

2020-2021 Student/Parent Handbook



Called to be

Saints...

everyday
HEROES!

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Sacred Heart of Jesus School
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Phone 330-334-6272 * Fax 330-334-3236

Dear Sacred Heart Families,

I am truly excited to be joining this amazing community and school family and I believe that this will be a year of great success! Regardless of the many challenges that recent global events have produced we move forward with a sense of hope and faith. I believe this year will be one filled with opportunities, challenges, and excitement. This year's theme, Called to be Saints...Everyday Heroes, is one that not only challenges us but provides us the opportunity to encounter our Lord in new and unexpected ways. The saints are men and women, girls and boys just like you and I. They were single, married and members of various religious orders. They were young and old, rich and poor. They served as government officials, played sports and even spent time behind bars. They weren't perfect and in many cases they struggled in their relationship with God. Yet, with all their faults and failings, they also answered a call. A call to be drawn ever closer to God and to deepen their relationship with Him. In doing so, they also model for us the joys and love that we will experience when we commit to a God who has given us everything, including His own life, so as to save us. Even amidst all the exterior factors impacting the start of our school year we can refocus and re-center on our relationship with God and the people in our faith who are the "real heroes."

I also wish to welcome our new families as they join our family within the Sacred Heart Community. Being new this year myself, I understand the feelings many of you must be feeling. But I can whole-heartedly share with you that the support, comfort, positive attitudes, and a willingness to help that I have experienced from our current families are clearly hallmarks of this great school.

This handbook will provide much guidance to the policies and the expectations of our amazing school. We strive to be thorough, but in light of the ever changing COVID-19 situation, updates and revisions to policies and procedures may be necessary throughout the year. Maintaining a safe, comfortable and respectful environment are priorities for the staff of SHS.

Christ is the center of all we do and He is the sole reason we exist as a Catholic school. He, like the saints we will learn more about this year, call us to come together as Christians, caring for one another with love and respect. How we treat each other, particularly in the face of the great challenges that lay ahead this year will be what continues to define who we are as a faith community.

The content of this handbook will lay out our expectations for our students and families. We ask that you take time to familiarize yourself with its content. **After reading this document, please sign the acknowledgement form and return it to your youngest child's teacher.**

Our beliefs are clearly stated in our Mission Statement, as we teach the Catholic Faith, welcome all who desire to learn, provide excellent academic and spiritual opportunities and live our love for God through service.

I look forward to joining you on this grand adventure, working together to further deepen our relationship with the Lord who loves us and help our students find success both spiritually and academically!

In Christ,
Mr. John Czaplicki, Principal

**Mission Statement
of
Sacred Heart of Jesus School**

The Mission of Sacred Heart of Jesus School is to:

- Embrace and teach the Catholic faith.
- Welcome all who desire to learn.
- Provide excellent academics and rich spiritual opportunities.
- Live our love for God and others through service.

**Philosophy Statement
of
Sacred Heart of Jesus School**

Education of a child begins within the home in the heart of the family. Parents, as first and primary educators of their children, have the privilege and responsibility to plant and nourish basic Christian values, and to introduce the child to the Catholic faith and a personal relationship with Jesus Christ.

Sacred Heart of Jesus School is maintained and supported by the parish community to pass on the values and beliefs of the Catholic Church. The school shares in the total development of the child within a loving faith community. In imitation of Jesus, with His love and guidance, each teacher strives to teach as He did to help the child and the entire school community to witness the Gospel message of hope, peace and justice to the Wadsworth community and those we meet. Parents, as the primary educators of their children, foster and enrich their children's unique pattern of spiritual, intellectual, emotional, social and cultural growth, and encourage active involvement in the parish and school community.

The faculty assumes the responsibility of developing a curriculum that meets the individual needs of each child, and at the same time, stresses the values of respect for life, sacredness of the family, unique giftedness and talents of each person and justice and peace for all peoples. By implementing current educational methods and materials and by presenting religious instruction authentic in doctrine, the child can grow and become a more mature member of the Church and society.

**Belief Statements
Of
Sacred Heart of Jesus School**

- We believe in nurturing each child's unique talents and gifts
- We believe in preparing all students to meet their God-given potential to grow in mind, body, and spirit.
- We believe all children have the ability to learn
- We believe that parents are the first and primary educators of their children.
- We believe a collaborative relationship between home and school promotes success.
- We believe that we are part of a supportive parish family.
- We believe that students share the responsibility to become independent learners through a sincere work ethic.
- We believe that all children should have the opportunity to receive a Catholic education.
- We believe every child has the right to learn in a safe environment.
- We believe students are accountable for their actions.
- We believe children should imitate Jesus through their actions, reflecting Catholic values.
- We believe Sacred Heart prepares students to be productive citizens in the Church and society.
- We believe Sacred Heart prepares students with the knowledge, skills, and behavior necessary for a successful future.
- We believe in providing opportunities for religious learning through daily prayers, personal reflection, spiritual growth, and service to others.
- We believe in celebrating and respecting each other's differences.

Faculty & Staff

Fr. Joe Labak	Pastor
Fr. Pat Schultz	Parochial Vicar
Deacon Roger Klaas	Deacon
Deacon Rich Michney	Deacon
Mr. John Czaplicki	Principal
Mrs. Beth Sobnosky	Secretary
Mrs. Christy Kellish	Secretary
Mrs. Mary Gegick	Development Director
Mrs. Annette Bernard	Director of Religious Education
Mrs. Angela Robinson	Pre-Kindergarten
Mrs. Cheryl Leach	KA
Mrs. Vanessa Semrau	KB
Miss Katherine Paydo	1A
Mrs. Veronica Bilas	1B
Mrs. Lisa Kelley	2A
Mrs. Sue Bott	2B
Mrs. Adrienne Polczak	3A
Mrs. Marguerite Blake	4A
Mrs. Kim Hancock	4B
Mrs. Liz Valeri	5A
Mrs. Rene Gerschutz	6A
Miss Shawna Russell	6B
Mrs. Christine McMillan	7
Mrs. Lisa Cingel	8
Mrs. Julie Kovick	Physical Education
Mrs. Andrea Lindner	Art
Ms. Cinnamon Chivers	Music
Mrs. Wendy Ligas	Spanish/French
Mrs. Michelle Workinger	Technology
Mrs. Janet Palte	Educational Aide/Technology
Mrs. Joann Pluskota	Educational Aide
Mrs. Kathy Cooper	Educational Aide
Mrs. Maria Gerace	Educational Aide
Mrs. Lindsay Mangan	Educational Aide
Mrs. Veronica Thombs	Educational Aide
Mrs. Babs Uhl	Educational Aide
Mrs. Dora Winkler	Educational Aide
Mrs. Chris Race	Government Clerk/Copy Clerk
Mrs. Michelle Hevener	Reading/Math Tutor/5-8 Advanced Math
Mrs. Jess Allen	Tutor
Mrs. Virginia Doty	Intervention Specialist
Mrs. Liddia Nie	Intervention Specialist
Ms. Danielle Fascione	Art Therapist
Mrs. Debbie Huefner	Speech/Lang. Pathologist
Mrs. Julie Shaw	Psychologist
Mrs. Kristin Fortunato	Nurse
Mrs. Karen Flanigan	Cafeteria Manager
Mrs. Heather Lawrence	Cafeteria Helper
Mr. Ben Kingland	Maintenance

Daily School Schedule

8:35 AM	School Doors Open (due to COVID no waiting in lobby is allowed)
8:45 AM	Entrance Bell
8:55 AM	Homeroom Classes Begin
11:20 AM–12:55 PM	Lunch & Recess
11:25	AM Pre-Kindergarten Dismissal
12:15 AM	1/2 Day Kindergarten Dismissal
12:55 PM	PM Pre-Kindergarten
3:25 PM	Dismissal for All Students
3:50 PM	Building is Closed to Students
8:15 AM-3:50 PM	Office Hours

** Students are not permitted to revisit classrooms after dismissal for assignments/books that have been left behind. Please report to the office, do not seek help at the Aftercare program.*

