Teacher/supervising adult will talk to the student/s.

5 to 10 minute time-out on the railroad ties around outside the play area.

Loss of entire recess.

Parent contacted by note, email and/or phone call.

Grades 4 - 5

Teacher/supervising adult will talk to the student/s.

Time-out on the railroad ties for minor offenses.

Loss of lunch with classmates and recess time.

Parent contacted by note, email and/or phone call.

Parent conference for major offenses.

Grades 6 - 8
See Addendum

SPECIFIC INFRACTIONS FOR ALL STUDENTS

OUT-OF-UNIFORM

Consistent disregard for uniform regulations.

FIGHTING

No fighting on school grounds or at any school sponsored activity. What looks like fighting, is fighting.

PLAYGROUND

Minor playground misconducts will be handled by the supervising adult/s. Any flagrant disregard for another student is intolerable and falls under the Bullying policy stated earlier.

CHEATING

Students will be considered cheating if they: communicate during a test, look at another's paper or test, use the work of another student, provide answers for another student, use cheat sheets, telecommunications, alter graded answers, plagiarize. Both the giver and the recipient will be given a 0 (zero).

HARASSMENT/ BULLYING/ HAZING

Harassment/ bullying/ hazing are defined as physical or verbal abuses toward another person or persons. Harassment/ bullying/ hazing will not be tolerated. See Bullying.

DAMAGING/DEFACING PROPERTY

Defacement or damaging of school property or another person's possessions will not be tolerated.

STEALING

A student who is on school property, or is attending a school related activity may not steal. This includes using another person's possessions without permission. Stealing is not tolerated.

INSUBORDINATION

Insubordination is defined as willful disobedience of any reasonable request or regulation, or of voicing disrespect to those in authority.

PROFANITY, OBSCENITY, SUGGESTIVE LANGUAGE/GESTURES

Any obscenity, gesture or suggestive language, verbal or written, is not acceptable behavior at school or at any school sponsored activity.

INAPPROPRIATE MATERIALS

Inappropriate materials are not to be brought to school. Some inappropriate articles are: water pistols, laser pens, beepers, lighters, cigarettes, skateboards, electronic games, any object thrown or propelled.

ALCOHOL/DRUGS , GUNS, KNIVES AND OTHER OBJECTS WHICH COULD BE USED AS DANGEROUS WEAPONS

There is a zero tolerance for any of these items.

Possession of any of the above items warrant immediate suspension and probable expulsion. The principal and pastor will take reasonable steps to arrive at the appropriate action.

The pastor, principal, and teacher will work with any family whose child maintains a persistently non-receptive attitude. Should this student's continued influence be deemed detrimental to a schoolmate or the school, an alternative place of education will need to be chosen.

At all times students of Sacred Heart School are expected to show respect for all students, teachers, and adults. Students are expected to carry out reasonable requests by teachers, playground supervisors and other personnel.

EARLY DISMISSAL

If your child needs to leave school early, please notify the school by note or phone. The parent/guardian/ caregiver **needs to come into the school office and sign the child out.**

EMERGENCY INFORMATION

Each student is required to have on file in the school office the following current emergency information: parent/s' or guardian/s' names, address, home, work, and cell phone numbers; emergency phone number of friend or relative; physician's name and phone; and medical alert information. Please notify the school of any changes as soon as possible.

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular activities are offered. Some of them are:

Student Council

The Student Council provides communication with the administration, develops school spirit, aids in school functions, promotes cooperation between the student body and faculty and provides a means for developing effective Catholic citizens and leaders.

Offices include President, Vice President, Treasurer, Secretary, Spirit, Religious Affairs, Ecology and Publicity. An election is held in the spring to select officers by the 5th through 8th graders. In the fall, class representatives are elected.

Scouts

Girl Scout and Boy Scout programs are coordinated by parents beginning in kindergarten.

Sports Program: See Sports Programs.

After school enrichment classes are offered to the students periodically throughout the year. Some of the classes offered may be art, science, dance, chess, tai kwon do and cooking.

FIELD TRIPS

Field trips are financed through an activity fee.

Field trips are to have an educational value to them. Teachers who wish to conduct field trips are to present their request to the Principal for approval. Any outdoor trip is to have a ratio of one adult per ten students. For the junior kindergarten and kindergarten the ratio may be smaller.

Prior to a field trip, a letter is to be sent home explaining the nature of the trip, cost, means of transportation, and activities involved. Permission slips must be signed by the parent/guardian and returned to school prior to the trip.

Bus transportation to and from the field trip is to be preferred, when practical. Arrangement for buses will be made through the office. Private cars may be used provided there is a seat belt for each passenger. Room mothers will assist the teacher in obtaining cars and necessary adult supervision.

If cars are to be used, directions to the destination are to be clear. The group should leave at the same time. The local speed limit is to be observed. No unscheduled stops are to be made going or returning. Each passenger is to wear a seat belt. The drivers are to have a list of their passengers. A duplicate list is to be left in the office. Each private vehicle must be insured and the driver's license current.

A student may be withheld from making the field trip if the classroom teacher and the principal feel his/her behavior has not been appropriate.

