



"After School/Summer Care"

Sacred Heart Students' Handbook

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Sacred Heart Catholic School

Dear Parents:

On behalf of the entire staff of Sacred Heart School it is a pleasure to send this message of welcome to our parents and students. Our school has a very successful educational program, and with our competent staff such a program will continue to provide opportunities for our students to grow spiritually, academically, physically and socially.

This handbook has helpful information, please keep it for future reference. If you need more information please contact Sacred Heart School to arrange an appointment with the appropriate individual for assistance.

Again, welcome, and best wishes for a successful year.

Sincerely,

Administrative Team
Sacred Heart Catholic School

PHILOSOPHY OF SACRED HEART SCHOOL

“For God so loved the world that he gave his only Son, so that everyone who believes in him might not perish but might have eternal life. For God did not send his Son into the world to condemn the world, but that the world might be saved through him.” (John 3:16-17 NAB/Rev)

We believe that the mission of the Church is to preach the gospel of Jesus Christ, to promote human dignity, to serve all people, and thereby lead them to God.

We believe that it is the mission of Sacred Heart School, in partnership with parents, to prepare its students morally, intellectually and culturally to be responsible Catholic Christians, committed to personal and global peace and justice.

We believe the fundamental components of our mission are daily prayer, weekly liturgy, integration of gospel values and our religious curriculum.

We believe Sacred Heart School must stress the integration of religious truth and values with all learning and living, in view of contemporary trends and pressures to isolate the religious dimension from other areas of human living.

We believe Sacred Heart School must provide educational opportunities that foster a healthy, respectful and confident individual who is ready to accept responsibility to solve problems and to be a lifelong learner.

We believe Sacred Heart School must provide an atmosphere of consistency and caring in which each student, as a unique individual, can best progress to his/her potential. We also believe that Sacred Heart School is a community in which each individual’s learning and behavior must contribute to the common good.

We believe that Sacred Heart School’s commitment to Christian values renders a profound service to society, which depends on spiritual values and good moral conduct for its survival.

MISSION STATEMENT

To educate students prepared to be responsible Christians with the skills and virtues necessary to learn for a lifetime while serving God, their country and humankind.

OBJECTIVES

1. To develop within each student a deeper knowledge of religious truths through a sequential religious education program. This includes
 - The Life of Christ through Scripture,
 - The meaning of and preparation for the Sacraments,
 - The teachings of the Church,
 - Various forms of prayer.

2. To guide the student in the awareness that religious faith is more than knowledge; it is a life to be lived with others by:
 - Sharing student-planned liturgical and paraliturgical celebrations with faculty and parents,
 - Endeavoring to develop sensitivity to the needs of the school, parish, city and the world by studying economic and social justice problems;
 - Cooperating in school-sponsored activities;
 - Cooperating in activities sponsored by the local community.
3. To provide opportunities for students to take an active part in Christian service by:
 - Visiting the infirm and lonely in the nursing home,
 - Cleaning the school grounds weekly,
 - Helping with child care at school functions,
 - Helping with Church-related activities,
 - Decorating Longhouse and Northshire doors monthly.
 - Giving monetarily at Friday Masses, and during Lent and Advent.
4. To help the student attain a positive self-identity, preserve physical and mental health and learn to cope with an ever-changing society through:
 - Positive reinforcement,
 - Scheduled student conferences,
 - Conferences with parents and other professional educators.
5. To provide for the physical and mental well-being of the students through:
 - Annual vision and hearing screening programs,
 - A sequential physical education curriculum,
 - A well-balanced hot lunch program,
 - The services of a school psychologist, social worker and speech and hearing specialists.
6. To provide opportunities for the student to learn to cope with an ever-changing society by:
 - Teaching students to function in social situations with peers and adults,
 - Inviting speakers on local and world problems,
 - Expecting students to be responsible for their actions.
7. To equip the student with the necessary academic skills by:
 - Teaching each child to reason independently, to think constructively, to solve problems, to research information and to accept responsibility for self-evaluation through an excellent reading and phonics program and a comprehensive math program.
 - Teaching a proficient use of the written and oral English language.
 - Insistence on legible handwriting and correct spelling skills.

8. To assess students' needs through the use of:
 - Standardized tests and other tests made by or chosen by the teachers,
 - Classroom visitations by the principal,
 - Consultation with the diocesan office of education staff,
 - Encouraging parents to visit classrooms.

9. To stimulate creative awareness, and to develop a sense of aesthetic appreciation through:
 - A varied art instruction program,
 - A sequential music instruction program,
 - Dramatic presentations,
 - Poetry and literary appreciation programs.

NOTICE OF POLICY OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Diocese of Sioux City is committed to providing equal employment opportunities. It is our policy to recruit, hire, train, compensate, promote, transfer and, when necessary, discipline employees in a manner that provides fair and equal treatment without discrimination on the basis of race, color, sex, national origin, age, disability, or other classifications protected by applicable law. Because it is a religious organization, the Diocese of Sioux City reserves the right to consider religion and other allowable qualifications in employment decisions, within the framework of the law, and nothing in this manual or other Diocesan policies should be construed to waive the "religious organization" exemption under local, state or federal non-discrimination laws.

The Diocese of Sioux City will make reasonable accommodations to known physical and mental limitations of students and qualified applicants and employees.

The Director of Human Resources coordinates compliance with this policy and should be contacted with any questions about equal employment issues including accommodations for qualified individuals with disabilities.

It is the policy of the Diocese of Sioux City that employees or applicants who complain about discrimination, oppose any discriminatory practice, or participate in the investigation of such complaints shall not be retaliated against for such actions.

The Director of Educational Services for the Diocesan educational system or his/her designate shall serve as the Equal Opportunity Coordinator. The Superintendent may be contacted at the following address: Office of Education, Diocese of Sioux City, 1821 Jackson St., P.O. Box 3379, Sioux City, Iowa 51102. Phone 712-255-7933.

Sacred Heart School is included in the educational system of the Diocese of Sioux City.

