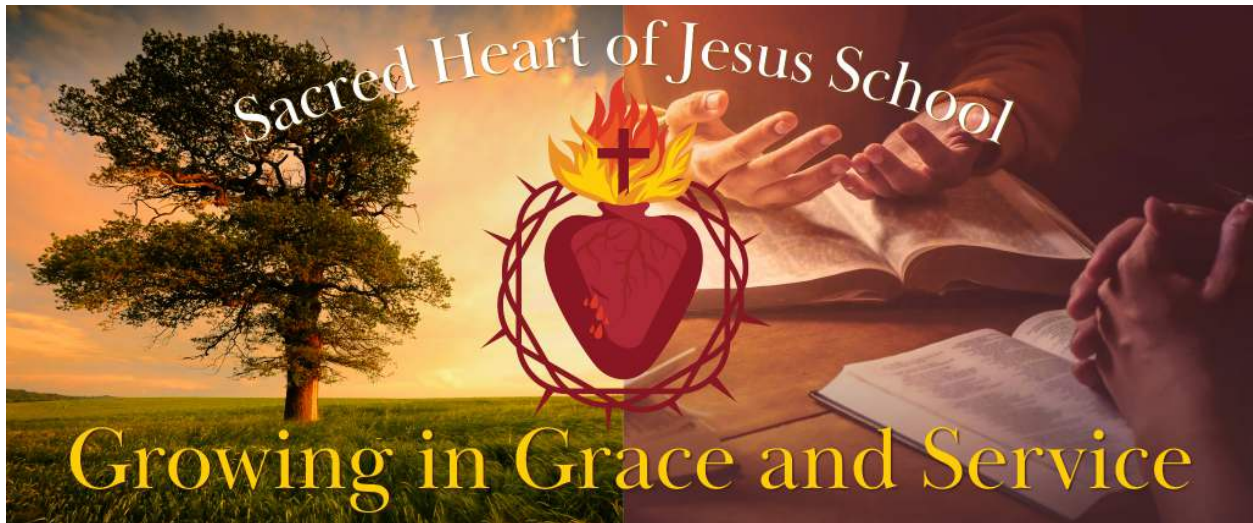


**2025-2026**

**Student/Parent Handbook**



**110 Humbolt Avenue, Wadsworth, Ohio, 44281**

**Ph: 330-334-6272 - Fax: 330-319-6340**

# ***From the Principal***

**Dear Sacred Heart Families,**

It is with great joy that I begin my sixth year as principal at Sacred Heart of Jesus School. Each year brings new opportunities for growth, challenges that stretch us, and moments of excitement as we journey together in faith and learning.

Our theme this year is “Growing in Grace and Service.” This theme reminds us that God’s grace is a gift freely given, and it calls us to live in response by serving others. As a Catholic school community, we are committed not only to helping our students grow academically, but also to forming them as disciples who live out their faith through kindness, generosity, and service to others. Throughout the year, we will focus on what it means to accept God’s grace in our own lives and to share it by serving our families, parish, and broader community.

This handbook is designed to provide clear guidance on the policies, procedures, and expectations of Sacred Heart School. While we strive to be thorough, please know that updates may occur throughout the year as needed. At the heart of all policies is our commitment to maintaining a safe, respectful, and faith-filled environment for every child entrusted to our care.

Christ remains at the center of all we do. As a Catholic school, our very existence is rooted in Him, and we are called to model His love in how we treat one another. The challenges we face will only strengthen us if we approach them together, grounded in faith, compassion, and mutual respect.

We ask that you take time to carefully review the contents of this handbook and then sign the acknowledgment form sent home with your child. This shared understanding helps us all work together in supporting our students.

I look forward to walking alongside you and your children in the year ahead—growing in faith, striving for excellence, and celebrating the many blessings of being part of the Sacred Heart family.

In Christ,  
Mr. John Czaplicki  
Principal

**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         | AM Pre-Kindergarten Dismissal  |
| 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**  
**2025-2026 Year at a Glance**  
*(Dates Subject to Change)*

Monday, August 11th, 2025.....Office Reopens (9am-1pm)

Wednesday, August 21st, 2025.....Kindergarten Picnic

August, 2025 TBD (watch for email)..... PTO Supply Pick Up

Sunday, August 24, 2025.....Meet The Teacher/Drop In

Tuesday, August 26, 2025.....Grades 1-8 First Day of School

Tuesday, August 26, 2025 Kindergarten Staggered.....A-L First Day

Wednesday, August 27, 2025 Kindergarten Staggered.....M-Z First Day

Thursday, August 28, 2025.....First Day Entire Kindergarten

Thursday, August 28, 2025.....Last name A-L Pre-K Visit/Drop In Day (9am-10am)

