**Sacred Heart Catholic School**
**Kindergarten – 8th Grade**
Shelly Cooper, Principal
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Phone: (928) 445-2621

## Mission Statement:

Guided by the Sacred Heart of Jesus, we are a community of faith, dedicated to teaching the whole child by providing a Catholic education that promotes academic excellence, quality of character, social responsibility, and spiritual growth, being the living example of God's love to others.

2/28/2019

***THE FOLLOWING PAGES ARE AN EXCERPT FROM THE 2024-25 STUDENT/PARENT HANDBOOK***

## STUDENT LEARNING EXPECTATIONS (SLES)

### A DISCIPLE OF JESUS:

† Knows and practices Catholic teachings and traditions.
† Actively participates in sacraments, liturgies and prayer.
† Makes choices using Gospel values.
† Shows respect for God, self, others, and all creation.
† Respects and celebrates human diversity by practicing forgiveness, acceptance and tolerance.
† Uses discernment leading to spiritual growth.

### A JUST PERSON:

† Works for justice, peace, and care of creation.
† Demonstrates social responsibility in service to all God's Children.
† Offers time, talent, and treasure to build God's Kingdom.
† Respects the dignity and rights of others.

### A LIFE-LONG LEARNER:

† Strives for personal excellence in all areas: spiritual, academic and social.
† Sets and evaluates priorities and goals for personal growth in academics.
† Appreciates the visual, musical, cultural, and performing arts and information technology resources.
† Uses *Discipline With Purpose* (DWP) skills to build up our school community.

### A COLLABORATIVE WORKER:

† Works to achieve group goals.
† Uses communication skills.
† Demonstrates organizational skills, study habits, time management, and problem solving skills.
† Learns how to accept self and others, including both talents and limitations.

# ACADEMIC INFORMATION

## Evaluation of Student Work

Whenever possible, students are included in their own evaluation process. Their honest assessment of their work is more apt to result in improved academic achievement than simply telling them.

Sacred Heart Catholic School uses the diocesan scale for grading. End of quarter grade averages are converted into letter grades in all major subjects for grades 3-8. Percentages are reported on the report card. The scale is as follows:

A.....90-100
B.....80-89
C.....70-79
D.....60-69
F.....below 60

Grades K – 2 use the following scale:

4.....Distinguished
3.....Capable
2.....Developing
1.....Emergent

Kindergarten also uses the following scale. In addition, these grades may be used for behavior and special classes for all grades.

O.....Outstanding
S.....Satisfactory
N.....Needs improvement
U.....Unsatisfactory

## OptionC

The school implements the OptionC software program to track attendance, class schedules, assignments, lunch count, grades, and student information. At the beginning of the school year, all students and parents will be notified of their student's login name and password by the Homeroom Teacher. Students in Gr.3-8 are encouraged to check their progress on OptionC regularly. Parents/guardians of students in Gr. 3-8 are encouraged to check OptionC from home at least once a week to make sure all work is caught up and grades are satisfactory.

Website is: www.optionc.com School code is: 1308
Your login & password can be obtained from homeroom teacher or the school office.

## Honor Roll

Three honor roll levels may be achieved at Sacred Heart Catholic School. Honor Roll recognition is announced quarterly for students in $6^{th}$ – $8^{th}$ grades:

1. Principal's List includes those students with no grade below 4.0 Grade Point Average
2. First Honors Those students with 3.5-3.99 Grade Point Average
3. Second Honors are students with 3.0-3.49 Grade Point Average.

No F's,U's, N's or unsatisfactory marks in any area including conduct and effort.

**After School Sports and Other Activities:** Students may not have a failing grade in any subject in order to qualify for participation in sports, or other extracurricular activities (games, practice, student council, cheer/spirit squad, theater, etc.).

- Requirements for participation:
  60% or above- All homework must be current and students have approval by every teacher each week to participate in that week's competition, practice/rehearsal, or event. A student who receives a grade of "Incomplete" will be ineligible until the work has been made up. Students absent from school for any portion of the school day will not be eligible for participation.