SOCIAL JUSTICE

Catholic schools of the Diocese of Sioux City operate on a philosophy that is firmly rooted in the social justice tradition of the Church.

In keeping with this principle, schools of the Diocese shall:

1. Admit students without regard to race, color, national and ethnic origin, or gender.
2. Make a positive effort to attract and enroll Catholic students representing all racial and ethnic populations within the community.
3. When faced with the necessity of limiting enrollment, the Catholic School System shall give priority in the following order to:
 - a. students of the Catholic faith from families who are actively supporting a Catholic parish;
 - b. other students of the Catholic faith;
 - c. other students in the order of date of completed application, as space allows (for more detailed information, see Admission Guidelines).
4. Firmly resist efforts of families to enroll students as a means of avoiding racial integration.

ABSENCES

Parents should call the office before school starts in the morning if their student will be absent from school. If no call is received, the school secretary will call to verify the absence.

Written assignments must be made up and handed to the teacher within two days following the absence. It is the student's responsibility to get the assignments from the teacher. This should be done at a time convenient for the teacher, not during class. If a student is ill, and another person will call for assignments, the teacher should be notified well in advance so the assignments will be ready.

Written requests, and/or telephone communication by a parent or guardian, must be presented to the teacher if a student must be out of class for dental or medical reasons.

ADMISSION GUIDELINES

It is the policy of Sacred Heart School to admit students regardless of race, color, national and ethnic origin, or gender. The school reserves the right to refuse admission to children whose identified needs cannot be met with the ordinary resources of the school.

According to the school laws of Iowa, a child must be five years of age, or will reach the age of five on or before September 15th of the current year to enter kindergarten. At the time of registration for kindergarten, proof of birth must be presented by a birth certificate or a baptismal certificate, passport or affidavit of the parent or guardian. (Note: a child must be four by September 15th to enter our Preschool Program.)

Iowa Code Section 139.9 requires that as a prerequisite to admission to an elementary or secondary school, an applicant shall present (1) a certificate of immunization showing that all required immunizations are up to date, or (2) a provisional certificate of immunization, or (3) a certification of immunization exemption.

It is the policy of Sacred Heart School to make Catholic education available to as many children as possible and also to provide a high quality education for all. Therefore, the maximum recommended enrollment for: our 2-year old program is 24; our 3-year old program is 32; our 4-year old program is 34, any grade Kg through 6th grade will ordinarily be 28 students. Since the school is subsidized to a great extent by the parish, it will be the policy of Sacred Heart School to give parishioners the first opportunity to register their children. Preregistrations for all groups shall normally begin in December.

Pre-registration shall be on a first come, first served basis in conjunction with a priority system until the maximum of students for each group is reached. When the maximum is reached, parents may continue to register, but their children will be on a waiting list. If the waiting list becomes large by April 30, it may warrant the hiring of an additional teacher for that age group. Extenuating circumstances may warrant deviation from these guidelines. *It will be the task of the School Board to determine final enrollment for any particular year.*

PRIORITIES (NOTE: The first priority for our Kindergarten is having been in our Preschool Program.):

1. Parish member-older sibling currently enrolled at Sacred Heart
2. Parish member-older sibling has “graduated” from Sacred Heart
3. Parish member
4. Cluster parish member-older sibling currently enrolled at Sacred Heart
5. Cluster parish member-older sibling has “graduated” from Sacred Heart
6. Cluster parish member
7. Neighboring parish member-older sibling currently enrolled at Sacred Heart
8. Neighboring parish member-older sibling has “graduated” from Sacred Heart
9. Neighboring parish member
10. Others

In a normal year, December 31st shall be the deadline to register to keep priority. Registrations will be rank ordered by the above priorities on a first-come, first-served basis. (In other words, the first child registered from Priority 1 will be the first on the Preschool and Kindergarten lists, the second child registered from Priority 1 will be the second on the list, and so on.) Example: If on December 31st at 3:30 p.m. there are 18 children registered from Priority 1, then the first child registered from Priority 2 would be the 19th child on the list, and so on.

After December 31st at 3:30 p.m., registrations will be taken solely on a first-come, first-served basis. In other words, if parish members fail to register by December 31st, they will lose their priority and they will be put on the list according to the order in which they registered.

All students are considered an integral part of the total school community and will be included and expected to participate in activities scheduled as part of the class day, including those of a religious nature.

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of Sacred Heart School that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. It is the policy of Sacred Heart School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigations of any allegation, and to do

so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process. Sacred Heart School has appointed a level-one investigator and an alternate, and has arranged for a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate will be provided training in the conducting of an investigation. The principal or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

Level One Investigator - Sacred Heart Principal - 262-6428
Level One Alternate – Diocesan Superintendent - 712-233-7589
Level Two Investigator - Blake Diekmann - 712-262-2151

ATTENDANCE

Students will progress in class only if they attend school regularly and come prepared for classes. Irregular attendance or tardiness often leads to delinquency, lack of responsibility and discouragement. It is more probable that students will give up if they get too far behind with assignments.

Sacred Heart School adheres to the Spencer Community School calendar as they provide busing for our students.

The school day at Sacred Heart begins at 8:30 a.m. and continues until 3:30 p.m. All classes begin promptly at 8:30 and a student is considered tardy if not in the classroom at the opening prayer. This time will be made up at the discretion of the respective teacher.

Because of legal implications, students are not permitted to leave the school premises between 8:30 a.m. and 3:30 p.m. Exceptions: Students who receive Special Education Services. It is necessary, therefore, to bring a written note, and/or telephone communication from the parents or guardian anytime a student will be leaving school.

The school is liable for students from the time they arrive each morning until the afternoon dismissal. The school, therefore, does not accept any responsibility for students who violate the regulation.

If a student is ill or injured, someone at school will attempt to notify the parents. No student will ever be sent home unless the parents have been notified in advance.

BICYCLES/WALKERS

Although the school provides bicycle racks in front of the building, we do not assume responsibility for bicycles that are parked there. Students are responsible for parking their own bikes carefully within the rack to avoid damage to other bikes.