Adults only, no little ones, are to accompany students on a field trip.

GRIEVANCE PROCEDURE

Differences of opinion may occasionally occur between a teacher and a parent. The parent and teacher should meet first to discuss the concern. If this proves unsatisfactory, the concerned parties and the principal need to meet to see if all solutions have been explored.

In the case of more serious disagreements between parents and the administration concerning administrative decisions, a grievance may be filed through the Archdiocesan Office of Conciliation and Arbitration.

HEALTH FORMS, IMMUNIZATION, MEDICATION AND ILLNESS

Physical and Dental Exam

Illinois State Law requires all junior kindergartners, kindergartners and 6th grade children have a complete physical examination. All kindergarten, 1st and 6th grade children must have a complete dental examination. All children entering Kindergarten, and any children transferring from out of state must have an eye examination report filled out by an optometrist or an ophthalmologist. Completed health and dental forms must be on file in the school office by

September 1, each year all students involved in the after school sports program are to have a doctor's permission on file in the office. A current permission must be submitted before training for any sport begins.

Immunization

State law requires that every child who is admitted to school must be immunized against German measles, diphtheria, tetanus, pertussis, polio myelitis, mumps, hepatitis B, and haemophilus influenza type B (Hib) .

If a child is not in compliance with these state regulations by October 15, he/she will be excluded from school until these requirements are met.

Communicable Diseases

Please notify school immediately when your child has a communicable disease: strep, fifth disease, pink eye, measles, mumps, chicken pox, head lice, AIDS, etc. In order to heighten parent awareness a notice will be sent home. A child should be temperature free for 24 hours before returning to school. Concerning head lice, the child is to be "nit" free before returning to school.

Medications

State law forbids school personnel to administer any type of medication to students. Parents are to make every attempt to give their children any necessary medications (prescriptions or over-the-counter) at home. Parents are to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent/guardian/caregiver come to school to administer the medication. In the event this cannot be done, the parent must adhere to the following regulations: A written order for administration of the medication must be obtained from the student's licensed prescriber. This order must include:

- student name
- licensed prescriber and signature
- licensed prescribed phone/emergency phone
- name of medication, dosage, frequency and time of administration
- date of prescription and date of order
- discontinuation date
- diagnosis requiring medication.
- emergency phone number

All medication brought to school must be in the original package or an appropriately labeled container which includes the following:

- student's name
- prescription number
- medication name/dosage
- administration routine and/or other directions.

Medication is not to be with the student, but rather in the health room/ office. Inhalers are an exception. Medication should be delivered to school by a responsible adult, not by a student.

Illness

No child with an elevated temperature will be kept at school. Any sign of communicable diseases (lice, chicken-pox) will be reported to parents and the child sent home. If your child gives other evidence of being sick, the parents will be called to report and informed of the symptoms.

Vision and hearing screenings are conducted annually at school by the Winnetka Public School nurse.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework is given daily in grades 4 through 8. Students in grades 4 and 5 will spend about an hour each night. Grades 6 through 8 will have about 2 hours of work. Some students are more efficient than others which may lead to less time each night. Reading and studying are understood to be part of the after school routine.

If your child is sick, please call the school office in the morning by 9 am to report your child's absence and to request homework to be sent home with a sibling or a parent, neighbor, or friend who will pick it up outside the office after 3:10 pm.

If you are planning a vacation with your child/ren, know that school work is posted on their teachers' blog which may be accessed through the school website. When your child/ren returns there may be additional assignments. The youngest children may be requested to keep a journal.

HONOR ROLL

The Sacred Heart Junior High Honor Roll is designed to recognize academic excellence achieved by junior high students (Grades 6-8), as well as to inspire all students to greater academic achievement.

The Honor Roll is determined twice a year, at the end of the second and fourth quarters. The "A" honor roll includes students who receive all A's in all subjects, as well as in effort. The "A and B" honor roll includes students who receive all A's or B's in all subjects, as well as in effort.

Since the 5th grade participates in the sports program, there will be a 5th grade Honor Roll as well. They will follow the same guidelines as the junior high, less the effort grade.

The honor rolls are posted in the school and the school newsletter. Those students who have maintained A honor roll and A/B honor roll status for both semesters are recognized at the final school Mass of the year.

LEARNING SPECIALIST

Sacred Heart School offers the services of a full-time Learning Specialist. The Learning Specialist supports students who have a diagnosis of learning difficulties. The Learning Specialist will help identify specific learning strategies, encourage the application of strategies and monitor student progress. These services are available to all grades, kindergarten through 8th grade. Services are provided during the regular school day and may occur in the classroom or on a pull-out basis. The Learning Specialist works with the public schools as well as private agencies in the diagnosis of learning difficulties. Children with severe learning disabilities or behavior disorders are not able to be adequately served at Sacred Heart School.

In light of personal safety, students are never to leave the school building or grounds during school hours unless accompanied by a parent or a designated guardian. If an early dismissal is necessary a note is to be sent to the office. The parent or guardian is required to come into the building, sign the child out and leave together. Serious consequences for leaving the building without permission will be determined on a per case basis. If a student returns to school, he/she must be signed back in by the parent.