## Standardized Test

The IOWA Test of Basic Skills (ITBS) is administered in the spring to children in Grades 1-8.

# STUDENT BEHAVIOR & CONDUCT

## Reasons for Rules

In order to maintain an atmosphere that is both conducive to learning and faithful to the religious and moral values of Catholicism, a school discipline program must develop the student's sense of responsibility for his or her actions. The focus and ultimate goal of the discipline program at Sacred Heart Catholic School is the student's growth as a self-disciplined individual, mindful of the inherent dignity of each human being and respectful of self, others and the environment. A student who engages in conduct contrary to the school's rules and regulations may expect appropriate consequences.

## *Discipline with Purpose* (DWP) Program

Sacred Heart Catholic School understands self-discipline in the light of the Gospels and Jesus' relationship with his disciples. Jesus empowered his disciples to reflect on their attitude, actions, behaviors, and feelings in such a way that they were able to change and grow in God's love.

In the same way, our style of discipline is an approach toward discipleship with Christ. Through self-discipline, we empower our students to reflect on their behaviors, attitudes, decisions and actions. Christian choices allow us to change, establish healthy boundaries and limits, grow in God's love and become productive citizens.

In order to infuse self-discipline in our school, Sacred Heart Catholic School has adopted the developmental process called *Discipline With Purpose*, an approach to self-discipline which is based on student growth in 15 particular skills. The 15 skills that are identified as fundamental elements of self-discipline are presented developmentally. The *Discipline With Purpose* Program hopes to enable students to become more knowledgeable, confident, and capable in self-discipline.

**The Fifteen Self-Discipline Skills**

1. Listing
2. Follow Instructions
3. Questioning
4. Sharing: Time, Space, People, and Things
5. Exhibiting Social Skills
6. Cooperating with Others
7. Understanding the Reason for Rules
8. Independently Completing a Task
9. Exhibiting Leadership
10. Communicating Effectively
11. Organizing: Time, Space, People, Things
12. Resolving Mutual Problems
13. Taking the Initiative in Problem Solving
14. Distinguishing Fact From Feeling
15. Sacrificing/Serving Others

## *Discipline with Purpose* Code of Conduct

The Big Three: As Children of God, students will:

1. Respect themselves and others.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

The following is a general list of school procedures students are expected to know and follow throughout the day in any classroom, on the playground or in any other school activity. This list is not all-inclusive and the principal is the final recourse and reserves the right to amend this handbook. Notification of this will occur in the school newsletter.

**Procedures**

1. It is necessary to be on time for class.
2. Planners are brought to every class (grades 2-8)
3. Every student is issued a planner at the beginning of the school year. If the planner is lost or destroyed a replacement will be provided for a $10 fee.
4. Proper dress code is to be followed on all school days.
5. Gum chewing is not permitted on school grounds.
6. Food and beverages (other than water) are to be consumed in the lunchroom or other assigned areas at assigned times.
7. Running and/or loud talking in the classroom, or hall not permitted.
8. Only designated areas may be used during recess and before school.
9. Playground equipment may be used only during recess in designated areas.
10. Roller skates/blades, skateboards and motorized scooters are not permitted on school grounds.
11. Students must get permission before leaving supervised areas.
12. Students sent to the nurse's office must go directly to the school office. After being attended to, the student must immediately return to the classroom.