Students who are riding bicycles must use the appropriate sidewalks when they enter or leave the premises. We are requiring students to walk their bikes when crossing the nursing home crosswalk.

Only students in grades 2, 3, 4, 5 and 6 are to ride their bicycles to school. However, students in Kindergarten and grade 1 may be allowed to ride if their parents receive permission from the principal.

Walkers are to use the crosswalks on 4th Avenue West and 11th Street, or 6th Avenue West and 11th Street, or 7th Avenue West and 11th Street

BIRTHDAYS

Parents are asked not to send birthday invitations to school unless they send one for every student in the class.

BULLY-PROOFING ACTION PLAN

Every student has the right not to be hurt and the right to learn in a safe environment.

1. Definition of Bullying

Bullying is having power over others or trying to hurt others deliberately. It is a repeated and intentional act of aggression and intimidation by an individual toward another. It is a purposeful act to hurt someone. Thus, it is any act that threatens another person emotionally, verbally, physically, or sexually.

2. How a Bully Acts

- Excludes others.
- Orders peers or persons around.
- Teases.
- Name calls.
- Intimidates other physically.
- Makes demands of younger or smaller people.
(example - takes lunch or lunch money)
- Harasses others sexually or verbally.
- Gives you the “I don’t know what you’re talking about” look.
- Infringes on personal space.
- Jokes at the expense of others.
- Hides bullying acts from adults to avoid trouble and give self more power.

3. Victim’s Strategies

- Confront the bully.

Example: tell the person “It bothers me. Stop it!”

(Note: The reason the bully needs to be told is so that there is no doubt that he/she knows that what he/she is doing is hurting someone else. If he/she continues, the line has been crossed.)

- If bullying continues or is repeated, get an adult (teacher or principal.)

4. Bystander’s Strategies

- If someone is being bullied, support them (stick up for the victim, step forward). If possible, get nearby friends to join you. There is strength in numbers.
- If bullying continues, get an adult.

5. Adult Strategies - Plan of Action

- Teach the difference between tattling and reporting. Tattling is getting someone “in” trouble. Reporting is getting someone “out” of trouble.
- Teach the language. Ex: bystander, tattling, reporting, etc.
- Role play.
- Watch bullying videos.
- Make sure students know there is an adult he/she can trust in the school.

If bullying is brought to the Sacred Heart faculty or staff’s attention, it will be dealt with as soon as possible. After all facts are gathered, the offending student(s) will be disciplined accordingly. Consequences will be given on an individual basis depending on the severity of the offense and may include expulsion from school. Please refer to the Rules of Conduct & Discipline in this handbook for further information.

Consequences for students committing acts of harassment

1st Offense

- Parents notified by student or principal or counselor.
- Student and counselor meet to develop appropriate counseling plan.
- Written or verbal apology approved or witnessed by principal.
- Report of harassment documented.

2nd Offense

- Parents notified by student or principal or counselor.
- One day in school suspension.
- Parents and child must meet with principal and/or counselor to develop plan of action. This may include a referral for professional counseling.
- Report of harassment documented.

3rd Offense

- Parents notified by principal.
- 3 day school suspension.
- Disciplinary Board meets – see student handbook.
- Referral for professional counseling.
- Report of harassment documented.

4th Offense

- Expulsion for the rest of the school year.
- Report of harassment documented.

Consequences for school employees committing acts of harassment

1st Offense

- Two days suspension without pay.
- Mandatory outside professional counseling.
- Any recommendations will be communicated to the principal and followed by the employee.
- Report of harassment documented.

2nd Offense

- Termination of contract.

Harassment Consequences Adopted 9/13/07, revised 10/14/10, reviewed 12/12/13; 12/15/16

BUS TRANSPORTATION

Students transported in a school bus shall be under the authority of the bus driver. The bus driver shall be held responsible for the orderly conduct of the student transported.

Discipline problems will be handled in the following manner:

Offense #1.....Verbal warning to the student by the bus driver.

Offense #2.....The student's name and a description of the incident will be given to the transportation supervisor. A conference will be arranged with the student, the principal and the supervisor. Parents will be notified by letter of this conference.

Offense #3.....The same procedure as above will be followed except that the parents will be involved in the conference. Three days suspension will be imposed on the student.

Offense #4.....The final step will be a long-term suspension of bus privileges. The Head of Transportation of the public schools will administer this step in the process.

If a student will not be riding the bus due to illness, etc., please contact Julie Nemmers, Transportation Director, at 262-1118, so bus drivers can be notified.

Bus drivers have the authority to refuse to transport a student who misbehaves, uses bad language, disobeys, etc. on the bus. When the weather is favorable, students who live within walking distance from school are advised to walk to school. Students walking are to use the crosswalks on 4th Ave. W. and 11th St. and on 6th Ave. W. and 11th St. and on 7th Ave. W. and 11th St.

CARS

Kindergarten through sixth grade students are to be dropped off at the school gym entrance door before school in the morning. After school, drivers who pick up kindergarten through sixth grade students should park under the church canopy in single file against the curb and form a line behind along the curb stretching past the rectory, if needed, leaving a space for drivers to get to and from behind the church. Drivers may also park in the open stalls west of the church canopy to the fire hydrant - the area west of the fire hydrant is reserved for buses only. Cars are then asked to exit south on 6th Avenue West or exit to the east on private drive toward 4th Avenue West. DO NOT exit south of the gym because many students walk and ride bikes that direction.

PreKg (4-year olds) parents are to drop off and pick up their child and siblings at the PreKg door. Please make sure a PreKg staff person sees you.

The Early Childhood Center will have a parking lot in the back (on Nursing Home side) for parents to park while they check in and check out their 2 and 3 year olds....as well as siblings.

CELL PHONES / IPODS

School Board approved the following guidelines for cell phones/ iPods. They are to be off / silent mode upon entering school and then placed in the student's locker until school is dismissed and student leaves the building. If non-compliant, the item will go to the office. Student will be given the item at the end of the day on first offense; on second offense, the parent will need to get the item from the office; on third offense, a conference will be held with principal, parent, and student.