LOCKERS

A locker is issued to each student at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them. No locks are to be used. The school is not responsible for valuables left in lockers.

LOST AND FOUND

All clothing found on the school campus is placed in the lost and found box in the kitchen. Money and jewelry or any other articles of value are sent to the office. Students may claim them with proper description and/or identification.

LUNCH

Lunch is offered on a daily basis through a catering service, Organic Life. A scheduled menu is offered three times a year. A fee is charged.

Students may choose to bring their lunch to school.

Students may purchase milk through the federally funded school milk program. Forms for purchasing milk are distributed at the beginning of the school year. Drinks from home are to be in plastic bottles, not glass. POP IS NOT ALLOWED AT LUNCH.

MASS

1st through 8th grade students attend 8:30 Mass on Wednesdays. Students plan and participate in the readings and petitions, and singing. Kindergartners begin attending Mass during the 4th quarter.

PARKING

Parking is prohibited in the "bay area" during arrival and dismissal times. Double parking is prohibited on Gage St. Parking in the "bay area" is for picking up sick children or dropping off late students only.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are formally held in November for parents of all children. However, if there are any questions or concerns at any time of the year, please call the school or write the teacher for an appointment.

Optional Parent-Teacher conferences are offered beginning the 2nd and 3rd weeks of March before and after school.

PARENT-TEACHER ORGANIZATION (PTO)

Teachers and parents of children who attend Sacred Heart School are members of the PTO.

The PTO has three primary functions:

1. to promote friendship, goodwill and communication within the school community, among the parents, and between parents and teachers;
2. to provide services to the school thereby enriching our children's educational experience;
3. to raise, collect and distribute funds.

Nite Lites is the main fundraiser. Nite Lites is Sacred Heart's annual gala fundraiser. Each family is expected to contribute to this community effort. Proceeds are used in the operating budget of the school year, helping to keep tuition costs down. Nite Lites is held on Saturday of the last weekend of April.

Other fundraisers: the Gift Wrap Sale, the Book Fair, and the Magazine Drive. They provide the operating budget for the PTO. The budget allows for special gifts to the school, assemblies, funds the scholarship program, and other projects.

PTO meetings are held most months. Please check the monthly calendar for specific dates. All are welcome

PERMANENT RECORDS

The Family Education Rights and Privacy Act states that parents are permitted to inspect and review educational records contained in their child's cumulative record. Please notify the office to review your child's records.

PRAYER SERVICES

Prayer services are conducted throughout the liturgical year, especially during Advent and Lent. Students and teachers work together to design these para-liturgies. Parents are invited and encouraged to attend.

RECESS POLICY

Students in grades JK - grade 3 have morning recess each day, weather permitting. The decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. Shorter outside recess times may be scheduled on colder days. Always dress your child for outside recess. Snow pants and boots are required for recess when there is snow present. All students must be on the playground during outside recess.

REPORT CARDS

Grades 4-8 are posted for parents and students on Power School on the web 24/7. A password is needed and is given to each family at the beginning of the school year.

Report cards are distributed two weeks after each quarter (October, January, March and June).

If, at any time, you would like to discuss your child's progress, please contact the teacher. The teachers' email addresses are in the school buzz book on the page after the family listings.

A failing grade is not given without prior written notice, phone call or conference with the parents.

ROOM MOTHERS

Room mothers help to plan and execute class parties (Halloween, Christmas, and Valentine). When there are field trips, teacher/s may call room mothers to ask for volunteers to accompany teacher/s and students on the trip.

Room mothers help coordinate a class project for the annual fund raiser, Nite Lites. There may also be other activities that vary from grade to grade and year to year.

SCHOOL BOARD OF EDUCATION

The Sacred Heart School Board of Education is responsible for developing and defining the policies which govern the operation of the school.. All such policies must be in accordance with those established by the Archdiocesan School Board. The School Board is advisory to the Principal and Pastor

The School Board is composed of 9 elected members who serve for three years. The School Board members are listed in the school Buzz Book and on the website.

Meetings of the Board of Education are held on the second Tuesday of the month (except July). Parents wishing to address the Board, are requested to contact the Board Chairperson no later than one day before the scheduled meeting.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Due to inclement weather, classes may be canceled. An all school email blast will be sent to parents. It will also be posted on the website.

SCHOOL COLORS AND SCHOOL MASCOT

School colors are red and white. The Sacred Heart school mascot is the Viking.

SECURITY

The school is secured during school hours. Admittance to the building is through the front door by ringing the bell. **All visitors, including parents, must sign in at the school office.**

SPORTS PROGRAM

See Addendum - Athletic Handbook

The athletic fee will vary according to the sport. The athletic fee is necessary to pay for referees, uniforms and sports equipment.

SUPPLIES

Students are provided with a supply list for the school year. Please replenish basic necessities as needed during the year.

TELEPHONE USE

See Cell Phones. The office phone is available to the students for emergencies.