The following behaviors are considered seriously inappropriate (list not inclusive). Serious consequences, including suspension or expulsion, will apply:

1. Not remaining on supervised areas of school grounds during school hours, or with school-supervised activities after school hours (i.e. sports, cheer, clubs, etc.).
2. Taking any item from a classroom without the teacher's expressed permission.
3. Defacing or destroying property.
4. Engaging in inappropriate physical contact of any kind.
5. Engaging in harassment or bullying of any kind against students, teachers, or staff. Physical, sexual, emotional bullying or harassment will not be tolerated.
6. Academic dishonesty. This includes cheating, forgery, copying homework and plagiarism.
7. Making threats in speech, writing, texting, or through the use of gestures or facial expressions.
8. Using inappropriate/obscene language or conduct.
9. Inappropriate use of electronic information - violation of *Technology Use Policy*
10. The possession or use of the following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol and obscene or offensive material.
11. Conduct unbecoming of a student in a Catholic school.
12. Lying.
13. Every student is a Sacred Heart Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials

## DISCIPLINARY ACTION

Students are expected to adhere to all classroom and school rules/regulations. If there are infractions that cannot be easily corrected, the following procedures will be used. If the infraction is serious, any step(s) may be skipped as deemed necessary.

Step One:

***Discipline With Purpose (DWP)* Plan**

Completion of the *Discipline With Purpose* reflection sheet by the student within the classroom. If a change in behavior does not take place, parents/guardians may be notified and a conference scheduled. If the behavior persists, Step Three follows.

Step Two:

**Detention**

Detention in various forms may be used during the school year to give the student time to reflect on his/her behavior. Students may be issued a detention, or assigned another appropriate consequence, as determined by the teacher. A detention session supersedes all extra-curricular activities including sports practice/games, appointments, clubs, etc. Detention may not be deferred to permit student participation in any activity. Parents will be notified of the consequence by a written form, which must be signed by the

parent and returned to school the next day. During the detention session, students must work silently and independently on schoolwork or other work assigned by the teacher. Parents will be required to pick up their child promptly at 4:00 p.m. at the assigned classroom. Students assigned to detention may not bring siblings, or other family members with them.

Any student receiving three detentions throughout the year may be issued an in-school suspension. Thereafter, each third detention also incurs either an in-school, or out-of-school suspension.

Reasons for Detention include:
Lack of Respect

1. Misbehaving at church, student assemblies, school sponsored events or activities, or emergency drills
2. Discourteous behavior (ignoring, sarcasm, sassing, arguing)
3. Violations of other's property
4. Rough play/throwing objects at another
5. Using cell phones during school hours

Not Contributing to the Learning Environment

1. Failure to return signed detention forms or other documents teachers require the next day
2. Consistent failure to do assignments
3. Continued disruptive behavior in class

Not following School or Classroom Procedures

1. Reoccurring uniform violations
2. Being in the classroom without adult supervision or permission
3. Unexcused absences from class or designated areas

Step Three:
**In or Out of School Suspension**
Reasons for Suspension include:

1. Three (or multiple of three) detentions
2. Fighting/hitting/causing injury
3. Lying (determined by teacher or principal)
4. Cheating, plagiarism or use of AI
5. Stealing
6. Vulgar language
7. Profanity in word, gesture, writing, or drawing
8. Forging signatures
9. Verbal defiance of adults
10. Leaving school grounds without permission once the student has arrived, or any time before being dismissed

Step Four:
**Behavior Contract**
Reasons for Behavior Contract include:

1. When previous steps appear to be ineffective
2. When a student is unable to get himself/herself under control
3. When a student has had two or more suspensions
4. When determined by the principal

The Behavior Contract is usually the final step to allow the student to continue attending Sacred Heart Catholic School. Violation of the contract may result in Step Five.

Step Five:
**Expulsion**
Students who commit the following offenses while under the jurisdiction of the school risk expulsion, at the discretion of the principal:

