

2024-2025

Student/Parent Handbook



YOU ARE
UNIQUE AND UNREPEATABLE



SACRED HEART
OF JESUS | PARISH &
SCHOOL

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Dear Sacred Heart Families,

It is with a heart full of joy and a deep sense of gratitude that I welcome you to the start of another exciting school year at Sacred Heart. As we begin this journey together, I am filled with anticipation and enthusiasm, especially as I step into my fifth year as your principal. Each new school year is a time of blessing. It is a time to grow ever more deeply in our faith and our relationship with God, to strengthen our community and expand our knowledge.

Our theme for this year, "Unique and Unrepeatable," is inspired by the words of Saint Pope John Paul II. He reminds us of the profound dignity that each of us possesses as human beings created in God's image and likeness. In a world that often seeks to compare and conform, this theme is a powerful reminder that there has never been, nor ever will be, anyone quite like you. We are each an essential part of God's plan, with our own unique gifts and purposes to fulfill. He made each of us for this time and this place. As we explore this theme together, I hope it will inspire our students to embrace their individuality and to recognize the unique value they bring to our school family and to the world.

This year, we are also excited to introduce our new mission statement. This statement is the fruit of our accreditation process. It involved careful reflection on our rich history and tradition while also capturing the vibrant call that God has for our school as we move into the future. It is a mission that honors where we have been and sets a clear vision for where we are headed, guided by our faith and commitment to excellence.

Speaking of history and tradition, this year marks a significant milestone for our school as we celebrate our 75th anniversary. For three-quarters of a century, Sacred Heart has been a place where faith and learning have come together to shape the lives of countless students. This anniversary is an opportunity for us to reflect on our history, our legacy, celebrate our achievements, and look forward to the many blessings that the future holds.

I am deeply grateful for the trust you have in us and I am excited to see the growth, discoveries, and accomplishments that this school year will bring. Together, let us continue to build a strong, faith-filled community where each person is cherished, valued, and encouraged to become all that God has created them to be.

In Christ,
Mr. Czaplicki

Mission Statement of Sacred Heart of Jesus School

Sacred Heart of Jesus School exists to draw every student into the Mystery of Jesus Christ, the Word made flesh, who is the Way, the Truth and the Life by immersing students in an authentically Catholic culture; exposing them to rigorous academics; offering them opportunities to lead and serve through educating the whole person.

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 educating the entire child: spiritually, morally, intellectually, socially, emotionally, and physically.
- We believe all children have the ability to find success through continued growth.
- We believe in the value of working in communion with families, parish community, and one another
- We believe that our children should have the opportunity to foster an appreciation of God's creation throughout all disciplines.
- We believe every child will be acknowledged as valued, loved, and able to learn in a safe environment.
- We believe children should imitate Jesus through their actions, promoting respect for oneself, respect for others, responsibility for one's action.

Daily School Schedule

| | |
|------------------|--------------------------------|
| 8:30 AM | School Doors Open |
| 8:45 AM | Tardy Bell |
| 11:30 AM–1:00 PM | Lunch & Recess |
| 11:30 | AM Pre-Kindergarten Dismissal |
| 12:55 PM PM | Pre-Kindergarten Arrival |
| 3:30 PM | Dismissal Bell |
| 4:00 PM | Building is Closed to Students |
| 8:15 AM-4:00 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.*

SACRED HEART OF JESUS SCHOOL
2024-2025 School Calendar
(Dates Subject to Change)