TRADITIONAL ANNUAL SCHOOL EVENTS

Some of the annual school events are:

- Back to School Night, the second or third full week of school;
- Candles and Carols, prior to dismissal for Christmas vacation;
- Catholic Schools Week, usually the last week of January.
- Teacher Appreciation Week, usually first week of March
- Nite Lites, the last Saturday of April
- Athletic Banquets for Jr. High sports
- State of the School Report in May

TUITION AND FEES

The book fee (referred to as the registration fee) is \$600 per family. It is required at the time of registration and reregistration. This is non - refundable.

The activity fee will vary from family to family depending on various options. The required part of the activity fee is: class field trips; 2nd grade sacramental fees; PTO dues, 8th grade Confirmation fee, and computer fees for grades 6-8. Yearbook and milk are optional. Families are billed in September along with the tuition.

If a family has a financial problem, which affects the payment of school fees, the situation should be brought to the attention of the principal or the pastor, in order that suitable arrangements can be made.

Tuition for Sacred Heart School is established annually by the Board of Education. Parents are responsible for paying the tuition. You are billed monthly by the parish office unless you chose quarterly, semi-annually, annually.

No student will be denied an education because of an inability to pay tuition. However, it is the policy of Sacred Heart School and Parish that when circumstances render it difficult to pay full or partial tuition that the pastor or principal be contacted and an arrangement for payment may be made.

Each July tuition assistance is awarded to families in need. An application form is to be completed by June 1st and submitted to PSAS, an online service that analyzes need for tuition assistance.

TUITION PAYMENT POLICY

Tuition payment options available to parents:

- a. annually in August
- b. quarterly: August, November, February and May
- c. monthly: August through July

Payment are made either by direct debit, credit card or by check.

The business manager will contact delinquent families of 3 or more months. A payment plan must then be submitted and adhered to.

UNIFORM POLICY

All students are required to wear the designated school uniform. If a student is out-of-uniform, the student will be required to wear a substitute uniform from the Principal's supply and parents will be notified. Consistent disregard for uniform regulations will be subject to Consequences of Inappropriate Behavior, as outlined in the Parent Handbook.

The Principal designates one non-uniform day a month. Please check to school calendar.

As a reminder: all clothing (uniform and non-uniform) must be appropriate for school, neat and clean.

Denis Uniform Company, 847.729.7110, SH School code:
G7FGV or www.dennisuniform.com

Land's End Catalog, 800.469.2222 or
www.landsend.com/school, SHS preferred school
9000-6244-9.

GIRLS:

Grades K to 3: MacBeth Plaid jumper or skort, maximum two inches above the knee (Dennis Uniform Company).

Grades 4 to 8: MacBeth Plaid skirt or skort, maximum two inches above the knee (Dennis Uniform Company).

Grades K to 8: Plain white uniform blouse, round collar, short- or long-sleeved Polo shirt white or red, short- or long-sleeved. (Land's End Catalog).

Athletic or school shoes (no clogs, Crocs, open toes, open-heels, or boots (such as Uggs)). Solid navy blue, black, red or white visible socks

Cold weather option (November 1 to April 14):

White, black or red tights or ankle hugging, leggings, not capri-length, (plain, without lace or decorative trim), no flare, bell bottom nor yoga style.

Girls only warm weather option (April 15 to October 31):
Macbeth plaid or navy blue shorts. (Lands End School Catalog).

Grades 7 & 8 only Ballet flats (solid color only).

MacBeth plaid skirt or skort, maximum two inches above the knee (Dennis Uniform Company)

GIRLS AND BOYS:

Grades K to 8: Navy blue classic chino-style (Lands End), no cargo nor jean style (alternative to jumper, skort or skirt).

Red fleece sweatshirt or red crew neck or cardigan sweater (Lands End School Catalog). or

¼ zip cotton red sweatshirt, with or without SHS logo (Dennis Uniform Company), or

Red Sacred Heart School (SHS) Viking sweatshirt (Lands End School Catalog).

SHS cheerleading sweater; cheerleaders, only.

BOYS K-8:

Classic red or white short- or long-sleeved polo-type or turtle neck shirt, with or without Sacred Heart logo

Warm weather option (April 15 to October 31):

Classic navy blue shorts, knee length, no cargo (Lands End School Catalog).

GRADE 8

Khaki classic chino-style pants, no cargo nor jean style from (Lands End School Catalog)

Option: class shirt, acceptable only if red, white, or navy lettering/design and as pre-approved by the Principal.

Warm weather option (April 15 to October 31)

Classic khaki shorts (knee length, no cargo).

NO HOODED SWEATSHIRTS MAY BE WORN IN CLASSROOMS BY ANY STUDENT.

GYM UNIFORM:

Grades K to 8: Uniform red gym shorts and gray SHS Viking logo t-shirt (Lands End)
Red SHS Viking sweatshirt (Lands End)

Athletic (gym) shoes

IMPORTANT: To ensure that Sacred Heart School receives a portion of every dollar spent on Lands' End School Clothing, please use our school preference code (9000-6244-9) when ordering by phone or online.

For both Dennis and Lands End, please use Scrip-purchased cards to further benefit PTO.