Thursday, August 28, 2025.....Last name M-Z Pre-K Visit/Drop In Day (1pm-2pm)

Monday, September 1, 2025.....Labor Day/No School

Tuesday, September 2, 2025.....Pre-K First Day of School

Friday, September 19, 2025.....NO SCHOOL, STUDENTS—Staff Retreat

Friday, October 24, 2025.....End of Quarter/ No School Diocesan Teacher PD

Thursday November 6, 2025.....Evening Parent/Teacher Conferences

Friday, November 7, 2025..... NO SCHOOL STUDENTS—Daytime Parent Teacher Conferences

Nov. 26, 27, 28, Dec. 1, 2025 (Wednesday, Thursday, Friday, Monday .....Thanksgiving Break  
(break begins at the end of the day Tuesday, Nov. 25th and resumes Tuesday, Dec. 2nd)

Friday, December 19, 2025.....Early Dismissal 1:00

Monday, December 22, 2025 - Friday January 2, 2025..... Christmas Vacation  
(break begins at end of school day on Friday, December 19 and *classes resume on Monday, January 5, 2026*)

Friday, January 16, 2026.....End of the 2nd Quarter-Early Dismissal 1:00

Monday, January 19, 2026.....Martin Luther King's Birthday Observed/No School

January 19-23, 2026.....Mid Year Parent/Teacher Conferences, Scheduled By Teachers as Needed

January 26-30, 2026.....Celebrate Catholic Schools Week

Friday, February 6, 2026.....Teacher PD Day

Monday, February 16, 2026.....Presidents' Day/NO SCHOOL

Friday, March 20, 2026.....End of the 3rd Quarter-Early Dismissal 1:00

March 30-April 6, 2026.....Spring Break  
(break begins end of the day Friday, March 30th & classes resume Tuesday, April 7th)

Friday, May 22, 2026.....Last Day of Pre-K

Monday, May 25, 2026.....NO SCHOOL—Memorial Day

Wednesday, May 27, 2026 .....8th Grade Graduation

Friday, May 29, 2026.....End 4th Quarter & LAST DAY OF SCHOOL-2:00 Early Dismissal

As of 08/20/25

## **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.**

### **Assessment**

Assessment is an important part of the learning process and serves as a tool to measure student growth over time. Regular and ongoing assessments provide valuable insight into a student's progress, helping teachers, parents, and students themselves to better understand areas of strength and areas in need of growth.

Students are expected to prepare for assessments by planning ahead, reviewing class materials, and studying responsibly. This preparation not only strengthens academic skills but also builds important habits of responsibility and perseverance.

Parents play an essential role in supporting their children's preparation. This includes regularly checking in with their child, monitoring the assignment notebook, reviewing Gradelink, reading teacher emails and newsletters, and reaching out directly to the teacher if any questions exist. In doing so, parents help reinforce the importance of responsibility and ensure that their child is prepared for success.

Teachers are equally committed to supporting students by offering clear guidance, providing the necessary resources for study, and giving appropriate notification of upcoming assessments. This includes but is not limited to **at least three (3) days' advance notice** before administering a large test or assigning a major project or large-scale assessment and **at least one to two (1-2) days' advance notice** prior to administering a quiz. In the case of school-wide events or unforeseen schedule changes, teachers may adjust assessment dates and notification timelines accordingly and communicate these changes promptly. Through this partnership among students, parents, and teachers, we aim to ensure that every child has the opportunity to succeed and grow in both knowledge and confidence.



## **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 3:10pm or arrive later than 9:15am.

**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, 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 the end of the day. **Large scale snacks, meals etc. are prohibited as they can cause a disruption in the lunch or class room.** 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.

### **Cell Phone and Electronic Communication Device (ECD) Policy**

At Sacred Heart of Jesus School, our mission is to form disciples of Christ who grow in faith, knowledge, and service. In order to support this mission, we strive to create a learning environment that is safe, respectful, and free from unnecessary distractions.

#### **Rationale:**

This policy is rooted in our Catholic values of respect, responsibility, and community.

- **Respect for Learning** – Students are called to be good stewards of the time and talents God has given them. By removing the distractions of personal devices, students can give their best attention to the lessons, their teachers, and their classmates.
- **Respect for the Dignity of Others** – Devices with cameras, messaging, or internet access can raise concerns about privacy and safety. Protecting the dignity of every child is a priority of our Catholic mission.
- **Building Community** – Christ calls us to live in relationship with one another. Limiting personal device use allows students to be more present to their peers and to build authentic, face-to-face connections.