**Additional schedules will be provided to parents by teachers.*

2020-2021 School Calendar
Subject to change

August 31, Sept.1 & 2, 2020.....Orientation/Drop In
Thursday, September 3 , 2020.....A-L First Day of School
Friday, September 4, 2020..... M-Z First Day of School
Monday, September 7, 2020.....Labor Day/No School
Tuesday, September 8, 2020.....First Day For All Together
Friday, September 18, 2020.....No School—Teacher Retreat
Friday, October 9, 2020.....No School—Teacher In-Service
October 30, 2020.....End of the 1st Quarter
November 11 & 12, 2020.....Parent/Teacher Conferences
Nov. 25, 26, 27, 30 2020.....Thanksgiving Break
Monday, December 21, 2020 - Friday January 1, 2021.....Christmas
Vacation
Monday, January 18, 2021.....Martin Luther King Day/No School
Friday, January 22 , 2021.....End of the 2nd Quarter
TBD.....Parent/Teacher Conferences
January 30 - February 5, 2021.....Catholic Schools Week
Monday, February 15, 2021.....Presidents’ Day/No School
Friday March 26, 2021.....End of the 3rd Quarter
Friday, March 12, 2021.....No School-Teacher In-Service
April 2 (Good Friday) - April 12 , 2021.....Spring Break
Friday, May 28, 2021.....Last Day of Pre-K
Monday, May 31, 2021.....Memorial Day/No School
Wednesday, June 2, 2021.....8th Grade Graduation
Friday, June 4, 2021.....Last Day of School

Admission Guidelines & Priority

Sacred Heart of Jesus School is a Catholic elementary school intended to provide a quality Catholic education to all children. Non-parishioners and non-Catholics are welcome. In all cases, admission of students to Sacred Heart of Jesus School will be made only in those cases where the child's needs can be met. While there is no maximum class size defined, it shall be the attempt of the Pastor and the Principal to keep the class size at 30 children or below as much as possible. We are currently at an 18:1 student to teacher ratio.

Decisions regarding the admissions of students to Sacred Heart of Jesus School will be made primarily in terms of the guidelines outlined hereon; however, the Pastor and building Principal reserve the right to digress from these guidelines for unusual circumstances or where special concerns are factors.

If a waitlist is generated, students will be considered for admission to Sacred Heart of Jesus School according to the following priorities:

- ◆ Parishioners by date of registration (i.e. children of families who are registered in, attend and contribute to Sacred Heart of Jesus).
- ◆ Catholics from parishes without an elementary school (i.e. non-parishioners who are registered in, attend and contribute to a parish without an elementary school).
- ◆ Catholics from parishes with an elementary school (i.e. non-parishioners who are registered in, attend, and contribute to a parish with an elementary school with the specific, written permission of the pastor).
- ◆ Non-Catholics (i.e. children of families of other faiths who desire a Catholic education).

Sacred Heart of Jesus School may conditionally accept new students into grades 7 & 8. We ask for a letter of recommendation from the principal of the previous school. Families who wish to seek re-admittance to the school will be required to register as new students following the admission guidelines herein. Re-admittance will be at the discretion of the Pastor and the principal.

NOTE: Acceptance for enrollment of students transferring from another school to Sacred Heart is never final until all records are received, reviewed and approved. Sacred Heart welcomes all who wish to learn in a Catholic Environment, however an unwritten policy includes a no return after a student leaves unless circumstances arise that would warrant a review.

Attendance Policy

Academic progress demands daily attendance. In many cases, irregular attendance is the major reason for poor school performance. Therefore, absence from school is discouraged. Parents are urged to make doctors appointments and vacations outside of school hours. If a student needs to leave the building during the day, a parent/legal guardian must sign the student out. A written request must be sent to the office for approval for unavoidable appointments.

Reasons for which absences may be **excused** include, but are not limited to: personal illness of the student, illness in the student's family, death in the family, or quarantine for contagious disease. Whenever a child is going to be absent from school, parents should notify the school (334-6272) by 9:30 AM each day of the absence. Upon returning to school, parents must provide a signed, written note explaining the absence. Any student missing more than **15 days** during the school year will be required to meet with the principal to develop a plan to help improve attendance. A doctor's excuse will be required for any further absences during the rest of the year. It is understood that the child and parents are responsible for making up any missed work assignments. Students who are absent from school for reasons not permitted by State Law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher. Students who are taken out of school for trips or vacations will be expected to make up the work. The responsibility for this missing work will rest with the child and will not be re-taught by the teacher. However, if the school is notified in advance of such trips, every effort will be made to prepare a general list of assignments for the child to do while he/she is absent. **We strongly discourage families from taking vacations during the school year**, due to the amount of cooperative learning and discussions which take place within the classroom walls. Students who are absent because of vacations are responsible for all missed work. Lessons will not be re-taught by the teacher. When a teacher is notified at least two school days prior to an absence, teachers may compile a basic list of assignments to be completed. This work is expected to be turned in when the student returns to school.

Any student arriving after 11:00 AM and before 1:00 PM will be marked a half day absent. Students arriving after 1:00 PM will be marked a full day absent. Any student who leaves prior to 11:00 AM will be marked a full day absent. Any student who leaves after 11:00 AM will be marked a half day absent. If students are signed out of school for an appointment etc. and are gone 2 hours or more they will be marked a 1/2 day absent.

Truancy (absenteeism & tardiness) will not be tolerated by Sacred Heart of Jesus School. Parents have the responsibility to ensure that their children attend school. If excessive truancy continues to exist, the student and parents may be reported to Juvenile Authorities.

Our school day begins promptly at 8:55 AM. Students are considered **tardy** if they are not in their classroom at the 8:55 AM bell. Students must report to the office for a tardy slip to present to the teacher. If children are tardy because of an unavoidable medical or dental appointment, a physician's excuse is required upon arrival at school. Bus riders will not be considered tardy if the tardy is due to a late bus. **A student who has 5 tardies in a grading period will receive a half hour detention. Every tardy thereafter will increase by a half hour. (Example—6 tardies = an hour detention, 7 tardies = 1-1/2 hour detention).** Each grading period, a child's "slate will be wiped clean."

Pupils shall not assemble on or about the premises of the school before 8:30 AM except by permission of the principal. Students may wait in the lobby area until the 8:40 AM bell rings. On Wednesday mornings students may go to early morning gym at 8:15 AM. **With the exception of bus riders, students may not enter the building before 8:30 AM.** When dropping students off in the AM, please recognize the traffic congestion and pull to a parking spot if you need to exit your vehicle.

Auxiliary Services

The students of Sacred Heart of Jesus School benefit from the following professional services of state and federally funded personnel: Title I (Federal Program) Reading & Math Tutor, LD Tutor, Speech and Language Therapist, School Nurse, Health Aide, Teacher Aides, Government Clerk, School Psychologist, Intervention Specialists and a Technology Teacher.

Birthdays *(see COVID addendum)*

Birthdays and half-birthdays are special days at Sacred Heart School. Students may bring a small treat to share with their class at the end of the day. Please make sure all students are included in the treat especially those with special diets and or allergies. If you are unable to provide a unique request, please call the school. Students are also permitted to have a Grub Day. If the birthday occurs on a weekend, church day, or already scheduled grub day, the Grub Day can be taken the day before or after the birthday. NOTE: Half-birthdays are celebrated only for students who have summer birthdays.

Communications

In the development of children, the understanding between home and school is of great importance. In order to strengthen the relationship of home and school, we suggest that when in doubt concerning regulations or procedures, please contact the school for clarification (334-6272).

Classroom Interruptions. Parents are asked not to interrupt a class in order to consult with a teacher. If you wish a conference with a teacher, please send a note directly to the person or call the office for an appointment. Home phone numbers of teachers are not released. Teachers or the Principal should not be called at home. If you wish to speak to a teacher, please call the office and leave a message for the teacher. **Parents should not to go to the classrooms before school or at dismissal.** The morning is a difficult time due to teacher preparation. Concerns regarding your child's progress in school should be shared with the teacher at the appropriate time and in the appropriate way.

Calendar and Lunch Menu. A monthly calendar of events, and the cafeteria menu are published and available on the school webpage. The monthly calendar is also sent home through the book-bags.