Wednesday, August 21st, 2024.....Kindergarten Picnic
 Sunday, August 25, 2024.....Meet The Teacher/Drop In
 Tuesday, August 27, 2024.....Grades 1-8 First Day of School
 Tuesday, August 27, 2024 Kindergarten Staggered.....A-L First Day
 Wednesday, August 28, 2024 Kindergarten Staggered.....M-Z First Day
 Thursday, August 29, 2024.....First Day Entire Kindergarten
 Thursday, August 29, 2024.....Pre-K Visit/Drop In Day
 Monday, September 2, 2024.....Labor Day/No School
 Tuesday, September 3, 2024.....Pre-K First Day of School
 Friday, September 20, 2024.....NO SCHOOL, STUDENTS—Staff Retreat
 Friday, October 11, 2024.....No School-Teacher PD
 Friday, October 25, 2024.....End of the 1st Quarter-Early Dismissal 1:00
 Thursday November 7, 2024.....Evening Parent/Teacher Conferences
 Friday, November 8, 2024.....NO SCHOOL, STUDENTS—Daytime Parent Teacher Conferences
 Nov. 27, 28, 29, Dec. 2, 2024 (Wednesday, Thursday, Friday, Monday Thanksgiving Break
(break begins at the end of the day Tuesday, Nov. 26th and resumes Tuesday, Dec. 3rd)
 Monday, December 23, 2024 - Friday January 3, 2025..... Christmas Vacation
(break begins at end of school day on Friday, December 20 and classes resume on Monday, January 6, 2025)
 Friday, January 17, 2025.....End of the 2nd Quarter-Early Dismissal 1:00
 Monday, January 20, 2025.....Martin Luther King's Birthday Observed
 January 16-26, 2025.....Scheduled As Needed, Mid Year Parent/Teacher Conferences
 January 27-31, 2025.....Celebrate Catholic Schools Week
 Monday, February 17, 2025.....Presidents' Day/NO SCHOOL
 Friday, March 21, 2025.....End of the 3rd Quarter-Early Dismissal 1:00
 March 31-April 4, 2025.....Spring Break
(break begins end of the day Friday, March 28th & classes resume Monday, April 7th)
 Friday, April 18-21, 2025.....Easter Break
(break begins end of the day Thursday, April 17th & classes resume Tuesday, April 22nd)
 Friday, May 23, 2025.....Last Day of Pre-K
 Monday, May 26, 2025.....NO SCHOOL—Memorial Day
 Wednesday, May 28, 20258th Grade Graduation
 Friday, May 30, 2025.....End 4th Quarter & LAST DAY OF SCHOOL-2:00 Early Dismissal

Academic Integrity Policy

At Sacred Heart we wish to promote academic integrity within our elementary and middle school, ensuring that all students uphold the highest standards of honesty and responsibility in their academic pursuits. As a Catholic school, we emphasize the importance of integrity not only from a practical standpoint but also from a moral and spiritual perspective. The complete Academic Integrity Policy can be found at the back of the handbook as an addendum.

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 a 15:1 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.

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 accepts new students into grades 4-8 on a probationary basis. We ask for letters of recommendation (2-3) from the principal or staff 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 (330-334-6272) 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 may 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.

Attendance as it pertains to Trips and Vacations

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. **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 retaught by the teacher. If the teacher is notified at least one week prior to an absence, teachers may be able to compile a basic list of assignments to be completed. This work is expected to be turned in when the student returns to school.

Half Day Attendance

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.

Absence and Attendance as it Pertains to After Hours Events

It is understood that a student who is absent from school for an illness or an absence that has not been specifically excused by administration may not attend after hours school activities or events.

Attendance as it Pertains to Middle School Sports Participation in Home District Public School Programs

We understand and support the participation of our students in the sports programs of their home public school districts. In the event that this participation conflicts with school attendance parents should contact the school principal and their child's teacher(s) to discuss options. As a general rule students may not be dismissed earlier than 3:15 or arrive later than 9:15.

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 8:45 AM. Students are considered **tardy** if they are not in their classroom at the 8:45 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 result in an additional half 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. **With the exception of bus riders, students may not enter the building before 8:30 AM!**

Exiting your Vehicle. 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 and Support 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

Birthdays and half-birthdays are special days at Sacred Heart School. Students may bring a small treat to share with their class at lunch or 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 between home and school, we suggest that when in doubt concerning regulations or procedures, please contact the school for clarification (330-334-6272).

Classroom Interruptions. Parents are asked not to interrupt a class in order to consult with a teacher. If you wish to have 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 or on their cell phones. If you wish to speak to a teacher, please call the office and leave a message for the teacher. **Parents should not 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 via email.

GradeLink is a web-based communication system for parents and teachers. At any time parents can access their child's grades using their GradeLink password. Newsletters and homework assignments may also be accessed at any time using this password. Gradelink 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. Gradelink also allows the school to email and text parents with news from the school, including newsletters.

Newsletter. SHS provides information through its newsletter, Paw Prints published each week. The newsletter is sent through email and is also available on our webpage.

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 as 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 4th 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.

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 Damascus just to name a few. All chaperones MUST be VIRTUS trained.

Testing. In order to determine the needs of our students, we administer standardized tests. 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

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. Custody paperwork must be on file prior to the start of the school year.

Discipline & Code of Conduct for Parents and Students

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 all 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 lockers or bookbags during school hours.** Cell phones will be taken for parent pickup and students may be issued a detention. Walking the school halls immediately before and after school using a cell phone is not permitted
- Fitness Trackers are allowed
- 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 or incidents to require a detention be served. This will vary based on the nature of the behavior. 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. 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. 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.

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

- Contempt for the Catholic faith and religious practices
- Use, 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 limited to 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 ongoing in nature.