COLD WEATHER

Living in Northwest Iowa we should expect a normal amount of very cold weather. Parents should always make sure that children are properly dressed for this type of climate. The following procedures will be used when determining if children should go outside for recesses:

Wind chill temperatures 1 degree to 15 degrees below zero - a short trip outside to get fresh air.
Wind chill 15 degrees below zero - do not go out.

We ask parents to insist that students come to school dressed warmly enough to play outside during the cold weather. Boots, mittens, ear coverings and warm clothing are essential. Students need to get out of the classrooms and into the fresh air. Disciplinary problems in the classroom are minimized if the students can play active games outside.

COMMUNICATION

We try to keep parents informed. Every August, a school calendar for the year is given to each family. This calendar is invaluable for future reference during the school year. We also send upcoming school events in the weekly newsletter. Frequently, the church bulletin and Heart to Heart newsletter contain current school news. Visit our website at www.spencersacredheart.com at any time. If you have any questions, please feel free to contact the school.

COURTESY

Christian courtesy is an attitude and a behavior that Sacred Heart School strives to develop in the students. We believe that learning to share, to show consideration for one another, to respect the opinions of others, to listen, etc. are important signs of growing up. We firmly believe that good manners are essential to Christian living.

DANGEROUS OBJECTS

The School Board of Sacred Heart School in Spencer recognizes the danger of certain objects to the students and staff. Any objects capable of causing death or serious injury may be categorized dangerous weapons as determined by administrators or staff.

The administration and staff shall carry out the following actions when a student brings such an object onto the school premises or transportation system or threatens electronically (see Electronic definition on page 16, Ia)

1. The object shall be confiscated.
2. The student's parents or guardians are to be informed.
3. The police department shall be notified to pick up the object and conduct an investigation.
4. The student shall be removed from school until such time as the police department has completed its investigation, psychiatric/psychological reports have been completed, and an appropriate plan for the student's return to the educational program has been implemented. A recommendation for expulsion may result depending upon the severity of the situation.
5. Legal counsel shall be notified of circumstances and possible litigation.

DISASTER DRILLS

The State Law of Iowa requires two fire drills each semester of the school year. Sacred Heart abides by this regulation. Sacred Heart also has an established routine for tornado drills. Two times each semester the signal for tornado drills is given. The students and teachers walk to their designated places of refuge and remain there until told to return to their regular classrooms.

DISCIPLINE OR SELF-CONTROL

“Discipline” applies to the rules and regulations of Christian living. We trust that parents and students realize that certain rules and regulations set by the school are made with good reasons. Without discipline, the school could not accomplish its purpose or operate efficiently and effectively. Students who wish to attend Sacred Heart School are expected to follow its regulations. Students who are incapable of self-control and persist in disturbing others must be responsible for the consequences. In serious matters, parents may be contacted for a conference.

Students grow in self-control just as they grow physically and academically. As they progress in school, students are given more responsibility for individual studying. If a student continues to bring home an excessive amount of homework, perhaps time in school is not being used to the best advantage. If excessive homework continues, please contact your teacher. Good study habits must be learned; they do not just happen. Students who come from homes that provide a climate for learning will progress. Parents can do much to encourage their children to do well in their schoolwork.

DRESS CODE/GROOMING

The dress code is approved by the Sacred Heart School Board and it is the responsibility of parents to see that it is followed.

The established dress code is as follows:

Girls

- Navy dress slacks of cotton, twill, corduroy, knit, etc. or skirts, dresses, and jumpers with no logos, trim, or detail and no more than 2” above the knees may be worn all year long.
- Navy skirts, dresses, or jumpers with no logos, ruffles, trim, or detail and no more than 2” above the knees must be worn with leggings or tights (color optional) from Nov. 1 to March 31.
- Navy dress shorts, skorts, (mid-thigh length or longer when standing) and navy dress capris may be worn during the months of Aug., Sept., Oct., Apr., May, and June.
- White or light blue tops/blouses with collars or turtlenecks. May be long- or short- sleeved and is without logos other than Sacred Heart logo.
- Sweaters may be solid navy or white with no logos, trim, or detail.
- Sacred Heart sweatshirts are always appropriate over uniform tops.
- Shoes are a family choice. Many students wear tennis shoes.
- Sandals may be worn in Aug., Sept., Oct., Apr., May, and June (with socks only-even on dress down days).
- It is suggested that beginning in 4th grade girls wear a sport bra/bra.
- Body piercings, other than girls’ ears, are not permitted.
- Make-up is not appropriate for Sacred Heart Elementary.

Boys

- Navy dress trousers of cotton, twill, corduroy, knit, etc. material, with no logos, trim, or detail.
- White or light blue shirts with collars or turtlenecks may be long- or short- sleeved and is without logos other than Sacred Heart logo.
- Sweaters may be solid navy or white with no logos, ruffles, trim, or detail.
- Sacred Heart sweatshirts are always appropriate over uniform tops.
- Navy dress shorts (mid-thigh or longer when standing) may be worn during the months of Aug, Sept, Oct, Apr, May, and June.
- Shoes are a family choice. Many students wear tennis shoes.
- Sandals may be worn in Aug., Sept., Oct., Apr., May, and June (with socks only-even on dress down days).
- Earrings and/or body piercings for boys are not permitted.

Both

The following are never appropriate for Sacred Heart School:

- leggings only or tight-fitting knit slacks or trousers.
- sleeveless / tank tops.
- sweat pants / cargo pants.
- excessively worn or faded clothing.
- tattoos.
- jeans or 5-pocket jean-style pants (navy or not). (Acceptable on dress down day.)
- wind pants. (Acceptable on dress down day)
- sweatshirts other than Sacred Heart sweatshirts. (Acceptable on dress down day.)
- denim or chambray. (Acceptable on dress down day.)

NOTE: We ask that if students wear t-shirts under their polos that they be plain white.

Students will be asked to visit with the Principal if wearing clothing not suitable for school. Exceptions to the uniform code will be dealt with administratively.