1. Violation of the Step Four behavior contract

2. Actions gravely detrimental to the moral, physical, or spiritual welfare of other students (i.e. habitual profanity, vulgarity, or bullying)
3. Defamatory statements, assault or threats directed toward any school personnel or students
4. Continued willful disobedience or open defiance of authority
5. Possession, use, sale, or distribution of alcohol, tobacco, illegal or prescription drugs, or inhalants
6. Theft
7. Vandalism or willful defacing or destruction of school property, or personal property (Students and/or parents are required to pay for all damages)
8. Threat to bring and use weapons.
9. Possession of weapons or harmful materials at school
10. Substantiated acts of harassment by a student or family member
11. Defiance of authority
12. Fighting
13. Continued attitudinal or behavioral problems
14. Conduct damaging the reputation of the school
15. Truancy
16. Offensive behavior not in line with that of a Catholic school student
17. Possessing school keys
18. Repeated improper use of electronic media
19. Making false fire alarms, false emergency calls, or improper use of emergency equipment
20. Tattoos or body piercing
21. Unauthorized use of the school name or logo
22. Internet/intranet/computer system misuse or abuse

Note: Steps Three through Five will involve the Principal, or Principal's designee. The Principal and the Pastor are the final recourse in all disciplinary situations and may waive any rule for just cause at their discretion.

## CAFETERIA REGULATIONS

During lunch periods, students are to:

1. Eat their lunch
2. Sit at the table
3. Use good table manners
4. Walk
5. Use an inside voice
6. Keep their hands to themselves
7. Raise hands to ask permission to leave their seat
8. Wait quietly and patiently when done eating
9. Stay in the gym

Student who do not follow the above regulations may incur consequences

## PLAYGROUND RULES

Students are to walk quietly and directly to the playground. They are to stay in the playground area unless they have permission from the playground supervisor.

During the morning and lunch recesses, students are to follow the rules given by the playground supervisor. They are not to interfere with other student games. They should not kick or touch a ball being used by someone else unless they are returning it. If a ball goes over the fence, a student must ask a playground supervisor to retrieve it.

Students must stay in a supervised area at morning and lunch recesses. No student should ever be in a classroom unsupervised. At the end of recess, all activities should stop when the whistle is blown. Students should quietly line up and tuck in their shirts. The playground supervisor will dismiss the students to the classroom teachers.

Specific playground rules are as follows:

1. Students may play on either parking lot as directed by the supervisor, or on the wood chips around the equipment.
2. Students may not bring toys to recess (or to school).
3. Digging is allowed in the wood chips if holes are filled back in afterwards and the bottom padding is not reached.
4. Students can sit at the picnic tables or benches, but not play on them.
5. Students may not play tag games on the equipment or around the equipment in the wood chips area. Tag may be played on the black-top areas only.
6. Students may not jump off swings or spin them. Support poles may not be climbed. Swinging is to be done straight back and forth with bottoms in the seats. No double swinging.
7. Spinning Disk: Students must stand 1 or 2 at a time. Feet need to stay on the platform.
8. Slides: Go down on bottoms with feet first. Do not climb up the slide.
9. Rope Climbing Tunnel: Do not climb over the top of it or rough-house inside it.
10. Chin-up / Pull-up bars: for chin-ups and pull-ups only. Do not stand on top of bars. No hanging upside down or flipping.
11. Zip line: Hold on with hands, not feet. Feet must stay below the body. One person at a time.
12. Rock: Must be able to climb all the way up and down without help. No jumping off.
13. Monkey Bars: Hand over hand across. No climbing on top or hanging upside down.

For their safety, children are not permitted to play on the playground at anytime without proper adult supervision.

## TECHNOLOGY

The Sacred Heart Catholic School Computer Network requires that all resources be used for educational purposes by students and staff only. All use of the network and Internet will be consistent with Sacred Heart Catholic School's Mission, Philosophy and School Learning expectations. Student use of information systems is acknowledged to be a privilege, not a right. Any action by users deemed to be inappropriate by the administration will be subject to disciplinary action or suspension of the use of computer privileges. In addition, students are expected to follow the rules and guidelines stated below while using the network:

The user must:

1. Use the iPads/computers for educational purposes only.
2. Agree not to submit, publish, display or retrieve any inappropriate material, including material that is: defamatory, inaccurate, obscene, profane, sexually-threatening, racially offensive, or illegal.
3. Notify a teacher if a password is stolen.
4. Abide by all copyright regulations:
    - Plagiarism is using someone else's words as your own. Students who plagiarize will receive a zero for that assignment.
    - One copy of an item may be made for research or study purposes. It is not permissible to copy comics, comic strips or cartoon characters.
    - Do not copy computer software. Any software used on school computers must be approved by the administrator.