Spirit Wear, purchased through the Spirit Wear Committee, benefits Nite Lites, but is not to be made part of the everyday uniform, unless conforming to this policy. Spirit Wear may be worn on Principal-designated Spirit Wear or non-uniform days.

Land's End Catalog, 800.469.2222 or
www.landsend.com/school, SHS preferred school
9000-6244-9.

Denis Uniform Company, 847.729.7110, SH School code:
G7FGV or www.dennisuniform.com

Sacred Heart Scrip Store
<http://sacredheart-winnetka.4scrip.com/catalog/>

ADDENDUM

Junior High Discipline Policy
Athletic Handbook
Fundraising Activities

Sacred Heart School – Junior High Discipline Policy

Parents send their children to Sacred Heart because they expect academic and moral excellence. The teachers and staff are ready to meet those expectations by helping to develop respectful, responsible, proud students. We believe we have a fine academic program at Sacred Heart. We also believe every child deserves to achieve academic excellence. The best way to ensure this goal is to create an environment where learning is paramount and disruptions to the goal of academic excellence are minimal.

Learning is directly related to a predictable, structured environment. By providing a cohesive discipline system, the goal of academic and moral excellence is virtually guaranteed. The posting of rules of conduct in each classroom, and the careful modeling of the concepts inside Sacred Heart's discipline handbook, introduces students to the procedures, rules, and rewards inherent in the system.

With that in mind, we invite you to read the handbook with your child, sign the sheet inside the discipline booklet, and have your child return it to his/her homeroom teacher. We are grateful for a supportive parent community whose expectations for excellence have encouraged us to formalize the discipline policies at Sacred Heart. Thank you for your support and encouragement.

Sacred Heart School – Junior High Discipline Policy - Guidelines

Behavior Guidelines

1. Students are to speak and act in a respectful, reasonable manner when addressing staff and other students.
2. Students are to follow academic guidelines, general classroom procedures and special situation procedures.
3. Students are to keep their hands to themselves and respect the boundaries and personal space of others.
4. Students are to exhibit pride for Sacred Heart School by following the established dress code.
5. Students are to exhibit pride for Sacred Heart School classrooms, hallways, and the lunchroom.

If a student chooses to disrespect any of the behavior guidelines (discussed in depth later in this packet), they will fill out a reflection form and serve a lunchtime detention. Parents will be contacted about the behavior and resulting detention.

Reflection Forms and Detentions

When a student commits a Class One or Class Two infraction, the teacher will ask them to fill out a reflection form. This form serves as a cool down tool for the student by using

writing to discern the cause of the poor behavior. The student will be given a lunch/recess detention; they will convene in a classroom where they will eat their lunch. Afterwards, they will sit silently for the remainder of the lunch/recess period. At no time will talking be allowed during this detention.

“Thursday School”

“Thursday School” is a two-hour after school detention. Repetition of poor behavior choices will result in “Thursday School”. Any disruption during a lunchtime detention will result in a “Thursday School” detention.

Class One Infractions

If a student accumulates **six** Class One Infractions, the student, parents, teachers and principal will convene to discuss alternative ways to redirect student choices. These infractions are found in the section below. Class One infractions involve completing a reflection form and serving a lunch detention.

<u>Class One Infractions</u>	
Spitting	
Out of uniform	
Chewing gum	
Playground misconduct	
Bringing play or look-alike weapons on school premises	
Gambling	
Tardiness	
Hallway misconduct	
Lunchroom misconduct	
Assembly misconduct	
Using skateboards or wearing rollerblades on school	premises
Bringing electronic games/devices to school	
Disregard for the building/grounds	

Class Two Infractions

Class Two Infractions are more serious and require a more stringent consequence. After completing a reflection form, a student will serve a lunch detention or a “Thursday” school detention. If a student accumulates **three** Class Two infractions, the student, parents, and principal will convene to discuss the length of a suspension. These infractions are found in the section below.

Class Two Infractions

Insubordination to staff
Fighting, harassment, or intimidation of a student
Vandalizing school property or the property of others
Stealing
Cheating/plagiarism
Profanity/swearing
Forgery

Class Three Infractions

A Class Three infraction puts the entire student body at risk and the consequence is most severe. If a student commits **one** Class Three infraction, immediate expulsion will be discussed with the student, parents and the principal. By law, an expulsion is anything over ten days in duration. These infractions are found in the section below.

Class Three Infractions

Bringing weapons to school
Bringing explosive devices to school
Bringing alcohol, drugs or poisonous chemicals to school

Behavioral Expectations**Hallway Behavior**

It is imperative that the upper grade students monitor their behavior by conversing in soft tones and by walking, not running, while in school. Disruptions in the hallway or lunchroom are considered a Class One infraction.

Lunchroom Behavior

Again, our school is filled with the energy of hundreds of students. That energy should be channeled into keeping the tables and floors clear of debris. It is critical for every student to cooperate in keeping our lunchroom/gym in great shape. Poor choices in the lunchroom can fall in either a Class One or a Class Two category.

Assemblies

Assemblies provide students opportunities to practice formal audience behavior. Students are expected to be respectful during any performance. Unacceptable behaviors include whispering, whistling, foot stomping, and booing. Unless it is a pep rally, or the venue requires louder participation, these disruptions will result in a Class One infraction.