Grooming

No unusual or distracting hairstyles and/or hair colors. Students' hair must be out of their eyes. Male students' hair must not touch the collar of the shirt while standing and may touch but not cover the ear. Facial paint, glitters, sparkles, etc. are forbidden. Make-up is not allowed.

It is suggested that beginning in 4th grade girls wear a sport bra/bra.

The acceptability of a student's appearance is reserved to the judgment of the administration.

EARLY DISMISSAL

Parents will be notified through the calendars, church bulletin or notes from school about scheduled early dismissals. However, any unscheduled dismissals due to weather or other unforeseen circumstances will be announced on the Spencer radio stations. In weather-related dismissals, we follow the decisions of Spencer Community Schools.

FEES

Sacred Heart School does charge tuition. It can be paid monthly (if so, we require automatic withdrawal unless special arrangements have been made with the principal), quarterly, by semester, or all at once upon registration. A book fee is also required. Textbooks are loaned to the students via the book fee.

The money brought in for parking cars during the Clay County Fair is used for school purposes. It helps to pay for instructional materials, weekly magazines, testing programs, library books and supplies, audio-visual supplies, etc. Thus, we need the help of all families to make our Fair Parking a success.

Students are held financially responsible for negligence in the use of school property, damaged or lost books, etc.

FIELD TRIPS

As we have no bus, parents are asked to volunteer to drive. Parents need to make sure that each child is fastened in a seat belt during the trip. Parents will also be asked to provide proof of insurance, do the Safe Driving Program, and complete a driver information sheet.

GRIEVANCES

If there is a grievance, or any type of misunderstanding, we ask parents to come directly to the school where the matter may be remedied. It only breaks down the morale of the school to talk about it to others who are in no position to do anything about it. The classroom teacher should be contacted first. Problems of a more general nature should be brought to the principal. Phone at a convenient time and make an appointment. Our teachers strive earnestly to do their very best but sometimes misunderstandings may arise. There is always more than one side to the matter, however, and it is wise to hear both sides before making a judgment.

GUM AND CANDY

Students are prohibited from bringing candy except when brought for birthday or party treats. Gum should never be brought to school.

HARASSMENT AND BULLYING

It is the policy of Sacred Heart School to maintain a learning and working environment that is free from bullying or harassment and to provide all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. No employee, volunteer or student shall engage in harassing or bullying behavior based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any employee, parent or guardian, volunteer or student in Sacred Heart School to bully or harass any employee, parent or guardian, volunteer or student on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. School employees, parents or guardian, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

Sacred Heart School shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the school. To the extent that funds are available, the school will also adopt and provide programs to school employees, volunteers and students with the skills and knowledge to help reduce incidents of harassment and bullying.

Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

I. Definitions

- a. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, and electronic text messaging.
- b. "Harassment" and "Bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward an individual which is based on actual or perceived trait or characteristic of the individual and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - i. Places the person in reasonable fear of harm to his/her person or property.
 - ii. Has a substantially detrimental effect on the person's physical or mental health.
 - iii. Has the effect of substantially interfering with a person's academic performance.
 - iv. Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- c. "Trait or characteristic of the individual" includes but is not limited to actual or perceived traits or characteristics of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- d. "Volunteer" means an individual who has regular, significant contact with students.

II. Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment

- a. Any employee, volunteer, student, parent, or guardian of a student, of Sacred Heart School who feels that a person has been bullied or harassed or who feel they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately.

Claims made against a principal/school administrator shall be reported to the Superintendent of Schools for the Diocese of Sioux City immediately.

- b. The principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.
- c. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
- d. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
- e. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion.
- f. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school's Employee or Personnel Manual and/or the Administrative Manual of the Office of Education, as applicable.
- g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded within ten (10) school days after the submission of the written complaint form.
- h. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.

III. IMMUNITY. The law provides immunity from civil or criminal liability to a school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy. This immunity extend to participation in any administrative or judicial proceeding resulting from or relating to the report.

IV. COLLECTION REQUIREMENT. Sacred Heart School shall maintain a system to collect harassment and bullying incident data.

- V. **INTEGRATION OF POLICY AND REPORTING.** Sacred Heart School shall integrate its anti-harassment and anti-bullying policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section IV above, to the local community.
- VI. **NOTIFICATION.** This policy shall be provided to school employees, volunteers, students, and parents or guardians through the Staff and Student/Parent Handbooks. This policy may also be published in official school communication, as appropriate (i.e. school newsletter, school website, or public media).

Equity Coordinator: Ron Olberding (712) 262-6428 / 240-2015
Alternate Contact: Amanda Woodall (712)-262-6428

Procedure for Reporting/Action Regarding Allegations of Harassment

1. Any student, parent of a student, or employee of Sacred Heart School who feels she/he has been harassed or who feels he/she has witnessed incidents of harassment is encouraged to contact the principal or any other staff member.

Any staff member to whom an incident of harassment has been reported is to contact the principal as soon as possible to inform the principal of the incident and identify the person making the claim.

2. The principal will have the person making the claim fill out the form for reporting harassment and instruct the person to recall and record as many details as possible including identifying any witnesses to the incident.
3. The principal will then interview any witnesses, having them fill out a report form as completely as possible.
4. The principal will next interview the person claimed to have committed the harassment.
5. If any of the criteria for harassment are found as stated in the School Policy on Harassment, there is cause for disciplinary action up to and including expulsion or dismissal.
6. Consequences for students committing acts of harassment are listed at the end of this section.
7. Consequences for school employees committing acts of harassment are listed at the end of this section.
8. In the event any claim is made against the principal, the pastor and the superintendent for elementary schools are to be contacted immediately, and the pastor is to conduct the investigation.
9. If a claim is found to be groundless, this will be made known to the person filing the claim.
10. All claims and reports resulting from founded claims are filed in the principal's office.

Consequences for students committing acts of harassment (Depending on the severity of the offense, steps may be accelerated.)

1st Offense

- Parents notified by student or principal or counselor.
- Student and counselor meet to develop appropriate counseling plan.
- Written or verbal apology approved or witnessed by principal.
- Report of harassment documented.