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 reason 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 for investigating sexual harassment 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.
- 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 may 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.
2. A minor infraction is a behavior choice that disrupts teaching or learning but is not serious.
Minor infractions include:
 - Not following classroom rules
 - Talking in class or in the halls.
 - Not on task.
 - 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. Damaging property
5. Pushing, shoving, or other aggressive physical contact.

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 after school from 3:30-4:15pm. Or at at time established by the Principal.

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

At Sacred Heart of Jesus Catholic School our students and faculty dress in a manner that is conducive to educational excellence. We value the high standards by which we teach and learn. Our uniform dress code reflects a common commitment to present ourselves in the best possible manner while showing respect for one another and taking pride in our school's identity. Our appearance during the school day upholds our belief that the educational experience is important and valuable. Our uniform dress code helps our students to be mindful of our mission's core values. A student's ability to adhere to a common dress code helps to reinforce behaviors of character that will become more salient as he or she grows and matures in a world of behavioral standards and etiquette that require self-discipline and personal commitment.

Enforcement - As with all school policies, cooperative efforts between our school and our families ensure the greatest level of success. We encourage a common sense approach wherein parents monitor how children leave for school and our staff members enforce our uniform dress code when students arrive.

If a student is not in compliance with the school's uniform dress code the following procedures will be taken as disciplinary action:

1. A student will be issued a dress code violation which will be signed by a parent and returned to school.
2. Two dress code violations in one month will result in the loss of the next 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 \$1.00. 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 .**

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. 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.

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 extend to a length of 5 inches above the knee 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, pullover 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 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 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/Nail Polish (ALL) One pair of earring studs on the earlobe only. Absolutely no other jewelry beyond a simple religious necklace, watch or ring. No make up or finger nail polish for PreK - 5.

The use of make-up in grades 6- 8: If a parent allows it, minimal blush and eye make-up are allowed at school for middle school girls. Make-up is meant to enhance a girl's beauty, not cover it. Application of make-up should not take place at school. Only flesh tone, clear or light pink nail polish may be worn. Nails may not be jeweled or decorated in multi-colors. Individual teachers

and/or the Principal may, at their discretion, ask a girl to remove make-up, nail polish, or any cosmetic accessory. Natural hair color only.

Shoes (ALL) Shoes should be purchased with safety, durability and comfort in mind. Dress shoes must be leather and primarily **BLACK, BROWN/CORDOVAN or NAVY**. Saddle shoes and plain Sperry shoes are acceptable as are solid colored Vans in the above listed colors. No high heels are permitted. Athletic shoes must be **SOLID BLACK, WHITE, NAVY (dark blue) or TRUE RED. NO BRIGHT COLORED NEON STYLE SHOES ARE ACCEPTABLE.** No ballet flats, sandals, moccasin-style, clog-style, jellies, or outdoor boots permitted. No multi-colored or checker patterns are allowed. On Grub Days students may wear a wider selection of shoe styles but may not wear shoes with lights or wheels, sandals that are open toed or open heeled, or outdoor boots. Athletic shoes should not be worn on days when students are dressing up. Socks must be worn even on grub days.

Boys' Uniform Regulations

Uniform Pants (ALL) Navy or khaki dress uniform pants. No cargo pants. Pants are to have no 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 .**

Uniform Shorts (ALL) 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 .** 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.

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 GRAY) 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) Shoes should be purchased with safety, durability and comfort in mind. Dress shoes must be leather and primarily **BLACK, BROWN/CORDOVAN or NAVY**. Saddle shoes and plain Sperry shoes are acceptable as are solid colored Vans in the above listed colors. No high heels are permitted. Athletic shoes must be **SOLID BLACK, WHITE, NAVY (dark blue) or TRUE RED. NO BRIGHT COLORED NEON STYLE SHOES ARE ACCEPTABLE.** No ballet flats, sandals, moccasin-style, jellies, or outdoor boots permitted. No multi-colored or checker patterns are allowed. On Grub Days students may wear a wider selection of shoe styles but may not wear shoes with lights or wheels, sandals, that are open toed or open heeled or outdoor boots. Athletic shoes should not be worn on days when students are dressing up. Socks must be worn even on grub days.

Hair/Jewelry (ALL) “Fad” or extreme hair styles are not acceptable. Hair should be above the ears and not extending beyond 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 visible chains or earrings are allowed. Boys may wear a Catholic religious necklace (crucifix or saint medal).

Mass and Church Days. 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

All students in grades K-8 will wear a Phys. Ed uniform. On gym day students will continue to wear their uniform to school as they have previously done the last two years.

GYM SHOES - are the same as the guidelines for athletic shoes.