GradeLock is a web-based communication system for parents and teachers. At any time parents can access their child's grades using their GradeLock password. Newsletters and daily homework assignments may also be accessed at any time using this password.

Newsletter. SHS provides information through its newsletter published at least 2 times per month. The newsletter is sent through email and is also available on our webpage. Please contact the office to receive a hard copy of this correspondence.

OneCall is a specialized voice message delivery system that allows us to record a message and send that message to all students and staff about important events such as school closings and special meetings. OneCall also allows the school to email parents with news from the school, including newsletters.

Parent/Teacher Conferences are held twice a year (October and January). The conference in October is mandatory for all families. The January conference requires at least some form of communication if a face to face isn't scheduled. Conferences may be held throughout the school year if needed.

Report cards are given out four times a year. They are to be signed and returned promptly. Report cards will be held if tuition or other fees are in arrears at the end of each grading period and/or

school year. Parents can access their children's grades online anytime, but will be required to check grades mid-quarter each grading period. With a combined effort of parent, student and teacher, student's grades will improve and satisfactory marks will be evident on the report cards.

Teacher Requests. Sacred Heart School does not accept teacher requests. We make every effort to place children in an environment of success.

Webpage. Sacred Heart's webpage (www.sacredheartexcellence.com) is a good source of information and current news. Staff members have created their own teacher pages, providing pertinent information.

Written Correspondence. All written correspondence to parents is sent home with the youngest/only child in each family, usually on Wednesdays. Upon receipt, parents should read all information immediately. **If a parent/guardian wishes to have additional correspondence, report cards etc. mailed to their home, please provide self-addressed stamped envelopes.**

Curriculum

The curriculum at Sacred Heart of Jesus School follows the guidelines of the Cleveland Diocese, and is in compliance with all state requirements. At Sacred Heart, we are blessed to have a qualified and dedicated faculty to teach our students.

Students in 5th through 8th grade are exposed to daily class changes with subjects taught by teachers who are properly certified, highlighting their expertise. Specials for 5th-8th are scheduled in the afternoon for class continuity.

Extended Learning Program (ELP). Students in grades 3-8 must meet the following requirement to qualify for the Extended Learning Program (ELP), which is our gifted program.

1. The student must have a Standard Age Score (SAS) of at least 130 on the Cognitive Ability Test (CogAT), and a recommendation from the teacher.

Field Trips. As an extension to the curriculum, SHS provides field trip experiences to all of our students. We travel to Washington D.C. , Cleveland, Columbus, Put in Bay, Pittsburgh, and Camp Christopher just to name a few. All chaperones MUST be VIRTUS trained.

Testing. In order to determine the needs of our students, we administer standard tests. Typically, students in 1st grade complete the Cognitive Abilities Test in the fall. The 3rd grade will test in December. Each class will take the MAPS test 3 times a year. The test is designed to create a progress chart for each student. **Please refrain from taking your students out of school during tests.**

We also provide **DIBELS testing**, in the primary grades, to measure student needs and progress in reading.

Peterson and EdChoice Expansion Scholarship students are required to take the State Mandated Tests to keep their scholarship monies.

Custody Policy

Sacred Heart of Jesus School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason, we find it necessary to clarify and reiterate the usual procedures followed by the administration and faculty in dealing with parents in such situations. **It is imperative that we have the most current copy of the court order on file to effectively deal with the situations that may arise.**

Discipline & Code of Conduct

Sacred Heart of Jesus School sets a priority to teach self-discipline as the highest discipline. We are committed to providing a safe learning environment for all children. A discipline policy is designed to ensure every student the best possible learning environment for growth and academic learning. Our goal is to instill in each child a sense of self-discipline and responsibility for self and for the learning environment of others. Each student must be willing to accept the results of behavior for which (s)he is responsible. At the beginning of the school year, each teacher will outline classroom rules which will provide the best learning environment for all students including reinforcement for positive behavior and consequences for negative behavior.

Rules of Discipline

The following list of unacceptable behaviors includes, but is not limited to:

- ◆ disrupting the learning process
- ◆ Insubordination, disrespect to teacher
- ◆ verbal or physical assault
- ◆ intimidation, bullying or harassment
- ◆ disregard for school policy regarding the uniform code, playground rules, lunch program, safety regulations, etc.
- ◆ disregard for classroom policy
- ◆ unexcused, excessive absence or tardiness
- ◆ leaving the school grounds without permission during school hours
- ◆ inappropriate language, written or verbal
- ◆ theft of or intentional destruction of personal, school, or parish property (monetary compensation must be made)

- ◆ unacceptable field trip behavior
- ◆ use, possession, transmission of, or sale of prohibited items, such as, knives, weapons (including look-alikes), matches, fireworks, lighters, drugs (including look-alikes), tobacco, rubber bands, and items deemed dangerous by the supervising teacher
- ◆ chewing gum during school hours
- ◆ CDs, iPods, iPads, MP3s, iPhones, smartwatches and other electronic devices may **not** be brought to school for personal use unless okayed by a school staff in writing
- ◆ **Cell phones must be turned off and kept in locker or book-bag during school hours.** Cell phones will be taken for parent pickup on the first offense. Walking the school halls immediately before and after school using a cell phone is not permitted
- ◆ Fitness Trackers are allowed but no other smartwatches are permitted
- ◆ repeated acts of misconduct
- ◆ inappropriate bus conduct
- ◆ public display of affection on school property

Corrective action taken when a rule is broken will be responsive to and in direct relation with the nature of the misconduct. ***It is the right of the school to decide the consequences of misconduct.*** A variety of measures are available: reprimand, loss of privilege, detention, parent contact or conference, restitution for damages, suspension or expulsion. Certain matters may fall under the jurisdiction of the legal system. If legally required, those incidents will be reported to law enforcement officials.

Detention is when students are required to arrive before or stay after regular dismissal. Many teachers use an accumulation of discipline slips (typically 3) to equal a detention. Parents are informed of the date for the detention to be served. Detention times are noted on the detention slips. Transportation is the parents' responsibility. Missed detention will result in an additional detention. Again, teachers send home their discipline plans the first week of school explaining their rules pertaining to discipline/detentions. Dependent upon the infraction, teachers may need to forego discipline accumulation and directly issue a detention for discipline. In school detention will be used for certain violations.

Probation may occur when a student has violated the discipline policy several times in one semester. The principal, teachers, pastor, parents and the student involved will meet for a conference and sign probation papers. Probation is formal notice that a student may

be asked to transfer to another school if the behavior patterns do not change.

Major Misconduct. Certain violations may be considered serious misbehaviors and may result in strong disciplinary action, including suspension, emergency removal, and/or expulsion. Only the principal or pastor may suspend or expel a student. **Suspension** is used for more serious offenses, at the discretion of the principal. Some reasons for suspension are fighting, weapons, truancy, physical or verbal abuse of staff or students, smoking, drugs, etc. An **in-school suspension** may be considered in some cases and used at the discretion of the principal. Out of school suspensions are counted as absences and noted in the attendance records as suspension. **Expulsion** of a student is a serious matter and will only be used when absolutely necessary. In some cases the principal or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor.

Expulsion may be enforced for the following reasons but are not all inclusive:

- ◆ contempt for the Catholic faith and religious practices
- ◆ possession or transmission of items deemed dangerous to the welfare of the students (weapons, drugs, alcohol)
- ◆ defiance of school policy after imposition of discipline code measures and probation status

As needed, students who are candidates for expulsion will be granted a conference with their parents, teachers, principal, and the pastor.

Harassment Policy. The pastor, administration and staff of Sacred Heart of Jesus School believe that all employees and students are entitled to work and study in a school-related environment that is Christ-centered and free of harassment. Sacred Heart of Jesus School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Examples of harassment include, but are not inclusive of, verbal or written taunting, bullying, other intimidating, hostile or offensive conduct, jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group, and are continuing in nature. Copies of the policy and procedures are on file in the office.

Sexual Harassment & Sexual Violence Policy. Sacred Heart of Jesus School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this rea-

son and in keeping with the goals and objectives of Catholic education, Sacred Heart of Jesus School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. A copy of the procedures and policy are on file in the office.