The user is prohibited from:

1. Using an iPad/computer to harm other people or their work.
2. Using the network in a way that would disrupt the use of the network by others.
3. Damaging the iPad/computer or network in any way.
4. Interfering with the operation of the network by installing illegal software, shareware or freeware.
5. Attempting to modify the system, gain unauthorized access or interfere with the security system.
6. Making any purchases using iPad/computers.
7. Revealing home addresses, personal phone numbers, real names or ages.
8. Sharing logins or passwords with other persons.

## SOCIAL MEDIA GUIDELINES

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our school reputation, the standards for appropriate online communication at SHCS are necessarily high. While we respect the right of our students to utilize a variety of social media options we insist that the following standards be met by our students:

1. Be aware what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents or teachers to see.
2. Follow the schools code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom, is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdays, and pictures. Do not share your password with anyone besides your teachers and parents.
4. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
5. Students who do not abide by these terms and conditions may lose their opportunity to take part in the projects and/ or access to future use of online tools.

## FORGOTTEN MATERIALS

In the interest of maintaining a focused learning environment and avoiding distractions, forgotten homework, lunches, etc., may be left at the office with the child's name clearly marked on it

## SCHOOL PROPERTY

Students are expected to take pride in their school and show good stewardship by helping to keep classrooms and grounds clean. Students are expected to keep all work areas orderly and free of litter. Books, iPads, desks, and other school property should be treated with respect and care. Destruction of books, or damage/defacing of school property will result in severe disciplinary consequences and the student/family will be liable for the cost of any damages incurred.

## TELEPHONE CALLS/CELL PHONE

Any child needing to call home for a significant reason may do so from the school office with a phone pass from his/her teacher.

Talking on a cell phone or text messaging during school hours is not permissible. The cell phone must be turned off and kept in the students' backpack. If a student uses their cell phone during the school day, the school faculty, staff or administration may confiscate the phone and place it in the school office. The student's parent will then be responsible for picking up the cell phone from the school office.

## DRESS CODE

All students Pre-K through 8$^{th}$ grade are expected to be in uniform each day (except on designated on non-uniform days). Students and school uniforms should be clean, and neatly groomed. Items that are torn, frayed, and/or excessively faded need to be replaced. All clothing should fit properly, nothing tight or oversized. Hats and caps are not to be worn in the school building. Please label all clothing with the student's name.

# UNIFORM POLICY

1. Students are required to attend class in correct uniform.
2. The uniform is to be neat, clean, without holes, and of the appropriate size to fit correctly at all times.
3. No hats may be worn indoors.
4. All jackets/coats must be removed upon entering the classroom.
5. Spirit shirts may be worn on Fridays with uniform bottoms.

**Elementary School (K-5)**

| Boys | Girls |
|---|---|
| • Red or white polo shirt with SHCS logo<br>• Khaki flat-front pants<br>• Khaki flex twill front shorts<br>• Red or black sweatshirt with SHCS logo | • Red or white polo shirt with SHCS logo<br>• White oxford shirt with SHCS logo<br>• Sacred Heart plaid uniform jumper<br>• Plaid 2 button skort<br>• Khaki twill fit flat pants<br>• Khaki twill fit flat shorts<br>• Red or black sweatshirt with SHCS logo |

**Middle School (6-8)**

| Boys | Girls |
|---|---|
| • White or black polo shirt with SHCS logo<br>• Khaki flat-front pants<br>• Khaki flex twill front shorts<br>• Red or black sweatshirt with SHCS logo | • White or black polo shirt with SHCS logo<br>• Plaid skirt<br>• Plaid 2-tab w/pleats skort<br>• Khaki twill fit flat front pants<br>• Khaki twill fit flat front shorts<br>• Red or black sweatshirt with SHCS logo |