- **Responsibility and Fairness** – A consistent policy helps students practice self-discipline and ensures that all students are treated equally.

#### **Definition of ECDs:**

For the purposes of this policy, *Electronic Communication Devices (ECDs)* include, but are not limited to:

- Cell phones
- Smart watches (Apple Watches, Fitbits with messaging/call capability, or similar devices)
- iPads, iPods, Kindles, and other tablets or e-readers with wireless or communication functions
- Any device that utilizes a wireless signal to send or receive calls, texts, emails, or internet data

#### **Policy Guidelines:**

- Students may bring a cell phone or ECD to school, but it must remain **stored away** in the student's backpack, inside their locker, or on their coat rack during the entire school day.
- Devices are **not permitted** on the student's person (in pockets, on the wrist, in desks, purses, pencil cases, travel bags, etc.) at any time.
- All ECDs must remain **powered off** from the time students arrive on school grounds until they leave at dismissal.
- Students staying for after-school events or practices may use their device **only with the permission** of the supervising adult or staff member.
- Sacred Heart of Jesus School is **not responsible** for lost, stolen, or damaged devices.

#### ***Special note related to Smart Watches:***

*Smart watches are considered ECDs because they function as communication devices. They are **not permitted to be worn during the school day** under any circumstances. They must be stored away just as any other ECD.*

### **Consequences for Violation:**

- If a student violates these provisions, the device will be confiscated and turned over to the administration.
- The device will be held and returned **only to a parent/guardian**.
- Additional consequences will be applied as outlined in the Student Handbook.

### **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.

**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](http://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.

### **Behavior, Discipline & Code of Conduct**

At Sacred Heart of Jesus School, we set a priority to teach *self-discipline* as the highest discipline. Our commitment is to provide a safe and nurturing learning environment for all children—one that allows each student the best opportunity for growth, faith formation, and academic learning. Our goal is to instill in every child a sense of self-discipline and responsibility, both for their own actions and for the shared learning environment of others. Each student must also be willing to accept the natural results of the behaviors for which they are responsible.

To support this mission, teachers will continue to establish classroom rules and procedures at the beginning of the school year that provide the best learning environment for their students. These include reinforcement for positive behavior as well as consequences for negative behavior.

In addition, we are introducing a new rubric-based behavior system (found at the back of this handbook). The purpose of this rubric is to build greater consistency and transparency across our school community while connecting student choices more clearly to the Catholic virtues we strive to live each day. This rubric is meant to work *in concert with*—not in opposition to—individual classroom rules and procedures. It is designed to give students and families a shared language for behavior, while respecting teacher autonomy, professional judgment, and staff discretion.

The rubric serves as a guide rather than a restriction. It does not eliminate the use of more specific or individualized approaches when needed. In such cases, our administration and staff will work together to ensure responses remain aligned with our Catholic values and the best interests of each child.

Ultimately, this system reflects our belief that discipline is not simply about rules and consequences, but about forming young people in faith, virtue, and responsibility.

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
- 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 or served during lunch &/or recess. This will vary based on the nature of the behavior. Parents are informed of the date for the detention to be served. Transportation is the parents' responsibility. Missed detention will result in an additional detention. Dependent upon the infraction, the school may need to forego discipline accumulation and directly issue a detention for discipline.

**Behavior Plan or Probation** may occur when a student has violated the discipline policy several times. 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** will 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.

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. If ongoing harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include detention, suspension or expulsion. Examples of harassment include, but are not limited to verbal or written taunting behaviors, other intimidating, hostile or offensive conduct, jokes, stories, pictures, cartoons, drawings tend to alarm, annoy, abuse or demean an individual or group, and are continuing 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. Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

- (a) A complaint of sexual harassment is to be made to the principal.
- (b) The complaint shall be as specific as possible regarding details and in writing.
- (c) The principal or other impartial designee shall investigate the complaint.
- (d) Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times and the specific charge of sexual harassment.
- (e) The need for confidentiality shall be stressed.
- (f) No reprisals will be tolerated against complainant(s), witness(es), or individual(s) involved in the investigation.
- (g) The principal shall make a determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are taken seriously. It is the responsibility of the principal to investigate *all* claims of sexual harassment, in partnership with the pastor, take appropriate and equitable action.

Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information with other employees, students, or families regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because they filed a sexual harassment complaint, assisted or participated in a sexual harassment charge or because they have opposed language or conduct that violates this policy. Retaliation will result in disciplinary action.

When it is determined a crime has been committed, the designated administrator shall notify the local police department and/or school resource officer. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment

**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.

### **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 quarter will result in recess detention.

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 the 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 or black polo 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. Natural hair color only. Hair extensions, hair tinsel, glitter, sparkle strands are prohibited.