2nd Offense

- Parents notified by student or principal or counselor.
- One day in school suspension.
- Parents and child must meet with principal and/or counselor to develop plan of action. This may include a referral for professional counseling.
- Report of harassment documented.

3rd Offense

- Parents notified by principal.
- 3 day school suspension.
- Disciplinary Board meets – see student handbook.
- Referral for professional counseling.
- Report of harassment documented.

4th Offense

- Expulsion for the rest of the school year.
- Report of harassment documented.

Consequences for school employees committing acts of harassment

1st Offense

- Two days suspension without pay.
- Mandatory outside professional counseling.
- Any recommendations will be communicated to the principal and followed by the employee.
- Report of harassment documented.

2nd Offense

- Termination of contract.

Harassment Consequences Sept. 07, Adopted 9/13/07, Revised 10/14/10, reviewed 12/12/13; 12/15/16

HEALTH

When a child enters Sacred Heart School, a record of immunization is filed in the school office. Communicable diseases must be reported to the principal, who in turn will report them to the public health office. During the school year, the following screening tests and measurements will be conducted: vision, hearing, height/weight.

HOME STUDY

If a student is to be successful, a reasonable amount of studying at home is essential. A home environment that is conducive to study will benefit any child. Parents who encourage and motivate their children to produce good work in school are to be commended. A child's attitude in school often reflects his parent's attitude toward school or the teacher. A child who grows up in a climate for learning will more likely value learning for a lifetime.

If a parent feels that his/her child's homework load is too heavy, the parent needs to bring this to the attention of the classroom teacher so that modifications can be made, if necessary. Communication between home and school is very important. NOTE: A guideline of 10 minutes per night per grade

level for the average student is reasonable. Example: 40 minutes per night for a fourth grader, 60 minutes per night for a sixth grader.

Students sometimes forget books/assignments at school. They may come back to get them, but only until normal teacher hours of 3:45 p.m.

HOT LUNCH PROGRAM

Hot lunch, under the Federal Lunch Program, is served at Sacred Heart School every day that school is in session. The lunches are well prepared and are planned according to government requirements.

Lunch money is to be taken to the school office the first thing in the morning. When a student's account is low, parents will receive emails once an account reaches \$6. When the balance reaches \$0.00, a student may charge no more than \$20.00 to the account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Families who qualify for reduced prices, or free lunches, are urged to avail themselves of this opportunity. Forms are available at registration or anytime during the year from the office. Only authorized personnel review these confidential forms.

Students who bring cold lunches to school may purchase milk. Parents are asked not to send gum, pop or candy as part of the cold lunch except on announced special occasions.

The lunchroom is supervised by volunteers who are responsible for seating the students properly, cleaning the tables, etc. If undesirable conduct occurs, these people are authorized to correct the students. Rules of courtesy and good conduct apply in the lunchroom also.

Lenten lunches should contain no meat on Fridays. Although the Church does not actually enforce this until the children are 14, please eliminate meat from cold lunches in order to be consistent with the school lunches. Thank you!

INSURANCE

Individual student accident coverage is recommended. At registration in the fall, forms are available for student coverage at very reasonable prices. NOTE: There is NO medical payments coverage for students under the diocesan policy covering the church and school.

The benefit of being connected to the Internet is that it expands classroom teaching dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers and media specialists. It brings information, data, images, and even computer software into the classroom from places around the globe, and it does this almost instantaneously. Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea sharing not found in schools that lack Internet access.

Computer networks can be a great motivator for students, and their use encourages the kind of independence and autonomy that many educators agree is important for students to achieve in their learning process. Because the Internet is blind to class, race, gender, age, ability and disability, it is a valuable means for addressing the needs of all students.

While the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system that contains pockets of material that many people would disapprove of and keep away from children. Sacred Heart School will make every effort to prevent your child's access to inappropriate materials on the Internet, but we cannot guarantee that he/she will not encounter text, pictures or references that are objectionable. We ask your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network.

I. Acceptable Use Guidelines

To get Internet access for your child, you must do the following:

1. Read this entire section and ensure that you understand these terms and agree to abide by them.
2. Sign the Internet Agreement at registration.

II. Network Responsibilities

1. Sacred Heart School will have an account that can be used to access the Internet. Everyone who logs on to the Internet is responsible for all activity under that account. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
2. Use for commercial activities by for-profit institutions, product advertisement or political lobbying is prohibited.
3. No use of this network shall serve to disrupt its use by other individuals or by connecting networks.
4. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption.
5. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy.
6. Users must respect other's privacy and intellectual property.
7. All communication and information accessible via the network should be assumed to be private property. Any sources used in research must be cited and credit given to the author.
8. The legal rights of software producers and network providers, and copyright and license agreements, must be honored.
9. Users have a right to be informed about personal information that is being, or has been, collected about them and to review this information.
10. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify your teacher. Do not demonstrate the problem to other users. The Internet will be accessed from the Media Center as well as various classrooms.

III. Terms and Conditions

Any violation of the network responsibilities will result in a cancellation of network privileges. The system administrator will deem what is inappropriate use and his/her decision is final. Also, the system administrators may close out an individual user at any time as required. The administration, faculty and staff of Sacred Heart may request the system administrator to deny, revoke or suspend a specific user.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Sacred Heart School makes no warranties of any kind, where expressed or implied, for the services they are providing. Sacred Heart School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by the school's own negligence or your errors or omissions. Sacred Heart School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

IV. Netiquette

Certain behaviors have gained acceptance on the network - some because they save misunderstanding and maintain privacy and others because they help other users avoid a waste of time or help conserve system resources. As you join the on-line community, practice these appreciated behaviors:

1. Include your name and school at the bottom of e-mail messages, but never give your home address or phone number. You may use an appropriate alias rather than your name.
2. Keep your password private.
3. Check e-mail frequently.
4. Don't post addresses or phone numbers of students or colleagues; use school addresses or phone numbers.
5. Be careful when you use sarcasm and humor; without face-to-face communications, your joke may be misinterpreted or viewed as criticism.
6. Don't be vulgar or offensive or swear on the Internet or where otherwise inappropriate.
7. Don't publicly criticize or anger others.
8. When quoting in a message, attribute the quotation to its author or source.
9. Use all capitals only to highlight a word, if you use them for an entire message, people will think you are shouting.
10. Make your subject line as descriptive, yet as short, as possible.
11. Don't send personal messages to conferences, discussion lists, or news groups.
12. Briefly restate or quote any question you are answering.
13. Keep messages in your electronic mailbox to a minimum because overload slows down the operation of the network.
14. Limit line length and avoid using control characters, so messages can be read on any system.