The gym uniform will consist of a spirit wear t-shirt which can be purchased through Spirit Wear sale. CYO tops may be worn if they are red and/or black and approved by the principal. A solid red or solid black top may also be worn for gym. The same requirements for CYO shirts apply to CYO sweatshirts. Uniform bottoms will consist of loose fitting SOLID black sweatpants or shorts (which may be purchased through local retailers) or logo sweatpants purchased through A-1 Sports here in Wadsworth.

Uniform bottoms must be loose fitting, appropriate length and SOLID black. Again, the solid black shorts or sweats may be purchased through local retailers but **MUST BE LOOSING FITTING, APPROPRIATE LENGTH (no more than 5” above knee) and SOLID BLACK (no stripes etc.).**

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

Grub days are used as fundraisers. 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 loose fitting, fingertip length and no shorter than 5” above the knee. Students who wear shorts not fitting this guideline will call home to get other pants or will be provided a pair of long shorts for the day. 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 the 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 in a quarter will result in loss of next month’s Grub Day or detention as determined by the Principal.**

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 an 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 of 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

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 in grades K-5.

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

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

The lunch/recess period is 40 minutes in length for students. Students must eat for at least 10 minutes before being dismissed for recess. Lunch should be clearly marked with the child's name and room number. 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 soda, energy drinks 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!**

Point of Sale Software

Food services 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 the 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. Unless their behavior is determined to be disruptive to classmates.

Parental Participation and Involvement/Volunteers

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. Parents (and visitors) must 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.**

Parent Expectations

We believe that our school community is also a family united by faith, love, and a commitment to the teachings of the Catholic Church. By enrolling your child in our school, you are joining a community that values faith, kindness, respect, and civility. This guide outlines the expectations for all parents and guardians as members of our school family.

Faith and Community

1. ****Faith Commitment****: As a Catholic school, we expect all families to support and participate in the religious education and spiritual life of the school. This includes attending Mass, participating in school liturgies, and fostering a Catholic faith environment at home.
2. ****Role Model****: Parents are expected to be role models of Christian values, demonstrating faith through actions, words, and deeds.

Respect and Kindness

3. **Respect for All**: Treat all members of the school community—students, staff, other parents, and visitors—with respect and courtesy. This includes respectful communication in person, via email, or on social media.
4. **Positive Environment**: Contribute to a positive and welcoming environment. Avoid negative gossip, and address concerns through proper channels in a constructive and respectful manner.

Civility and Cooperation

5. **Cooperation with Staff and fellow school families**: Support the school's faculty & staff in their roles. Follow the school's policies and procedures, and communicate respectfully with teachers, administrators and all those within the school community.
6. **Resolution of Conflicts**: Address conflicts or concerns promptly and respectfully, seeking to resolve issues in a manner consistent with Christian values, respect and school policies.

Commitment to School Policies

7. **Adherence to Policies**: Abide by the policies and guidelines set forth in the Parent-Student Handbook. Ensure that your child follows the school's rules and code of conduct.
8. **Support of School Activities**: Actively participate in school activities, events, and volunteer opportunities, demonstrating your commitment to the school community.

Partnership and Accountability

9. **Partnership in Education**: Work collaboratively with the school to support your child's academic, spiritual, and emotional development. Attend parent-teacher conferences, and stay informed about your child's progress through Gradelink, the website, emails and newsletters.
10. **Accountability**: Understand that continued enrollment at Sacred Heart of Jesus Catholic School is based on mutual respect and adherence to these expectations and the school's policies. Failure to adhere to these expectations may impact your child's enrollment status.

Recess

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. SIT on bleachers (no running).
7. Whistle means stop and listen.

Recess Consequences

1. Verbal Warning
2. If breaking one of the rules above, a short time-out on the steps or bleachers.
3. For continued misbehavior a student may miss 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 website www.sacredheartexcellence.com, 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. Chromebook are available and assigned to students . 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. Clevertouch boards are in all of our classrooms and are a vital part of the daily lessons. Our school offers internet usage through TCCSA connectivity.

Chromebooks are available for daily instruction. 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.

Guidelines for use of Chromebooks:

1. Playing of games is limited to only those permitted by the supervising teacher.
2. No eating while using the chromebook.
3. Downloading of games or music from the internet is restricted.
4. All students must sign the Acceptable Use Policy.
5. No shooting or violence games are allowed.

Threat Assessment Procedure

To ensure our staff and students are provided the safest environment Sacred Heart School has a trained threat assessment team that includes teachers and the school principal. In the event a threat is made, the principal in conjunction with the threat assessment team will take the following steps.