*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.

**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. Solid colored or patterned 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 or black polo 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 cut into the hair. Heads may not be shaved. No pony tails. 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 and to celebrate birthdays and other events. 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, skirt or shorts no shorter than 5" above the knee.** 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 a recess detention. Additional violations see rubric at the back of the handbook.**

## **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 7.

**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**

At Sacred Heart of Jesus School, we value the dedication and effort our students put into their academic success. To celebrate this commitment, we recognize students in grades 4-8 through our Honor Roll, which highlights their hard work, perseverance, and achievement in their studies.

- Honor Roll - Students attaining an average of 95% or higher in all subject areas
- Merit Roll - Students attaining an average of 87% - 94% in all subject areas

### **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*

Approximate 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. 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](http://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. 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

**For students bringing their lunch - 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.

## 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](http://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.

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.
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.
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.
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.
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 classroom aides and 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. Do not sit, for extended periods of time, on the top bars of the playground equipment.
  - c. No tag around the playground equipment.
5. Do not purposely spike or kick balls into the woods.
6. Keep mulch, sticks, rocks on the ground and do not play on the hillside

## **Recess Rules-Inside**

1-4 Same as Outside Rules

5. Do not purposely spike balls. Do not kick balls.
6. SIT on bleachers (no running).
7. Whistle means stop and listen.

## **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](http://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 to be played at any time.

### **Threat Assessment Procedure**

To ensure our staff and students are provided the safest environment Sacred Heart School has a threat assessment team trained in the State of Ohio approved C-STAG program. This team includes select teachers, the school resource officer, Wadsworth counselor (as needed) 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 threat assessment team and may be notified and consulted when threatening behavior is being investigated. They may also be present when a student is questioned by the team and/or school principal.

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 8:30 AM. Supervision will not be available before that time (except for bus riders who must remain in the cafeteria until the 8:30 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 8:30 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. Parents will be charged if a child needs to go to aftercare.

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 at Sacred Heart of Jesus School is determined by the actual cost of educating a student. A parish subsidy is applied to help reduce this amount for all families. Parents are expected to take advantage of available scholarship opportunities, including the EdChoice Scholarship and the Angel Scholarship, in order to help offset the cost of tuition and ensure the sustainability of our school community.

**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*



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

- 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***

### **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 aid 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**

The Jon Peterson Special Needs (JPSN) Scholarship Program provides scholarships to students who are eligible to attend kindergarten through 12th grade and have an Individualized Education Program (IEP) from their district. The amount of each scholarship will be based on

the primary disability condition identified on the student's Evaluation Team Report (ETR). Students must be enrolled in the scholarship program for the entire program year to receive the full scholarship amount.

Sacred Heart is an approved provider for the JPSN program. Interested families should speak to the principal to discuss the applicability of this scholarship.

As a part of the program, quarterly updates are completed by support staff and available to parents through the JPSN portal. All records related to the JPSN program and student accommodations are kept confidential.

### **Weather & Emergency Closings**

In the event of inclement weather before the beginning of a school day, accurate information will be available through our automated communication 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 automated communication 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**

**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.

## Behavior Rubric

At Sacred Heart Catholic School, our discipline practices are rooted in our belief that each student is created in the image and likeness of God and is called to holiness. We desire our students to live out their call to be saints, to promote the Kingdom of God, and to spread the joy of the Gospel message. This calling is fulfilled through a life of **love, charity, and respect** for self and others.

Discipline is not merely about correction, but about **formation**—helping students grow in virtue, develop self-discipline, and make amends when they fall short. For this reason, each behavior listed in this rubric is accompanied by a **related Catholic virtue and or fruit of the Spirit**. These virtues and fruits of the Spirit are included to guide students toward **holiness and personal growth**, helping them recognize how their actions can reflect Christ more fully.

This rubric provides a consistent, clear framework for addressing behavioral concerns while supporting the development of each student as a beloved child of God.