Violence & Threat Policy. Whenever an individual believes that his/her personal safety is in jeopardy or challenged, a threat has occurred. Any and all student threats to inflict any harm to self or others will be taken seriously.

The following is the adopted policy of Sacred Heart of Jesus School:

- ◆ Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- ◆ Whoever hears of a threat or recognizes a threat in written work should report it immediately to the principal.
- ◆ The parent will be notified immediately.
- ◆ Police may be notified if circumstances warrant.
- ◆ The student will be kept in the principal's office under supervision until the parent and or police, if notified, arrive.

Grades 5-8 Discipline Plan

Beliefs

1. Christ is at the center of our school. Christ is the model for all behavior and how misbehavior is handled.
2. All children make mistakes. We believe children can learn from their mistakes.
3. Students benefit from consistent consequences (positive and negative) for their behavior choices in order to mold acceptable behavior.
4. We believe in providing a safe and secure learning environment, which fosters independence and self-discipline.
5. School staff should model the type of behavior and school attitude that we expect from our students.
6. We believe in recognizing the positive behaviors of our students.

Minor Infractions

1. Each teacher will record minor infractions on a homeroom chart. This chart will travel with students to departmental classes and special classes.
2. A minor infraction is a behavior choice that disrupts teaching or learning but is not serious. Minor infractions include:
 - I. Not following classroom rules
 - II. Talking in class or in the halls.
 - III. Not on task.
 - IV. Not being prepared for class/borrowing materials.

3. When students are approaching a benchmark level, teachers will privately discuss the consequences the child will receive with another infraction and help the child make other behavior choices.

Discipline Reports

Discipline reports will be filed immediately for more serious offenses such as:

1. Out of class without permission
2. Very disruptive classroom/hallway/school behavior
3. Throwing objects
4. Possession of writing instrument/art supplies in the bathroom.
5. Damaging property
6. Pushing, shoving, or other aggressive physical contact.
7. Other _____

Detentions (Grades 5-8)

Detentions may be given immediately for the following behavioral offenses, or additional punishment may be warranted:

1. Insubordination
2. Vandalism or graffiti on any school or personal property.
3. Inappropriate language spoken, written, or gestured.
4. Cheating
5. Stealing/lying
6. Possessing, writing, or disseminating inappropriate, obscene, or vulgar materials
7. Forgery
8. Repeated Bus Offenses
9. Other behavior deemed inappropriate

Detentions will be served on Tuesday or Thursdays after school or at other times mutually agreed upon by the teacher, parent and/or principal. ½ hour detentions will be over at 4:00 p.m., 1 hour detentions will be over at 4:30 p.m., 1 ½ hour detentions will be over at 5:00, and 2 hour detentions will be over at 5:30 p.m. If necessary, Saturday detentions will be given from 8-12 on Saturday mornings.

In School Suspension

In an In-School suspension, a student does his/her work in a separate room. Two restroom breaks in the A.M. and P.M. are allowed and lunch is to be packed and eaten in the In-School Suspension room. Classroom work will be made up and students will not receive a day's absence.

Dress Code

(see COVID addendum)

Wearing appropriate attire is an important aspect of the educational package at Sacred Heart. To this end, a dress code is in effect and must be followed.

Two Dress Code Violations in one month will result in the loss of next month's Grub Day.

If an **emergency** arises and your child will be out of uniform for a day, please send a note. We have extra uniform clothes in our clinic that could be borrowed for a day. Dress-up days will be posted on the monthly calendar. Grub days are sponsored by Student Council throughout the school year and cost \$. 50, which will be donated to a charity. Flyers will go home the week of the Grub Day. The Dress Code Policy includes uniforms, dress-up days, and grub days.

Girls' Uniform Regulations

Uniform Jumper (Grades K-4) SHS plaid v-neck jumper, drop waist shift jumper purchased from Schoolbelles, or Kids Kloset. Must be knee-length or longer.

Uniform Pants (ALL) Navy or khaki dress uniform pants. No cargo pants. Pants are not to have more than 4 pockets, no studs or decorative stitching, no cuffing, or rolling of pants. Navy dress uniform pants may be purchased from Schoolbelles, Kids Kloset or any department store. **Khaki uniform dress pants must be purchased from Schoolbelles or Kids Kloset ONLY .**

May be worn from the first day of school through October 31 and after Spring Break until the end of school. Shorts are NOT to be worn in church.
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Uniform Shorts (ALL) Navy or khaki dress uniform shorts. Shorts must be fingertip length or longer. Navy uniform shorts may be purchased from Schoolbelles, Kids Kloset or any department store. **Khaki uniform dress shorts must be purchased from Schoolbelles or Kids Kloset ONLY .**

Uniform Skorts (ALL) Available in uniform material and may be purchased from Schoolbelles, or Kids Kloset. Must be knee-length or longer.

Uniform Skirts (ALL) Available in uniform material and may be purchased from Schoolbelles, or Kids Kloset. Skirts must be knee-length or longer.

Blouse (ALL) Solid white, buttoned-down front with a collar, short or long-sleeved. Ties may be worn with dress shirts.

Knit Shirt (ALL) Solid white pullover with a collar; short or long sleeve that can be purchased from Schoolbelles, Kids Kloset, or any department store. **Red shirts, with SHS logo, purchased through SHS Spiritwear sale ONLY.**

Turtleneck Shirt (ALL) Solid white with no visible print or decoration that can be purchased from Schoolbelles, Kids Kloset or any department store.

ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES. UNDERSHIRTS/CAMIS MUST BE SOLID WHITE AND TUCKED IN.

Sweaters (ALL) Solid red, white or blue (NO GREY) v-neck, pull-over or cardigan that can be purchased from Schoolbelles, Kids Kloset or any department store. Sweaters are to be no shorter than waist and no longer than hip length. **Jackets and coats are not permitted to be worn in class.**

Sweatshirts (ALL) Sweatshirts, **purchased from SHS Spirit-wear ONLY**, may be worn throughout the year by K-8 students. White uniform shirts must be worn under sweatshirts. **Hooded sweatshirts are not allowed to be worn in church.**

Socks (ALL) Solid red, white, black, or navy socks or footed tights may be worn. These may be purchased from any department store. **Socks or tights are to be worn at all times.**

Jewelry/Hair/Makeup (ALL) One pair of earring studs on the earlobe only are acceptable. Absolutely no other jewelry beyond a simple religious necklace, watch, and or ring. NO make-up or fingernail polish. Natural hair color only.

Shoes (ALL) Solid black athletic shoes (black shoe, black sole, black laces) or black, brown, or navy dress shoes or saddle shoes may be worn. Do not wear boots, open toed or open heeled shoes, moccasins, boat shoes or shoes that light up. Snow boots may not be worn in the classrooms. Please keep in mind the safety of your child when choosing shoes. (see COVID addendum)

Boys' Uniform Regulations

Uniform Pants (ALL) Navy or khaki dress uniform pants. No cargo pants. Pants are to have no more that 4 pockets, no studs or decorative stitching, no cuffing, or rolling of pants. Navy dress uniform-pants may be purchased from Schoolbelles, Kids Kloset or any department store. **Khaki uniform dress pants**

May be worn from the first day of school through October 31 and after Spring Break until the end of school. Shorts are NOT to be worn in church.

must be purchased from Schoolbelles or Kids Kloset ONLY .

Uniform Shorts (ALL) Navy uniform shorts may be purchased from School-

belles, Kids Kloset or any department store. **Khaki uniform dress shorts must be purchased from Schoolbelles or Kids Kloset ONLY . Dress Shirt (ALL)** Solid white, button-down with a collar, short or long sleeve. Ties may be worn with white dress shirts.

Knit Shirt (ALL) Solid white pullover with a collar; short or long sleeve that can be purchased from Schoolbelles, Kids Kloset or any department store. **Red knit shirts, with SHS logo, must be purchased through SHS Spiritwear sale ONLY.**

Turtleneck Shirt (ALL) Solid white with no visible print or decoration that can be purchased from Schoolbelles, Kids Kloset or any department store.

ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES. UNDERSHIRTS MUST BE SOLID WHITE AND TUCKED IN.

Sweaters (ALL) Solid red, white, or blue (NO GREY) v-neck pullover or cardigan no longer than hip length and no shorter than waist length. **Jackets and coats are not permitted to be worn in class.**

Sweatshirts (ALL) Sweatshirts, **purchased from SHS Spiritwear ONLY**, may be worn throughout the year by K-8 students. White uniform shirts must be worn under sweatshirts. **Hooded sweatshirts are not allowed to be worn in church.**

Socks (ALL) Solid color in navy, black, or white purchased from any department store. Socks are to be worn at all times.

Shoes (ALL) Solid black athletic shoes (black shoe, black sole, black laces) or black dress shoes. Students may not wear boots, or shoes that light up. Snow boots may not be worn in the classrooms.
(see COVID addendum)

Hair/Jewelry (ALL) "Fad" or extreme hair styles are not acceptable. Hair should be above the ears and above the collar. No "tails" or designs. Heads may not be shaved. Young men should be clean shaven. Natural hair color only. Hair may not be dyed, highlighted, etc. Boys may wear a watch. No chains or earrings are allowed.

Note: Shorts and hooded sweatshirts are not to be worn on days when we attend church (Mass, Rosary, Stations of the Cross, etc.)

Physical Education Classes *(see COVID addendum)
4-8: Black shorts or sweatpants only. Shorts must be mid-

thigh length or longer. Solid red, white or gray t-shirt or sweatshirt. Shirts must be solid color or SHS spiritwear including CYO shirts, and other SHS club shirts. Shirts must have sleeves. Athletic shoes must be clean.

K-3: Bring tennis shoes to change into the day your class has gym. Girls should wear shorts under their jumpers.

The first class of the day is permitted to wear their gym uniform to school. Also, the last class of the day will be permitted to wear their gym uniform home.

Dress-Up Days

Sacred Heart School has several dress-up days each year. The dress code for dress-up days is as follows: In general, dress-up means "Sunday best." No tennis shoes or flip-flops are allowed. Dress capris for girls and dress shorts for boys, are allowed through October 31 and after Spring Break. No baseball hats, jeans, short skirts, or shorts, unless they are dress shorts for boys.

Grub Day Dress Code Policy

Each month, Student Council sponsors a \$.50 Grub Day. The money collected goes to a selected charity. Also, students are permitted to have a Grub Day on their birthday or half-birthday (see Birthday Policy). Clean, non-torn jeans are allowed on Grub Day. **No yoga pants, stretch pants, or leggings unless worn with a dress, long shirt/sweater, at least finger tip length.** Shirts must have appropriate language on them, and must not be tight. No sleeveless tanks, belly shirts or camisoles. Capris and shorts can be worn until October 31 and after Spring Break. Shorts must be fingertip length. No flip-flops are allowed due to safety reasons and sandals must have back straps. No hats are to be worn in the building on Grub Days.

Dance Attire

Throughout the year Student Council sponsors dances for 6-8 grade students. Students are to follow the dress code for grub days, if it is a casual dance, and the dress code for dress-up days, if the dance is designated as dress-up dance. Girls dresses **MUST** have straps, **no strapless** dresses allowed (unless worn with a sweater). **Dress Code Violation Slips will be sent home to be signed by a parent each time a child in grades 4-8 does not follow the dress code. Two violations will result in loss of next month's Grub Day.**

Faith

Mass/Liturgical Programs. By the celebration of the Eucharist, all members of the parish are made one in Christ. Encourage your child to participate in this celebration when possible. Each child's appreciation of the Mass grows from his/her participation. Planning and participating in the Eucharist will be an integral part of your child's program at Sacred Heart of Jesus School. Parents are invited to join their children at the all-school Masses. It is absolutely expected that our students attend Mass on the weekend with their parents and contribute to Sacred Heart Parish.

Confessions are scheduled several times throughout the school year. Stations of the Cross are scheduled during Lent. The Rosary, prayed on Wednesdays during the months of October and May, along with May Crowning are special Marian Devotions. Servers are taken from grades 5-8 and lectors grades 7-8.

Sacramental Policies. Each year Sacred Heart Parish invites a new group of young people to a fuller participation in the Sacramental life of our parish family. It is an event for which we all (children, parents, catechists and pastoral staff) prepare. It is an event in which the whole parish participates and rejoices.

Sacred Heart Parish recognizes the obligation of and opportunity for **parents** to be the first and primary educators of their children (Declaration of Christian Education, Vatican II). We recognize **parents** as the foundation upon which Jesus builds His Church. We recognize that **families** build upon and continue the traditions of our Catholic heritage. To this end, the Sacramental Policy at Sacred Heart is as follows:

Baptism. A program for expectant parents is held to remind parents of the opportunity and obligation they have as first and primary educators of their children in presenting them for baptism. Parents will share an adult dimension of their faith which is renewed in the Sacrament of Baptism for their children and lived out in the Christian community of Sacred Heart Parish.

Eucharist/Penance. Continuous preparation takes place throughout the years in our Religious Education programs, with special emphasis in grade 2. Preparation also includes a mandatory meeting for parents which provides necessary information. **First Communion** is typically held in May or late April.

Confirmation. Personal conversion and a willingness to grow in the faith through parish involvement are the major factors in determining readiness for Confirmation. Preparation begins in grade 9 with the Sacrament being administered in the fall of the 9th grade year.

Service/Mission Dues. Obviously Service to God and others is a vital aspect our Catholic Faith. We will encourage our students to provide for others through the school year including participation in projects, food drives for the St. Vincent de Paul Society, and other fundraising activities.

The usual \$1.00 mission dues required for membership in the Society for the Propagation of the Faith should represent the personal sacrifice of each child for the cause of the Missions. Since October is Mission Month, the children will be asked to contribute \$1.00

Grading Scale

98 – 100	A+
95 – 97	A
93 – 94	A-
90 – 92	B+
87 – 89	B
85 – 86	B-
82 – 84	C+
79 – 81	C
77 – 78	C-
75 – 76	D+
72 – 74	D
70 – 71	D-
69 – below	F

We follow Diocesan guidelines for calculating grades. Grades are given considering the WHOLE number of the average.

Honor Roll	95—100
Merit Roll	87—94

Homework Policy

(see COVID addendum)

Homework is a vital part of the learning process. Since homework is an extension of curriculum taught in the classroom, parents are responsible for:

- ♥ *providing a proper environment for the completion of assignments*
- ♥ *supporting the authority of the teacher assigning the work*
- ♥ *showing an interest in the child's work*
- ♥ *checking neatness and completeness*

- ♥ *giving individual help when necessary, always remaining patient and understanding*
- ♥ *encouraging the child, rather than doing the work for him/her*
- ♥ *Reading with or to your child for 15 minutes each day*

Suggested time allowances for homework are:

K,1,2	15-30 minutes per night
3,4,5	30-60 minutes per night
6,7,8	60-90 minutes per night

Ordinarily, homework is not given over a weekend.

Vacation assignments may not be able to be gathered ahead of time. Upon return assignments need to be addressed.

For grades 5-8 the following policy will apply:

Assignments that are one day late will receive 3/4 credit. Assignments two or more days late will possibly earn 1/2 credit. Past that allotted time credit will be given at the discretion of the teacher. The use of recess for makeup work may be utilized by the teacher.

Homework will be collected each morning after the tardy bell.

NOTE: The office telephone is for business use only. Students will be discouraged from using the phone to call home to request forgotten homework, gym clothes, permission slips, etc. Students will not be called from class to receive a phone message except in cases of emergency.