1. Evaluation of the Threat
2. Attempt to Resolve the Threat as Transient vs Substantive
3. Respond to a Substantive Threat
4. Conduct a Safety Evaluation for Serious Substantive Threats
5. Implement and Monitor a Safety and or Behavior Plan

It may be necessary to remove a student while the evaluation process is taking place. A student may be held in the school office or parents may be asked to keep the student at home during this process.

Parents and students should be aware that our school resource officer is a member of our team and may be notified and consulted when threatening behavior takes place.

A more detailed explanation of the threat assessment policy and procedure can be obtained by contacting the school principal.

Transportation & Safety Measures

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 8:35 AM. Supervision will not be available before that time (except for bus riders who must remain in the cafeteria until the 8:35 AM bell). Our school day ends at 3:30 PM. All students are expected to be picked up promptly. We cannot be responsible for children who arrive prior to 8:35 AM and depart after 3:45 PM. Students not picked up by 3:45 PM will be sent to Aftercare, 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 so 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 cross only at the crosswalk.

Tuition Policy

Tuition Rates for 2024-2025 School Year:

Pre-Kindergarten \$1,900

Kindergarten—8th grade \$7,000

Pre-Kindergarten is not eligible for scholarship and financial aid.

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

Per the Tuition Agreement, there is a non-refundable Technology fee of \$50/student (maximum \$100/family).

You will be asked to choose a payment option:

Option 1: Pay in full by July 1st

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

Sacred Heart offers families several scholarships to assist with the cost of tuition. All families wishing to receive financial assistance must:

1. Apply for the Ohio EdChoice Expansion Scholarship

2. Apply for the Angel Scholarship

Additional sources of aide can be obtained through the Diocese of Cleveland

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 the Tuition Assistance Program.

EdChoice Expansion Scholarship

All Ohio families are eligible to receive the Ohio EdChoice Scholarship Program. Families are encouraged to apply for the EdChoice Expansion Scholarship. Parents can learn more about the scholarship by visiting the Ohio Department of Education website or contacting the school office.

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 our automated system:

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 automated calling system.

Wellness, Food and Nutrition

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 the 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 lifelong 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. Bishops 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.”

***Academic Integrity Policy *Addendum
Sacred Heart School**

Purpose This policy aims to promote academic integrity within our elementary and middle school, ensuring that all students uphold the highest standards of honesty and responsibility in their academic pursuits. As a Catholic school, we emphasize the importance of integrity not only from a practical standpoint but also from a moral and spiritual perspective.

Moral and Spiritual Importance: Academic integrity is rooted in the Catholic teachings of honesty, respect, and the use of our God-given gifts. The Catechism of the Catholic Church emphasizes the importance of truthfulness and the sinfulness of deceit (CCC 2464-2469). Upholding academic integrity is an expression of our commitment to live out these teachings. - Honesty in academic work reflects our respect for God's gifts of intellect and creativity. It honors the efforts of the individual and the trust placed in us by God, our educators, and our peers.

Practical Importance: Academic integrity is essential for fair assessment and the credibility of our educational system. It ensures that grades and evaluations accurately reflect a student's understanding and effort, providing a true measure of their academic progress. Integrity fosters a learning environment where all students have an equal opportunity to succeed based on their merit and hard work.

Prohibition of Plagiarism: Plagiarism, or the act of using someone else's work or ideas without proper attribution, is strictly prohibited. This includes copying from books, articles, websites, or other students' work without proper citation.

Cheating: Cheating in any form, including copying another student's work, using unauthorized materials during tests, or receiving unauthorized assistance, is not allowed.

Work Created by Others: Submitting work created by parents, siblings, friends, or any other individual as one's own is unacceptable. Students are expected to complete their assignments independently unless collaboration is explicitly permitted by the teacher.

Use of AI: Using AI to complete assignments or produce work without teacher authorization is prohibited. AI should only be used as directed by teachers and for educational purposes that enhance, rather than replace, personal effort and learning.

The Catholic Church teaches the importance of honesty and integrity in all aspects of life. Students are encouraged to use their own gifts and talents to the fullest, recognizing that each individual is uniquely endowed by God with the capacity for creativity and intellectual growth. Upholding academic integrity helps students develop a strong moral character, reinforcing the values of honesty, responsibility, and respect for others' work.

Students will receive regular instruction on what constitutes academic integrity, including examples of plagiarism, cheating, and misuse of AI. Teachers will provide clear guidelines for assignments, including when collaboration is permitted and how to properly cite sources.

Violations of this policy will result in appropriate consequences, as outlined in the school's academic integrity procedures. These may include redoing the assignment, receiving a reduced grade, suspension or other disciplinary actions as deemed appropriate.