*Note: The administration reserves the right to adjust consequences based on severity or context. Some serious infractions may result in immediate higher-level interventions.*

| Behavior                                  | Examples & Description*  | Catholic Virtue       | 1st Offense  | 2nd Offense  | 3rd Offense  | 4th Offense   | 5th+ Offenses   |
|---|--|-----------------------|--|--|--|---|---|
| Disruptive Behavior                       | <i>Talking out of turn, making noises, distracting others</i>              | Temperance            | Verbal correction beyond basic redirection or addressing of behavior   | Teacher conference + reflection  | Parent notification + lunch & recess detention (based on severity)   | Parent contact + lunch & recess detention (based on severity) + Admin referral  | Parent Conference + Admin referral+ Behavior Plan   |
| Disrespect to Staff                       | <i>Talking back, eye-rolling, refusal to follow directions</i>             | Humility              | Verbal correction + reflection   | Parent contact + lunch & recess detention  | Parent contact + Admin referral + after school detention   | Parent meeting + ISS + behavior plan  | Parent meeting + OSS  |
| Inappropriate Language                    | <i>Swearing, rude gestures, suggestive language</i>                        | Purity & Self Control | Verbal correction + lunch detention + reflection   | Lunch & Recess detention   | After school detention   | Admin referral + ISS  | OSS   |
| Dress Code Violation (reset quarterly)    | <i>Wearing non-compliant clothing or other violation of the dress code</i> | Modesty               | Verbal correction + correct the issue. If possible, alternate or appropriate clothing will be provided; makeup or jewelry removed etc. | Dress Code Slip Issued + correct the issue. If possible, alternate or appropriate clothing will be provided; makeup or jewelry removed etc. + recess detention | Dress Code Slip Issued + correct the issue. If possible, alternate or appropriate clothing will be provided; makeup or jewelry removed etc. + Admin referral | Parent conference + correct the issue. If possible, alternate or appropriate clothing will be provided; makeup or jewelry removed etc. + Admin referral | Parent conference + correct the issue. If possible, alternate or appropriate clothing will be provided; makeup or jewelry removed etc. + Admin referral |
| Use of Personal Device without Permission | <i>Phones, smartwatches, etc., used during school hours</i>                | Obedience             | Confiscated + parent pickup  | Parent conference<br>Detention + Loss of ability to bring device to school till the end of the quarter   | Detention + Loss of ability to bring device to school the rest of the year   | Parent Meeting + Suspension   | Parent Meeting + Suspension   |
|   |  |                       |  |  |  |   |   |



| Behavior                                  | Examples & Description*   | Catholic Virtue | 1st Offense   | 2nd Offense   | 3rd Offense   | 4th Offense   | 5th+ Offenses   |
|---|---|-----------------|---|---|---|---|---|
| Rough Play / Horseplay                    | <i>Pushing, running indoors, horsing around; kicking or other unsafe behavior</i> | Prudence        | Warning + redirect  | Parent notification + recess detention  | Parent contact + Admin referral + after school detention  | Parent conference + Admin referral + after school detention   | Parent conference + Admin referral + ISS  |
| Severe Bullying / Harassment              | <i>Repeated or ongoing teasing, exclusion, intimidation etc.</i>                  | Charity         | Admin referral + parent contact   | Admin referral + parent meeting   | Admin referral + parent meeting + behavior plan that may include ISS or OSS                         | Admin referral + parent meeting + behavior plan that may include ISS, OSS or Expulsion              | Admin referral + parent meeting + behavior plan that may include ISS, OSS or Expulsion              |
| Cheating / Plagiarism                     | <i>Copying work, dishonesty on assignments/ tests</i>                             | Prudence        | *** See Academic Integrity Policy   |   |   |   |   |
| Vandalism / Property Misuse               | <i>Damage to or misuse of school or personal property</i>                         | Charity         | Verbal correction + Parent notification + Apology + repair or restitution | Admin referral + Parent notification + Apology + repair or restitution                              | Admin referral + Parent contact + Apology + repair or restitution + after school detention          | Admin referral + Parent meeting + Apology + repair or restitution + Behavior plan                   | Admin referral + Parent meeting + Apology + repair or restitution + Behavior plan                   |
| Out of Class / Leaving Without Permission | <i>Being in unauthorized area or absent without excuse</i>                        | Obedience       | Parent contact + Admin referral + lunch & recess detention                | Parent contact + Admin referral + after school detention  | Parent meeting + Admin referral + Behavior plan   | Parent meeting + Admin referral + Behavior plan   | Parent meeting + Admin referral + Behavior plan   |
| Physical Aggression / Fighting            | <i>Hitting, punching, physical altercations done in anger or as retaliation</i>   | Charity         | Admin referral + parent contact + after school detention or ISS           | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion |

| Behavior               | Examples & Description*  | Catholic Virtue              | 1st Offense   | 2nd Offense   | 3rd Offense   | 4th Offense   | 5th+ Offenses   |
|------------------------|--|------------------------------|---|---|---|---|---|
| Severe Insubordination | <i>Open defiance, refusing to comply with staff; yelling or cursing at staff</i> | Obedience, Charity, Prudence | Admin referral + parent contact + after school detention or ISS | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion | Admin referral + parent meeting + behavior plan that may include a detention, ISS, OSS or Expulsion |