Lunch Program
(see COVID addendum)

The lunch/recess period is 40 minutes in length for students. Students must eat for at least 10 minutes before being dismissed for recess. Lunches should be clearly marked with the child's name and room number. The cost of daily lunch provided by Wadsworth City Schools is \$2.70 for K-4 and \$2.80 for 5-8. The school cafeteria will open on the first day of school. Milk can be purchased separately for .50. Ala Carte items are also available for purchase for all students. All menus are posted on the Food Service website at www.wadsworth.k12.oh.us or in the Trading Post newspaper. Students who are eligible may qualify for free or reduced-price lunches. Forms for this program are sent to parents at the beginning of the school year. **We encourage all those eligible to take advantage of this program. Complete confidentiality is practiced. ABSOLUTELY** no

carbonated beverages or fast foods (i.e. Taco Bell, McDonald's, Subway etc.) may be brought to school as part of a packed lunch. **We need to support our cafeteria by purchasing lunches. Many Catholic Schools wish they had what we currently have (a 5 day lunch program without the need for volunteers). Please buy! We must increase our daily lunch count.**

Point of Sale Software

Food services now operates under a Point of Sale (POS) system, which means each student must type in their student ID# in order to purchase any items. Under POS, each student has an account. Line speed is greatly accelerated by having existing money on a student account. Therefore, parents are encouraged to send money in the form of checks to be placed on student accounts. Monies on an account are eligible for meals and ala carte items. However, this money is not available for vending machines. All money left on the account at the end of the school year, stays with the student and will transfer to the next grade. Thus, refunds are only granted if a student withdraws.

POS has the ability to block specific purchases or honor parental requests. To do this, please create an account for your students with his/her ID numbers. If you have multiple students in the district, you may have them all on one account. Just click on the link on the Wadsworth City Schools Food Service website. Detailed instructions will guide you through the process. It is very easy and user-friendly. On-line access allows parents to view all the purchases your child is making, what tender was used, allows you to limit the dollar value spent on ala carte items, and allows you to place money on the account.

Charge Policy

Charged lunches must be reconciled ASAP. All accounts must be balanced prior to the Christmas Break and prior to Memorial Day

Cafeteria Rules

1. Teachers will encourage students to wash hands before entering cafeteria.
2. Students will walk.
3. Students will respect all cafeteria workers and monitors.
4. Students will line up single file to buy lunch. No cutting allowed.
5. Each class will sit at an assigned table. Students must stay seated to eat.
6. Students may speak quietly to other tablemates (no yelling please).
7. Students will show kindness to others.
8. No carbonated beverages or fast food may be brought in. Also

- students should avoid trading or sharing food due to allergies.
9. Students must raise their hand to receive permission to leave their seat.
 10. Students will clean up their table and floor area.
 11. Students will recycle their waste.
 12. No student eats alone.

Parental Involvement/Volunteers ***(see COVID addendum)***

Since parents are the primary educators of their children, we expect parents to be involved as much as possible in the school activities. Various parent events are held throughout the school year. Please support us in the effort of educating your child by showing interest in these activities. We ask that all parents (and visitors) please stop by the school office before going to any classroom. **Sacred Heart PTO** is our parent organization. All parents are encouraged to join and participate in regularly scheduled events. The PTO organization is vital to our school's ability to provide educational opportunities to our students.



Sacred Heart encourages volunteers. Please note that all volunteers need to complete the 5 steps of VIRTUS training, Protecting God's Children, program. Information can be found at www.shofjesus.com under About/Volunteers.

Recess ***(see COVID addendum)***

Supervision

Parents, who are VIRTUS trained and supervise the playground are performing an important service for our school children and the school staff. They are asked to circulate among all areas of the playground and discipline children when necessary. Certified teachers will be on duty along with parent volunteers each school day. All serious offenses are to be reported to the principal or classroom teacher. Students will be expected to come to school prepared to go outdoors during the winter months, unless the principal deems it necessary to stay in the building due to cold temperatures (wind chill).

When it is necessary to have indoor recess, students will go to their classrooms. They are to follow the rules their teachers have established in their classrooms. Students are to respect the authority of supervising personnel.

Regulations

In order to provide for the safety and well-being of all children, the following rules will apply on the playground during recess and school hours:

Recess Rules-Outside

1. Show respect to the adults monitoring the playground.
2. Show respect to the other students on the playground.
3. No harmful or hurtful behavior (shoving, pushing, tackling, rough play).
4. When on the playground equipment:
 - a. Go DOWN the slide.
 - b. Keep mulch, sticks, rocks on the ground.
 - c. Do not sit, for extended periods of time, on the top bars of the playground equipment.
 - d. No tag around the playground equipment.
5. Do not purposely spike or kick balls into the woods.

Recess Rules-Inside

- 1-4 Same as Outside Rules
5. Do not purposely spike balls
6. No kicking balls in gym.
7. SIT on bleachers (no running).
8. Whistle means stop and listen.

Recess Consequences

1. Verbal Warning
2. If breaking one of the rules above, a 5 minute time-out on the steps or bleachers.
3. If breaking the rule twice in one week, sit out current recess and the next day.
4. Students in Grades 4-8 may be asked to write the rules if they are sitting out for the whole recess.

Supplies

Students are expected to come prepared for class each day. Each student must have his/her own paper, pen and/or pencils, notebooks and other supplies necessary for various classes. A supply list is sent home at the end of the school year and can be accessed on our webpage www.shswadsworth.org, by clicking resources, parent resources, class supply list. Additional copies of the supply list are available online and in the school office. Textbooks are issued to students at the beginning of the school year. These books must be returned or paid for by the end of the school year. Students are allowed to keep the religion workbooks purchased for them each year.

Technology

Our students are offered a wide range of technological services. In addition to the classroom computers and Chromebooks, a tech lab of 30 desktop computers is available. One of our goals at Sacred Heart is to offer computer instruction and to provide software programs that will assist the academic development of our students. We follow the approved diocesan technology curriculum. Smartboards are in all of our classrooms and are a vital part of the daily lessons. Our school offers internet usage through TCCSA connectivity.

iPads, iPad minis, and Chromebooks are available for daily instruction. All staff have been issued iPads. Teachers will provide additional information on the programs and software used in the classroom. Students and parents are required to sign an internet acceptable use policy form at the beginning of each school year.

There are rules in our Computer Lab:

1. Wash hands before using the computer.
2. No eating while using the computer.
3. Downloading of games or music from the internet is restricted.
4. Children are to be supervised at all times when they are using a computer.
5. Students must use their assigned computer in the lab.
6. All students must sign the Acceptable Use Policy.

Transportation & Safety Measures ***(see COVID addendum)***

Currently, bus transportation is provided by Wadsworth City Schools, Highland Local and Cloverleaf Local. For those who live in a district that does not currently bus students to Sacred Heart, we encourage you to contact your public school district for compensation.

Bus regulations are set by the local public schools. Students must realize the importance of good conduct on school buses. In the event of misbehavior, the driver will turn in a written report. Parents are to sign the written report and return it to the principal the following school day. Additional discipline may be taken by the principal if necessary. Students may lose bus privileges should they choose to not abide by the rules that the local public school district has set. Students receive bus rules and safety procedures at the beginning of each school year.

The safety of your children is of the utmost importance, therefore, we request that you indicate the method of transportation your child will be using for the school year. Forms will be sent home at the

beginning of each school year and must be returned immediately. If your child regularly rides the bus, please indicate "bus rider," etc. If your child will use another method of transportation than the one you have indicated, you **MUST** send a note to school the morning of the change. Parents are discouraged from calling the school to request a change of transportation. If it is necessary to make a sudden change due to an **emergency** situation (i.e. your child typically rides the school bus, but you need to pick him/her up from school), you may call the school before 3:00 PM. However, you **must** come to the office and provide written notification of the change when you pick your child up.

Children are **not** to arrive at school before 8:30 AM. Supervision will not be available before that time (except for bus riders who must remain in the cafeteria until the 8:40 AM bell). Our school day ends at 3:25 PM. All students are expected to be picked up promptly. We cannot be responsible for children who arrive prior to 8:30 AM and depart after 3:45 PM. Students not picked up by 3:45 PM will be sent to After-care, and will need to be picked up at the Humbolt doors.

All cars should enter the parking lot on Broad Street and exit through the alley. Please let your children out of the car as close to the main entrance as possible. This will allow other cars to enter the lot. Have your children always cross in front of your car. If you must get out of your car, please park in a spot as to not tie up the line of traffic. Parents who pick up their children must do so in the parking lot. Students are to remain at the steps of the building until a **parent** walks up to get them. Once all students are safely in cars, drivers will be dismissed by the teacher on duty and leave in an orderly fashion.