The purpose of providing Internet is to advance and promote education at Sacred Heart School. It is intended to assist in the collaboration and exchange of information among all who are concerned with education.

The use of our account must be in support of education and research and consistent with the educational objectives of Sacred Heart School. Use of other organization's network or computing resources must comply with the rules appropriate for that network.

LIBRARY BOOKS

If a student loses a library book, he/she must pay the replacement cost, as well as a processing fine of \$1.50.

LOCKERS

Lockers are for storing books and clothing. Other items should not be hung in or on the locker by students. No students may lock his/her locker. A maintenance check of lockers will be made periodically, and students will be given prior notification of this.

LOST AND FOUND ARTICLES

It is important that you mark clothing and school supplies with the name of your child. The Lost and Found Department in school accumulates many valuable articles of clothing that are never claimed. You may check this room whenever you happen to be in the school. Jewelry that is found is kept in the principal's office and may be claimed.

MEDICATIONS AT SCHOOL

In the few cases it may be necessary for a student to have medication at school, the following must exist:

- A. Medication must be in the original container from the pharmacy. If requested the local pharmacies will provide a second prescription bottle for you for use during school hours.
- B. Over-the-counter medication must be in the original container. The administrator of the medication may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the child. (i.e. should the dose requested by the parent not agree with the dose recommended on the container).
- C. Parents must give written authorization for the administration of the medication, over-the-counter or prescription.

These guidelines are for your child's protection. It will be greatly appreciated if these guidelines are followed should you need to send medications for administration during school hours.

PARTIES IN ROOMS

Parties shall be limited to Halloween, Christmas and Valentine's Day and shall not exceed one hour and shall be confined to the last hour of the day. Parents are asked not to send birthday invitations to school, unless they send one for every student in the class.

PERMANENT RECORDS

A permanent record of each student is on file in the principal's office. These records are private property and are submitted only when lawfully requested. Each record contains the following information: scholastic ratings from grade to grade, results of standardized tests, attendance and tardiness records from year to year, promotion, retention, etc. Parents may request to see their children's records. Besides the permanent record, each child also has a health record and a folder which contains class materials. Immunization cards, required by the State of Iowa are also on file.

PHYSICAL EDUCATION

Sacred Heart School stresses the importance of good physical fitness. Physical education classes, under the direction of a qualified teacher, are held on a regular basis.

PLAYGROUND SUPERVISION

There is no playground supervision before or after school. However, all recesses during school are supervised by school personnel as are the After School and Summer Programs.

RECESS

Sacred Heart students are under careful supervision during their recess periods. School Staff and volunteer helpers take this responsibility very seriously. Students may be excused from recess if the child is recovering from an illness or on doctor's orders. On rainy days, or in extremely severe winter weather, the students will play indoors. Lay volunteers help with indoor supervision also.

Students are asked to limit play equipment they bring for recess to jump ropes and balls.

RELIGIOUS EDUCATION

A Christian atmosphere prevails at Sacred Heart School. In addition to this, however, each class receives approximately 30 minutes of formal religious teaching on non-Mass days. These religion classes are taught by capable teachers who are well prepared to teach religion.

The school day at Sacred Heart begins and ends with prayer. We maintain a Christian atmosphere throughout the building. Our teachers stress the importance of good moral values, self-discipline and Christian manners. It is a part of our Christian philosophy to educate the whole child - spiritually, academically, socially and emotionally.

Second grade students receive a thorough preparation for the Sacrament of Reconciliation and the Eucharist. They are taught to realize the sacredness of these two sacraments and how important they are in their lives.

RULES OF CONDUCT AND DISCIPLINARY CODE

Christian education is a process of preparation and forming our youth to fulfill their God-given destiny. Proper order and discipline are conducive for achieving this purpose. Therefore, in order to promote good order and to help engender respect for authority and for one another, certain rules will be enforced.

Breaches of Sacred Heart School rules will be handled in the following manner:

1. Minor and infrequent offenses will be handled by the classroom teachers. Repeated infractions of a more serious nature will be referred to the principal.
2. A student may be placed on probation. This action may be taken by the pastor or the principal. Probation is intended as a warning that, unless conduct is improved, suspension or expulsion is inevitable. Written notice of probation is to be given to parents of a student placed on probation.
3. A student may be suspended for any serious breach of improper conduct for a period of two days. The following are considered breaches of conduct:
 - a. Smoking and/or use of tobacco or any other form of drug on school property.
 - b. Disrespect/defiant behavior towards any school staff member.
 - c. Repeated use of written or verbal obscenities.
 - d. Physical assault of another person.
 - e. Destruction of school property.
 - f. Theft.
 - g. Repeated disruption and improper conduct in class.
 - h. Harassment (note section in this handbook).

The student is expected to make up all classroom homework missed because of the suspension. A parent conference, with the principal and the respective teacher, is a prerequisite before a suspended student may be readmitted to class. Suspensions may very well lead to permanent expulsion from Sacred Heart School. A suspension for a period of more than two days shall be made by a disciplinary committee after a hearing with the parents and the student involved.