Bathroom Behavior

No more than 2-3 students should be in the bathroom at one time. Upperclassmen are expected to show respect to the younger students. The only bathrooms to be used during lunchtime are the ones on the first floor. Violation of these requirements will result in a Class One or Two Infraction.

Care of Our Building

Our school building is in great shape and we would like to see it stay that way. Promoting clean classrooms, lockers, hallways and school grounds will contribute to an overall sense of pride for each Sacred Heart student. When students feel responsible for their classrooms, lockers, hallways, and school grounds, they will take better care of these areas. If a student exhibits disregard for our building and grounds, it will be considered a Class One infraction.

Junior High Discipline Policy – Parent & Student Agreement

(Please return this sheet to the homeroom teacher. Thanks.)

We have read the Sacred Heart Junior High Discipline Policy.

As a student, I promise to abide by the rules and accept the logical consequences of all my actions.

Student's Signature

As a parent, I support the efforts of the teachers to maintain good discipline at Sacred Heart School.

Father's Signature

Mother's Signature

Date

Behavior Guidelines

1. Students are to speak and act in a respectful, reasonable manner when addressing staff and other students.
2. Students are to follow academic guidelines, general classroom procedures and special situation procedures.
3. Students are to keep their hands to themselves and respect the boundaries and personal space of others.
4. Students are to exhibit pride for Sacred Heart School by following the established dress code.
5. Students are to exhibit pride for Sacred Heart School classrooms, hallways, and lunchroom.

Athletic Handbook

I. Philosophy

All children at Sacred Heart School are encouraged to participate in the athletic programs of the school. These programs are designed for the children of Sacred Heart School to contribute to each child's physical and emotional well being while allowing for the differences and uniqueness of every child. These programs shall be mindful of the fact that athletics shall always remain secondary to a child's academics.

II. General

Universal participation whereby every child is offered the opportunity to be a member of a team will be the standard for all athletic programs. These programs are designed to provide a wholesome means of recreation and use of non-study time. Teamwork, instruction, integrity, and self-discipline will be an integral part of Sacred Heart athletic programs at all levels IIA. The Sacred Heart Interscholastic Program participates in the Council Catholic League and, as such, adheres to their rules and regulations regarding these sports.

III. Organization

Organization of the athletic program is administered by the Athletic Director in consultation with the Athletic Committee. The Athletic Committee, as a subcommittee of the School Board, falls under the School Board's authority and responsibility.

The Athletic Committee shall consist of the school principal, athletic director, School Board liaison, and six members at large.

Terms of the at-large members are 3 years, with 2 members coming off the committee each year.

Offices of the Board shall consist of chairperson, vice chairperson, secretary, and treasurer.

Notice shall be placed in the school communication folder and church "Tower" in February to solicit potential committee members for the following year.

Principal, chairperson, athletic director and School Board member liaison shall interview potential candidates and present their recommendations to the Athletic Committee, who, after concurring, will apprise the School Board prior to any announcement.

Coaches:

Notice shall be placed in the school communication folder and church "Tower" to solicit coaches at least 30 days prior to that sport's season. A panel of Athletic Committee members will initially interview all candidates and present their recommendation to the Athletic Committee for its approval. Once approved, the Athletic Committee will notify the School Board prior to any announcement.

If a particular problem or concern arises, parents are requested to contact the team coach who is directly involved. Please remember that the majority of our coaches are volunteering their time and effort. Handling any problems in this manner will also serve as a model for problem solving for our children. If the problem is not rectified, the following chain of command shall be followed:

Head Coach > Athletic Director > Athletic Committee > Principal > School Board > Pastor

IV. Teams

A. Football

1. Varsity

- a. Grade 7th and 8th grade
- b. Season August - November
- c. Practice hrs/wk 10 hours max
- d. Games/wk 1/possibly 2
- e. Playing time: Playing time may be unequal for participants and is at the coach's discretion.

2. Junior Varsity

- a. Grade 5th and 6th grade
- b. Season August - November
- c. Practice hrs/wk 8 hours
- d. Games/wk 1/possibly 2
- e. Playing time: Playing time is generally equal for participants in games and scrimmages against opposing teams over the course of the season.

B. Volleyball

1. Varsity

- a. Grade 8th grade or 7/8th grade
- b. Season August - November
- c. Practice hrs/wk 6-8 hours
- d. Games/wk 1-3
- e. Playing time: Playing time is competitive. Each player should play an average of at least one game per match over the course of the season. All tournaments are competitive play with no guaranteed playing time.

2. Seventh Grade

- a. Season August - November
- b. Practice hrs/wk 4-6 hours
- c. Games/wk 1-3
- d. Playing time: Playing time is competitive. Each player should play an average of at least one game per match over the course of the season. All tournaments are competitive play with no guaranteed playing time.

3. Sixth Grade

- a. Season August - November
- b. Practice hrs/wk 4-6 hours
- c. Games/wk 1-3
- d. Playing time: Playing time is generally equal for participants over the course of the season. All tournaments are competitive play, with no guaranteed playing time.