Bicycle Safety. Students may ride their bicycles to school. Helmets **must** be worn. All bicycle riders are to leave by way of Broad Street and crossing only with the crossing guard.

Tuition Policy

Tuition Rates for 2019-2020 School Year:

Pre-Kindergarten	\$1,650
Kindergarten 1/2 day	\$1,900
Kindergarten full day	\$3,650
One Child	\$3,650
Two Children	\$6,600
Three Children	\$8,200
Four Children	\$8,600

A \$50 processing fee is required for each new student entering the school. This must be paid when registration materials are turned in.

You will be asked to choose a payment option:

Option 1: Pay in full by July 1st & take a 3% discount

Option 2: 10 or 12 month electronic withdrawals deducted on 15th or 1st of month

- ♣ If you have chosen *Option 2*, paperwork for the automatic bank draft must be completed by May 15th.
- ♣ If your electronic draft is returned to our account because of insufficient funds, you will be notified. If the situation is not remedied within 14 days of the withdrawal, your child(ren) will **not** be allowed to return to school.

A **\$25.00 NSF** fee will be charged for failed bank drafts.

No registration will be accepted for any student with a past due tuition balance.

We encourage all of our parishioners to support the church through the weekly collections since the church supports your child's tuition.

Financial Assistance (TAP)

It will continue to be our policy to assist families in providing a Catholic Education to their children. Families may apply for financial assistance through the Sacred Heart Tuition Assistance Program (TAP). Applications for this service may be obtained from the school office in February. The information on this grant is based on the income of the

past year with grant monies applied to the following year's tuition. Financial assistance is for one year only and must be applied for each year as needed. All financial matters will be considered strictly confidential. The Diocese of Cleveland is also a source of scholarship and financial aide.

Parents & Friends Gift Certificate Program

Parents & Friends is a group of volunteer school families who work together to help reduce tuition costs. The online program is based on buying gift certificates and gift cards from local and national vendors at a discount stated by the vendor.

Participants pay full price for the certificates and the discount funds are held until the end of the fiscal year. (The fiscal year runs from February 1st to January 30th of the following year.) Each May, the previous year's participant accounts are reconciled and the participant receives their reward. The total reward is split with 50% going to the participant, and 50% coming to Sacred Heart of Jesus. Participants can choose to have their reward applied to their family's tuition bill for the upcoming school year, donated back to the program, or can request a refund check issued to you. The funds raised by the program directly help the Parish and School and a portion goes directly into TAP (Tuition Assistance Program).

EdChoice Expansion Scholarship

Families who qualify for this income based scholarship through the State of Ohio may use it to pay for full tuition. The application is through the Ohio Department of Education and includes K, 1st, 2nd, 3rd, 4th, 5th, and 6th grades. Please contact the office with questions or go to the Ohio Department of Education website. We have information packets available in the office. All EdChoice students must take the state assessments.

Jon Peterson Scholarship

SHS accepts Peterson Scholarships that are aligned with students who are eligible or presently on an IEP (Individual Education Plan). Please call the office if questions arise. All Peterson students must take the state assessments.

Weather & Emergency Closings

In the event of inclement weather before the beginning of a school day, accurate information will be available through television stations and our OneCall system:

WEWS-TV Channel 3, 5, 8, 19

If it is announced that WADSWORTH PUBLIC SCHOOLS are closed then Sacred Heart of Jesus School will be closed. If Wadsworth Public Schools announce a 2 hour delay, Sacred Heart of Jesus School will also have a 2 hour delay.

In the event of an emergency closing during the school day due to weather or catastrophe, announcements will be made over the same T.V. stations, and our OneCall system.

Wellness, Food and Nutrition

(see COVID addendum)

In view of the number of students in the classrooms and for your own child's well-being, sick children must not be sent to school. A student must be fever free for 24 hours before reporting to school. In the event that your child is sick and cannot come to school, please call the school office (334-6272) before 9:30 AM to report that your child will be absent.

When a child becomes ill at school, (s)he may not leave school without the permission of the principal. The parent is responsible at the beginning of the school year for giving names of persons who can be reached in the event of a child's illness or injury, and who will be able to get the child home. To ensure your child's safety, parents are to report to the office and sign out before taking a child home. No child will be sent home alone or sent to an unsupervised home.

Food Allergy Guidelines

Parent Responsibilities

1. Provide the school with up-to-date information regarding the child's allergy as soon as possible.
2. Participate in developing an Allergy Action Plan with child's doctor to be sent to the school nurse.
3. Provide appropriate medical documentation and medication to the school nurse including the Allergy Action Plan and a current photo for proper ID.
4. Communicate concerns to the school as those concerns arise.

Student Responsibilities

1. Take as much responsibility as possible for avoiding allergens.
2. Avoid trading or sharing foods.
3. Wash hands before **and** after eating.
4. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
5. Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the

management of the allergy in school.

Communicable Diseases. A letter will be generated, and sent home through the bookbags, to inform parents of potential risks (lice, skin infections etc.).

Food & Nutrition. In conjunction with the Diocese of Cleveland and the regulations of the State of Ohio, Sacred Heart is in compliance with the National Food and Nutrition Regulations.

Medication Policy. A written request **must** be obtained from the physician and the parent/guardian before **any** medication (prescription and over-the-counter drugs including Tums, cough drops etc.) may be administered **by school personnel**. The request must include instructions as to the name of the medication, dosage, time and duration of medication, and possible side effects. Medication must be in the original containers (Childproof) and have an affixed label including the student's name, name of the medication, dosage, route of administration and the time of administration. The medication and the signed permission forms must be **brought to the school by the parent/guardian**. Request forms may be picked up in the school office. Cough drops may be taken if a note from the parents accompany the cough drops.

Wellness Policy. The schools of the Diocese of Cleveland are committed to the goal that all students and staff shall possess life-long knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

Withdrawals, Transfers & Emergency Medical Form Changes

A family moving from the parish should notify the school in ample time so that transfers and report cards may be prepared. If a child leaves before the first report card, the grades are issued on completed work. Once all tuition and fees are paid in full, the grades, the number of days absent and the number of times tardy will be sent to the new school which the child will enter. ***Parents are asked to notify the school office in the event that an address or phone number changes.***

Nondiscriminatory Policy

Sacred Heart of Jesus School located in Wadsworth, Ohio 44281 has adopted the following nondiscriminatory policy: Sacred Heart of Jesus School recruits and admits students of any race, color, or ethnic

origin to all its rights, privileges, and activities. In addition Sacred Heart will not discriminate on the basis of race, color, national origin, and ethnic origin, in the administration of its educational policies, admission policies, employment, scholarship programs, and other school administered programs. All certified and non-certified personnel will be afforded the same nondiscriminatory employment opportunities.

From the U.S. Bishop's Pastoral on Catholic Education

"Education is one of the most important ways by which the church fulfills its commitment to the dignity of the person and the building of community. The education of the individual Christian is important not only to his or her solitary destiny, but also to the destinies of the many communities in which he or she lives."

"Catholic Schools are the most effective means available to the Church for the education of children and young people."

"We call upon all members of the Catholic Community to do everything in their power to maintain and strengthen Catholic Schools."

**2020-2021 COVID –19 STUDENT/PARENT HANDBOOK
ADDENDUM**

The items listed below have been altered and amended due to the impact of COVID-19. These and other items in the Student/Parent Handbook may change as the year progresses and families will be kept informed in writing of these changes.

Birthdays

Birthdays and half-birthdays are special days at Sacred Heart School. Students may bring a small NON-FOOD treat such as a pencil, eraser, stickers, etc. to share with their classmates at the end of the day. Again, no food treats are allowed this year. Please check with your child's teacher for their classroom policies.

Dress Code

Many of you have asked if modifications or changes to the school uniform will take place. Listed below are the changes we are making related to the COVID-19 situation as they pertain to the school uniform.

Gym Uniform K-8:

Students will no longer change for gym at school. Students will come to school dressed in their gym uniform and will remain in that uniform for the entire day.

All students in grades K-8 will wear a gym uniform this year.