4. A student may be expelled from school after a hearing at which Sacred Heart School officials present evidence and explanations for the alleged grounds for expulsion. Grounds for expulsion are as follows:
 - a. Serious destruction of property.
 - b. Repeated insubordination or failure to comply with instructions or directions given by any member of the school staff.
 - c. The use of indecent or abusive language to any staff member or student.
 - d. Behavior that deteriorates the morale of other students.
 - e. Improper conduct that adversely affects the status of the school and causes unfavorable criticism of Sacred Heart School in this community.
 - f. Harassment (see section in this handbook).

After a hearing, the disciplinary committee may recommend that the school board expel, suspend or reinstate a student. The disciplinary committee shall consist of the pastor of Sacred Heart, the principal and two faculty members appointed by the pastor and the principal prior to the hearing.

SCHOOL HOURS

Students at Sacred Heart are asked to come to school between 8:15 a.m. and 8:20 a.m. if they are not eating breakfast here. If students eat the school breakfast, they may arrive at 7:45 a.m.

7:45-8:15	Breakfast served
7:45-8:15	Students are supervised in the gym
8:15-8:30	Students work quietly in rooms
8:30	Final bell rings; prayer and announcements
3:30	Dismissal

Students who need special help or wish to come early to study for something special may make arrangements with their teacher. The time from 8:15-8:30 a.m. is a study time and students are asked to go to their homeroom.

The school day at Sacred Heart begins at 8:30 a.m. and continues until 3:30 p.m. All classes begin promptly at 8:30 and a student is considered tardy if not in the classroom at the opening prayer. School door will be locked until 7:45 am when supervision is available.

SCHOOL SUPPLIES

During registration time, each family will receive a list of back-to-school supplies needed for each grade level. These should be brought to school on the first day. These supply lists are also available beginning the first day of August on the tables in the back of the church.

SICK CHILDREN

If your child is sick, they must stay home for 24 hours after fever or vomiting (without medication). If we know (ex. Child went home the day before with fever or vomiting) and you send your child, we will call you to come pick them up. We want to keep sickness from spreading. Thanks for your help with this!

SMOKING-DRINKING-DRUGS

The board prohibits the possession, use, or being under the influence of beer or alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer or alcohol or controlled substances by students on school property or at any activities sponsored by the school, on or off school property.

Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. Use or purchase of cigarettes, tobacco or tobacco products for those under the age of eighteen may be reported to the local law enforcement authorities. Possession or use of beer or alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities.

SNOWBALLING

Snowballing is dangerous to the students and it is absolutely forbidden on the school premises. Permanent injuries, possibly lawsuits, etc. make this rule serious. A student who throws snowballs will be fined one dollar.

SPECIAL SERVICES

Services provided by a speech-language pathologist, school psychologist, social worker and audiologist are available through Prairie Lakes AEA. Special Education Services are available through Spencer Community School, while Title I Reading services are available here at Sacred Heart School as provided by Spencer Community School.

STUDENT CONDUCT

A student enrolled at Sacred Heart School assumes personal responsibility for his own conduct. As members of a social institution, the school, the students are obliged to be considerate of fellow students and of teachers.

Students who wish to attend Sacred Heart School are expected:

1. to conduct themselves according to Christian principles and civic behavior;
2. to be honest in dealing with one another and with the school personnel;
3. to cooperate with school regulations graciously;
4. to respect the rights and values of each person, especially on the school premises and in school sponsored activities. Verbal and physical harassment, teasing and annoying of other students will not be tolerated.

STUDENT LITURGIES

Our students' liturgies are an essential part of a Sacred Heart School education, and we invite parents and friends to join us on Friday morning at 8:45 a.m. and on other special occasions.

STUDENT RECORDS

Sacred Heart School collects and maintains records for each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, honors and activities, discipline date and objective counselor or teacher ratings and observations.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:

- A. School officials and teachers with a legitimate educational interest
- B. Officials of other schools in which the student proposes to enroll
- C. Representatives of state and local government when auditing and evaluating federal education progress

- D. Organizations which process and evaluate standardized tests
- E. Accrediting organizations for accrediting purposes
- F. Parents of dependent children, regardless of child's age
- G. At the time of an emergency.

Any other access to student records shall be only upon written consent or upon court order or legally issued subpoenas.

Students records are reviewed and inappropriate material removed periodically.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

STUDENT SEARCH

No school official of Sacred Heart School will conduct a search of a student's person, clothing, personal possessions or locker unless the school official has reason to believe that such a search will produce evidence that the student has committed a criminal offense or has broken a school rule. No student may lock his/her locker. A maintenance check of lockers will be made periodically, and students will be given prior notification of this.

TEACHER AIDES

Sacred Heart Parish hires teacher aides to assist in the larger classes. Volunteer helpers are also welcomed. There is no limit to what can be done tutoring, supervising, helping in the library, etc. Students are expected to obey and respect the volunteers in the same way as any other teacher.

TELEPHONE

Students may use the school telephone for emergency calls only. Permission must be obtained from the teacher and also from the person at the office desk. This is a matter of courtesy. Forgotten assignments, permission slips, books, lunches, etc. can become a bad habit and cause inconvenience to parents. Students are never permitted to call home for permission to go to a friend's house. This should be arranged at home in the morning. We do not ordinarily call students or teachers out of class. We will accept the message or take the number so direct contact may be later arranged.

TESTING PROGRAM

The Iowa Assessments and other tests that are considered appropriate are administered each year to the appropriate grade levels.

TRANSFERS

If a student is to transfer to another school, please inform the principal and the teacher at least a week in advance. Permanent records will be forwarded directly to the new school, after we receive a request form from the school. Please make sure your tuition and fees at Sacred Heart School are settled, Thanks!

VISITS TO SCHOOL

Parents are encouraged to visit classes. To avoid unnecessary confusion, however, we ask that you make arrangements with the teacher prior to your visit.

Teachers should not be interrupted while they are teaching. If parents have a matter to discuss, it is advisable to send a note or call for a special appointment outside of school hours. This is for your convenience as well as for the teacher. When you come to visit school, we ask that you make your presence known in the principal's office.

Occasionally students ask if they can bring a relative or friend to school. We do not discourage this, but feel that one-half day should be the most anyone should visit.

Visit our website at... www.spencersacredheart.com