**Mass Day**

**Mass Day for Elementary School (K-5)**

| Boys | Girls |
|---|---|
| • Khaki flat-front dress pants<br>• White polo or oxford shirt with SHCS logo<br>• No Free Dress | • Plaid skirt or jumper<br>• White polo or oxford with SHCS logo<br>• No Free Dress |

**Mass Day for Middle School (6-8)**

| Boys | Girls |
|---|---|
| • Black blazer with SHCS logo<br>• White oxford shirt with SHCS logo<br>• Khaki flat-front dress pants<br>• Back tie<br>• No Free Dress | • Black blazer with SHCS logo<br>• White oxford shirt with SHCS logo<br>• Plaid skirt<br>• Black crossover tie<br>• No Free Dress |

**Skirts, Jumpers, Skorts, Shorts, and Pants are to be purchased from Anton Uniforms**

1. Skirts, jumpers, skorts and shorts should be appropriate length (no more than 4" from the middle of the knee).
2. Boys and girls grades K-8 may wear khaki shorts.
3. Shorts are not to be worn on Mass Days.

**Polo Shirts and Oxford Shirts can be purchased from Anton Uniforms or other retailers that are the same style as Anton Uniforms.**

**Shoes and Socks**

1. Shoes are to be athletic type sneaker with shoelaces that match or a solid black color dress shoe with a strap. NO BOOTS.
2. Shoes must be primarily white, black or grey. No prints, patterns, or flashing lights are permitted.
3. Socks are to be solid white or black crew socks that come over the anklebone. Socks are to have no logos.
4. Tights and leggings are to be solid black. Tights and leggings are to be worn under skirts, skorts or jumpers. Leggings must be ankle length with no patterns

**Turtlenecks/T-Shirts**

1. Plain short or long sleeve t-shirt may be worn under the uniform shirts. T-shirt color needs to match the color of the uniform shirt.
2. T-shirts sleeves are not exceed the length of the uniform shirt.
3. Shirts are to be tucked in.

**Hair and Grooming**

1. Students' hair and appearance should be neat, clean, and conservative hair style.
2. Boys' hair must be cut and tapered above the top of the collar, above the eyebrows and around the ears. No 'man-buns' will be allowed. Hair may not exceed beyond the collar of the shirt, below the eyebrows, or over the ears. No facial hair.
3. Girls' hair must be neat and well-groomed and out of eyes. Only hair accessories that are complementary to the uniform (red, white, and black) are permitted.
4. Dyed, colored, or bleach hair or distracting hairstyles are not permitted. No markings on the skin are permitted; this includes writing and tattoos.

**Jewelry and Makeup**

1. The rule of one applies for jewelry - one ring, one watch, and one religious medal necklace on a chain. Earrings must be one pair of stud-type earrings. No other pierced jewelry is allowed.
2. Earrings on boys are not allowed.
3. No make-up, lip gloss, and fingernail polish are to be worn.
4. No artificial nails are allowed.

## NON-UNIFORM/FREE DRESS POLICY

Non-Uniform days are a privilege and students are expected to choose appropriate school wear. Modesty is mandatory. The principal reserves the right to judge what is appropriate and safe. The following are non-uniform day reminders:

1. Hats are not to be worn indoors.
2. Jeans, slacks, shorts, Capri pants, and dresses must be clean and with no holes. Pants may not be oversized or baggy. All shorts and dresses must conform to the uniform policy.
3. Shirts may be un-tucked on non-uniform days.
4. Shirts must have sleeves.
5. No crop-top shirts
6. No spandex, stretch pants, jeggings or tight pants/shorts.
7. Jeans may not have holes.
8. No sandals.
9. Socks or footed tights must be worn.
10. All writing and logos on t-shirts must be appropriate.
11. On the campus after school hours, the non-uniform dress code still applies.