The gym uniform will remain the same as it has in years past.

Black shorts (August - October 31 & after Spring Break) or sweatpants only. Shorts must be mid-thigh length or longer. Solid red, white or gray

t-shirt or sweatshirt. Shirts must be solid in color or SHS spiritwear including CYO shirts and other SHS club shirts. Shirts must have sleeves. From November 1st through Spring Break students must wear black sweatpants.

Athletic shoes must be clean.

Masks:

Students may express their personal choice for masks so long as styles, designs and images on the mask are appropriate to a Catholic school.

Masks should be comfortable to wear and cover the nose and mouth.

Students in all grade levels should have a mask every day they attend school and must wear masks upon entering and leaving the building and their classrooms.

Specific mask guidelines will be laid out prior to the start of school and may change based on guidance from the State, County and Diocese of Cleveland.

Shoes (ALL): As restrictions related to COVID-19 have added some burdensome changes to families, the shoe guidelines have been relaxed somewhat this year to allow for additional choice and comfort.

Shoes should be purchased with safety, durability and comfort in mind.

Leather dress shoes must be primarily black, brown, navy or grey. Solid colored, low cut athletic shoes are permitted. Athletic shoes should be primarily white, blue, black or grey. Shoes that have a significant amount of accent color or are multi-colored are not allowed.

Shoes with lights, wheels, that are open toed or open heeled, or moccasins are not allowed.

Boots are not allowed. Snow boots may not be worn in the classroom.

As in previous years, athletic shoes should not be worn on "dress up" days.

Dismissal

Students will be dismissed in alphabetical groups to allow students in the same family to exit the building at the same time and to reduce the number of students congregating in the hallways and outside in the parking lot. Once your children have exited the building families should move immediately to their cars and await the signal to exit the parking lot. This will be done once all students have been dismissed. We do anticipate this adding to the length of dismissal. ANYONE PICKING UP CHILDREN MUST WEAR A MASK WHILE OUTSIDE THEIR VEHICLE.

Drop off - Morning

No student may be dropped off prior to 8:35am. No students will be allowed to gather in the lobby this year.

Homework

Due to COVID-19 the school may need to pivot from site-based to remote learning. In the event of such a change a modified and revised homework policy will be issued based on the nature and length of the shift.

Lunch Program

Due to COVID-19 some elements of the lunch program may change. These changes include items offered, a reduction in ala carte items and some procedural changes including but not limited to food service staff entering student account numbers into the POS machine. Seating in the cafeteria will also be different. Students will be seated between 7 and 8 feet apart in both the cafeteria and gym. Students will keep their own lunch containers with them until they are finished eating. At that time the containers will be placed into a communal tote and returned to the classroom. Teachers will hand out the lunch containers prior to the students leaving. If a parent does not wish their child's lunch container to come into contact with those of other children it is recommended they use brown paper bags that can be disposed of when lunch is finished. It is recommended that lunch containers be cleaned and disinfected at home each night.

Parent Involvement/Volunteers

Due to restrictions caused by COVID-19 State and local guidelines emphasize the need to limit the number of people who are allowed access to the building. Specific guidelines will be issued and updated as needed regarding the role of volunteers. Parent volunteers will still be needed with the many activities and programs that can be accomplished and facilitated outside of school and parent assistance is most appreciated!

Recess

Students will receive 15 minutes or more (when possible) of outdoor recess each day based on the weather. Students will stay in zones on the playground based on their cohort (homeroom class). The guidelines regarding recess may change and adapt based on the recommendations of State and local agencies.

Transportation & Safety Measures

Currently Wadsworth and Cloverleaf will provide bus transportation for Sacred Heart students. Highland School will not provide transportation for Sacred Heart students this year.

Wellness, Food & Nutrition

Along with the guidelines regularly listed in the handbook, additional policies and guidelines are in effect due to the COVID-19 pandemic. Due to the contagious nature of COVID-19 it is essential that children who are sick and exhibiting symptoms MUST remain home. Students who become ill and exhibit COVID-19 symptoms will be isolated and the parent called. The child must be picked up as soon as possible. Guidelines will be given regarding when the child can return to school and under what conditions. These policies will be issued based on guidance from PSI, the Diocese and State and local officials.

Our policies and procedures for this school year will need to be adaptable based on the ever evolving nature of the COVID-19 pandemic and its impact on so many aspects of our school. Changes will be clearly communicated in writing with families as needed.

SACRED HEART OF JESUS SCHOOL COVID-19 STUDENT POLICIES

Dear Parents, Guardians, and Students,

The welfare and health of the students and staff of Sacred Heart of Jesus School is our highest priority. As a result, and in accordance with the State of Ohio COVID-19 Health and Prevention Guidance for Ohio K-12 Schools, all students will be expected to comply with the following policies and instructions, the purpose of which is to reduce the risk of exposure to COVID-19 and to help prevent its spread. Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is being expected of you and that you understand and assume the risks related to COVID-19 and returning to school.

1. Daily Health Check at Home. Prior to coming to school each and every day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms of COVID-19. The daily health check shall consist of the following:

- a. Taking the child's temperature.
- b. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:

- Fever of over 100 °F
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control ("CDC") at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by the School), the child must stay home from school and the parent must notify the school.

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff shall, as soon as possible, notify the school if (i) they have been exposed to COVID-19, (ii) they, or any members of their households, have been diagnosed with or presumed to have COVID-19, or (iii) they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days or as otherwise advised or instructed by the local health department. Students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

For a list of COVID-19 testing facilities, please consult your health care professional or go to <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/>.

2. Temperature Check at School. Student temperatures will be taken each day as students enter the building or as may otherwise be in accordance with the guidance of the county board of health. Students who have a fever of greater than 100°F or who have other symptoms may not remain at school. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home.

3. Hand Washing & Sanitizing. Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.

4. Social Distancing. Students must practice social distancing whenever possible. Social distancing means:

- Maintaining six feet of space between oneself and others at all times possible, including in classrooms, hallways, restrooms, cafeteria, and pick-up and drop-off areas.
- If maintaining six feet of space is not possible, maintaining as much space between oneself and others.
- Following all directions and instructions given or posted regarding social distancing.
- Follow all floor or other markings indicating the designated flow of traffic in hallways, rooms, and elsewhere.
- Avoid when possible sharing items, materials, and spaces with others.

Maintain social distancing if possible on the bus to and from school.

5. Face Masks and Coverings. Face masks or coverings shall be worn by students if and when required by any law, regulation, or governmental order. Students must wear face masks or shields throughout the school day as well as when being transported to and from school on the bus unless the student is unable to do so for health, safety, developmental, or practical reasons. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.

6. Students who become Sick at School. A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home. In the case of a suspected or confirmed COVID-19 case, the school will call the local health department to report the matter and obtain guidance. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the CDC's criteria for returning to school. Others who may have been potentially exposed will be notified in accordance with the directives or advice of the local health department.

COVID-19 POLICY ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

We, the undersigned parent(s) and student(s), acknowledge and agree that, as a student/students at Sacred Heart of Jesus School ("School") and as parent(s) of that student, entering the school or being on the School's premises, having personal contact with teachers, classmates, and other School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff, there is an elevated risk of students contracting the disease simply by being in the building, on the premises, or at any School function. The same is true for parent (s) of a student at the School.

By signing below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School functions at the School is the choice of each family, including ours. If student or parent(s) who visit the School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School, attend any School function, or visit the School. Moreover, we acknowledge that while adherence to safety and precautionary measures (which may include social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains despite all efforts to reduce that risk. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School or any School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of communicable diseases such as COVID-19. Specifically, we agree to comply with this policy and all other School rules and requirements relating to communicable diseases such as COVID-19, including rules relating to whether or under what circumstances students, parents, and family members may come to the School or attend School events.

Parent Name: _____

Parent Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Student Name: _____

Student(s) Signature: _____

Date: _____

Student Name: _____

Student(s) Signature: _____

Date: _____

Student Name: _____

Student(s) Signature: _____

Date: _____

Student Name: _____

Student(s) Signature: _____

Date: _____

Student Name: _____

Student(s) Signature: _____

Date: _____