C. Basketball

1. Varsity

- a. Grade 8th grade or 7/8th grade
 - b. Season November - March
 - c. Practice hrs/wk 8 hours
 - d. Games/wk 2-3
 - e. Playing time: Playing time may be unequal for participants and is at the coach's discretion
2. Seventh Grade
- a. Season November - March
 - b. Practice hrs/wk 6 hours
 - c. Games/wk 2-3
 - d. Playing time: Playing time is competitive. Each player should play an average of one quarter per game minimum, over the course of the season. All tournaments are competitive play, with no guaranteed playing time.
3. Sixth Grade
- a. Season November - March
 - b. Practice hrs/wk (approx.) 4-6 hours
 - c. Games/wk (approx.) 1-3
 - d. Playing time: Playing time is generally equal for participants in games and scrimmages against opposing teams over the course of the year. All tournaments are competitive play, with no guaranteed playing time.

D. General Notes

1. Playing time

Playing time is not a right, it is a privilege. For junior varsity and non-varsity sports, playing time is generally equal over a season. However, there may be unequal segments over a game or two. Certain factors may adversely affect playing time in games. However, for non- varsity sports skill level is not a factor. The factors that may affect playing time include, but are not limited to, any one of the following:

- a. Practice attendance,
 - b. Work ethic,
 - c. Attitude,
 - d. Willingness to learn, and
 - e. Other factors as determined by the coach and discussed with the player.
- Decisions regarding playing time will be made by the coach, and may affect playing time even if it differs from normal athletic policy. In such instances, the coach will inform the player of the decision.

V. Guidelines for Sacred Heart Athletic Teams

Commitment and dedication are vital components when participating in team sports. The athletic director and coaching staff request that each parent and athlete attempt to arrange schedules to fulfill these important requirements.

A. Excused absences will be accepted under these circumstances:

- 1. Death in the family,
- 2. Doctor/Dentist appointment,
- 3. Family vacation,
- 4. Illness,
- 5. Tutoring,

6. Conflict with family responsibilities, which have been discussed with the coach.

B. If a student athlete is ill and misses school that day, they may not participate in that day's practice or a game.

C. Unexcused absences from practice may result in reduced playing time and future participation in that sport. The amount of reduced playing time shall be determined by the coach but shall not exceed a reasonable amount of time.

D. Each player must wear the official team uniform in order to participate in competition.

E. The athletic director and the coaches will take an extraordinary number of absences under consideration.

F. The athlete must maintain a "C" average or better with no failing grade in any one subject, as measured by mid-quarter and quarter grades. At mid-quarter, students will have ten days to meet eligibility requirements. At that time, participation shall be suspended until eligibility requirements are met.

G. Athletes serving Thursday School Detention shall forfeit participation in the next scheduled team game following the detention. After three Thursday School Detentions, an athlete will be invited to leave the team. Please refer to the *Parent Handbook, Junior High Discipline Policy*.

H. No athlete will be issued a uniform or be allowed to participate in practice without prior receipt of the athletic fee and the medical and liability waiver forms completed and executed.

VI. Athletes' Code:

A. Participation in interscholastic sports is a privilege and not a right.

B. Athletes must maintain a "C" average or better with no failing grade in any one subject as measured by mid-quarter and quarter grades. At mid-quarter, students will have ten days to meet eligibility requirements. At that time, participation shall be suspended until eligibility requirements are met.

C. Participation in the program is intended to foster school spirit, loyalty, teamwork, responsibility and sportsmanship.

D. Athletes must show respect for their coaches, teammates, parents, teachers, principals, opponents, officials and anyone else connected with the athletic program.

E. No on or off the court incident will justify an athlete arguing with an official in any sport. Any complaint that an athlete has with an official must be communicated to his/her coach. If the complaint is justified, the coach shall have the responsibility of communicating that complaint to the official.

F. Athletes will not swear or use profanity at practice or in any game. The use of profanity shall subject the athlete to possible suspension from the team.

G. Athletes will be responsible for the use of proper and well-fitting equipment and for the maintenance and return of the school-issued uniforms.

H. Attendance at practice is mandatory for participation in the Interscholastic games except in the case of an excused absence. Failure to attend practice on a regular basis, regardless of the individual skills of the player, may result in diminished playing time in games.

I. Each athlete must remember that he/she is a representative of the school and that his/her conduct must reflect the principles of Christian behavior and respect for teammates, coaches and officials.

J. Athletes serving Thursday School Detention shall forfeit participation in the next scheduled team game following the detention. After three Thursday School Detentions, the athlete will be invited to leave the team. Please refer to the *Parent Handbook, Junior high Discipline Policy*.

VII. Parent's Code:

Parents are their child's primary role models. With this in mind, parents should:

A. Contact the team coach who is directly involved if a particular problem or concern arises. Please remember that the majority of our coaches are volunteering their time and effort. Handling any problems in this manner will also serve as a model for problem solving for our children.

B. Treat coaches, referees, Sacred Heart team members, and opposing team members with courtesy and respect at all times. Swearing at any sporting event is strictly prohibited;

C. Parents, as well as the athletes, and coaches, represent the school, and that one's conduct should represent the principles of Christian behavior. Any parent or spectator not abiding by these behavioral guidelines will be asked to leave a sporting event by either the Athletic Director, the coach, or the referee.

D. Assist in selecting their child's proper equipment for the particular sport in which he/she is involved. All equipment is to fit properly.

E. Assist their children in attending practices and taking the necessary steps to insure that their child attends as many practices as possible; and

F. are responsible for payment of the annual athletic fee before a uniform is issued.

VIII. Parent Coordinator

The parent coordinator will:

- A. Check facilities before each game.
- B. Introduce yourself as supervisor to the coach.
- C. Not allow anyone:
 - 1. On the court, except for players of that game, or
 - 2. In classrooms.
- D. Inform visiting teams to change in washrooms and to bring their clothes with them to the gym.
- E. Check washrooms occasionally. If there are any problems, the athletic director is to be informed.
- F. Assist in cleaning up and taking down of chairs after final game.

SACRED HEART SCHOOL

Principal Fund-Raising Activities

Introduction

Tuition and fees cover only 60% of the annual cost of educating a child at Sacred Heart School. The balance of Sacred Heart School's operating budget depends primarily on the generosity of the Parish community. The purpose of this section is to briefly describe Sacred Heart School's primary fund-raising programs.

Nite Lites

Nite Lites is a festive fund-raiser hosted by Sacred Heart typically on the last Saturday of April. The evening typically includes live entertainment; silent, super silent, and live auctions; a casino; shopping; dinner; and dancing.

Nite Lites is Sacred Heart's largest annual fundraiser and is important to the parish, both as an economic and a community-building event. The event has raised in excess of \$250,000 in recent years, covering approximately 20% of the operating budget of the school. As importantly, Nite Lites provides a wonderful opportunity to become involved, building lasting friendships in the parish and school community.

Because of its importance to our financial condition and the preservation of affordable tuition, each Sacred Heart School family is expected to volunteer time and resources toward Nite Lites. Purchasing or selling at least two \$100 raffle ticket, attending the event, and volunteering in both the preparation for and execution of the event is included in this expectation. Many families find the time spent volunteering for Nite Lites to be rich in rewards of closeness within the parish community.

P.A.S.S.

A defining feature of Sacred Heart School is that our children are instructed by talented and caring teachers who share the values of our faith and our families. This feature is an important part of what separates Sacred Heart School from the public schools in our community. However, because the Chicago Archdiocese stipulates salary levels for teachers at parish schools, our teachers are paid significantly less than teachers in the local public schools.

Since 1984, the purpose of the P.A.S.S. (Parents' Assisted Salary Supplement) program has been to permit Sacred Heart School to somewhat narrow this salary gap. Through the generosity of Sacred Heart School parents and friends, P.A.S.S. has been instrumental in the recruitment and retention of talented teachers.

This year, the School Board again seeks voluntary, tax-deductible contributions to P.A.S.S. from Sacred Heart School's parents. In order for P.A.S.S. to be successful, it is necessary that every Sacred Heart School family contribute to P.A.S.S. As in years

past, it has been suggested that each family consider a contribution of \$1,500 per child (of course, as circumstances vary, all contributions will be greatly appreciated).

For the first time, school families pledging to this P.A.S.S. drive (but not the amounts contributed) will be recognized in a publication to school parents. For inclusion, pledges must be received by 6/30/08. All checks must have P.A.S.S. written on the memo line and be sent to the school office.

Thank you for your support of this important program!

Parent Teacher Organization (PTO)

All families are asked to become PTO members. Annual family dues are \$25 and help support the many PTO programs. Additional optional PTO fundraisers include the gift-wrap sale, magazine sale, Scholastic book sale, and spring plant sales. The PTO also receives a percentage of sales from uniform items purchased through Land's End, online purchases through School Pop, and Market Day.

Fundraising profits contribute to the school's Scholarship Fund, classroom material gifts, special assemblies, enrichment activities, family events and numerous miscellaneous school projects. The PTO also serves a special lunch program for the students and faculty throughout the year.

Endowment

Sacred Heart was one of the first Catholic Schools in the Chicago area to establish an Endowment Fund. The goal of the Endowment Fund is to provide a permanent and predictable source of financial support for Sacred Heart School. Through the generosity of parents, alumni, alumni parents, grandparents and other supporters of Sacred Heart School, the Endowment Fund currently has an invested value of approximately \$2 million. Although most of the Endowment Fund's earnings are reinvested, a modest amount is set aside to support Sacred Heart's marketing and development activities.

Tax-deductible contributions to the Endowment Fund are welcome and greatly appreciated.

Miscellaneous

Finally, there are a variety of fees that may be requested during the year that will vary with each child's grade level and extracurricular involvement. Primary examples are per child activity fees to fund field trips, and athletic fees to cover team athletic participation. Also, during September, room parents ask for contributions of approximately \$75-100 per child to cover teacher/staff gifts, support service projects, creation of a Nite Lites project and classroom parties and activities. Student Council will also host student run fundraisers during the school year.

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