



Sacred Heart School

Student/Family Handbook 2023-2024

In addition to the policies and procedures outlined in this handbook, Sacred Heart School, its staff, administration, and families are also subject to the policies of the Diocese of Des Moines Catholic Schools Office and Diocesan Catholic School Board. Complete Diocesan Catholic School Board Policies can be found at: <https://www.dmdiocese.org/resources/schools/diocesan-school-policies-regulations>

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require a student's withdrawal if the administration determines that the partnership is irretrievably broken.

Please keep this handbook safe while you have a student at Sacred Heart School. The school will post annual updates on the school website each school year. Revised May 2023.

The provisions contained in this handbook may be changed at any time, with or without notice. This handbook is not an all-inclusive summary of all rules governing student conduct and behavior.

PRAYER TO THE SACRED HEART OF JESUS

Merciful Jesus,
I consecrate myself today and always
To Your Most Sacred Heart.

Most Sacred Heart of Jesus I implore,
That I may ever love You more and more.

Most Sacred Heart of Jesus,
I trust in You!

Most Sacred Heart of Jesus,
Have mercy on us!

Sacred Heart of Jesus,
I believe in Your love for me.

Jesus, meek and humble of heart,
Make my heart like Your Heart. Amen.



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Covenant of Trust Between Parents and Sacred Heart School

“Jesus said to his disciples, ‘Let the children come to me; do not prevent them, for the kingdom of God belongs to such as these. Amen, I say to you, whoever does not accept the kingdom of God like a child will not enter it.’ Then he embraced them and blessed them, placing his hands on them.” (Mark 10:14-16).

At baptism, parents accept the responsibility of forming their child in the practice of the faith. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children” (Canon 793.1).

Catholic school personnel partner with the family in proclaiming and witnessing as disciples to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Parents at Sacred Heart are aware of this vocational call from God, and in response, commit themselves by word and example to be the first and best teachers of their children in the faith.

Practically, this means parents will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church, will be part of their child’s education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Commit to conversing frequently with their children about God and include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them, respectively, to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to express compassion and concern for the needs of others.
- Practice stewardship of time, talent, and treasure, and meet their financial responsibilities in support of the school and parish.

Sacred Heart enters a relationship of trust with each school family. The Student/Family Handbook provides the school’s framework for this trusting relationship by setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

By completing my/our permissions in JMC, I/we hereby acknowledge that I/we have read this handbook and will abide by these regulations, that I/we have had an opportunity to ask questions about its contents, and that I/we will fulfill my responsibilities as the primary educator of my/our child as outlined in this covenant of trust.

GENERAL INFORMATION

DIOCESE OF DES MOINES SCHOOL'S VISION

Catholic Schools in the Diocese of Des Moines, based on the teaching of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of lifelong discipleship.

DIOCESE OF DES MOINES SCHOOL'S MISSION AND BELIEF STATEMENTS

We develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives
- Each student in Catholic schools should experience the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society
- Catholic schools are partners with parents in the education of the children
- Catholic school educators need to apply research-based curricular practices that enhance the learning of all students in the classroom

DIOCESE OF DES MOINES ESSENTIAL LEARNINGS

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, expects all schools to strive to attain the following Essential Learnings.

Students in the Catholic schools of the Diocese of Des Moines will be challenged as the result of their Catholic education to integrate Gospel values into their daily lives as they:

- Academic Outcomes:
 - o access and use information effectively
 - o apply technology competently
 - o think critically and creatively
 - o solve problems independently and cooperatively
 - o reason scientifically, mathematically and historically
- Spiritual/Social Outcomes:
 - o accept church, civic and personal responsibility
 - o anticipate and constructively react to change
 - o communicate ideas and feelings effectively in various ways
 - o demonstrate global awareness, cross cultural understanding, and social justice principles
 - o demonstrate personal wellness practices
 - o cultivate an understanding of and appreciation for the arts.

SACRED HEART PARISH MISSION STATEMENT

The mission of Sacred Heart Parish is to be the spiritual focal point for the Catholic Christian Community in our portion of the Diocese of Des Moines.

- Believes and proclaims that JESUS CHRIST IS LORD
- Calls its people to experience and put into practice the love of Jesus Christ
- Draws its people into the social and spiritual life of the parish so that each has a sense of belonging
- Seeks to help its members take on the "mind of Christ" through prayer, study and worship
- Uses and returns the gifts and talents God has given itself a sign calling its members to hear and respond in ministry to the spiritual and temporal needs of people within the parish and beyond

MISSION OF SACRED HEART SCHOOL

The mission of the Catholic schools of the Diocese of Des Moines is to provide meaningful educational experiences for children/adolescents in an environment integrated by Gospel values which nurture faith, community, prayer and service.

Therefore, we believe that:

- Catholic schools exist to teach the traditions and doctrines of the Catholic church and to live the Gospel message of Jesus Christ.
- Parents are the primary educators and that Catholic schools are partners with parents in the education of their children/adolescents.

- Each child/adolescent in a Catholic school, regardless of race, cultural heritage, or sex, will grow in self-esteem through the development of her/his talents, skills and interests.
- Catholic schools will provide a warm, caring environment where children/adolescents will be challenged to learn the essential curriculum regardless of learning rate or style.
- All children/adolescents in Catholic schools will learn the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society.

Sacred Heart School will strive for excellence in education by helping each child to develop his/her God-given gifts to their fullest potential. The entire staff will work together with pastors, parents, and students to make Sacred Heart School a viable faith community.

SACRED HEART SCHOOL BACKGROUND

Sacred Heart parish has been in existence since 1892. In January of 1954, the doors of Sacred Heart School opened for the first time to admit an enrollment of 129 students in grades 1-7. The school opened under the direction of the Sisters of the Humility of Mary. Enrollment has steadily increased through the years. The enrollment is now over 500 in preschool through grade eight.

RESPONSIBILITIES

Student Responsibilities

- Respect the authority of teachers and other members of the school staff
- Be respectful of friends and companions
- Be respectful of self by accepting responsibility for own actions
- Approach studies with seriousness of purpose and a realization that learning is work
- Develop good study habits and make a sincere effort to do his or her best in all academics
- Be well prepared for classes each day both mentally and physically
- Develop basic attitude of consideration for others
- Regular attendance and punctuality
- Dress according to uniform code and practice good hygiene
- Act in an appropriate manner as a representative of Sacred Heart School during all extra curricular activities
- Honesty is expected from all students of Sacred Heart School

Teacher Responsibilities

- Respect each student as a distinct individual
- Prepare material and plan lessons in timely fashion
- Develop strategies for motivating students
- Develop and maintain an interesting and inviting classroom space
- Be available for face or telephone contact with parents
- Inform parents promptly if students are not working up to their ability
- Establish and maintain a comfortable atmosphere conducive to learning
- Develop a plan that may include parental conference or administration intervention for individual students that may be causing any intrusion in the classroom
- Keep room clean and orderly

Parent Responsibilities

- Encourage respectful behavior at home for others and students themselves
- Provide opportunity at home for responsible behavior
- Provide a learning atmosphere at home
- Prepare children mentally and physically for school including nutritious meals, electronics guidance and sensible bedtimes
- Teach thoughtfulness and consideration for the rights of others
- Teach compromising and non violent settling of differences
- Teach time management and good attendance
- Guide child's choice of companions
- Take advantage of communication with teachers
- Support teacher when any kind of discipline is needed
- Make effort to attend school meetings or functions to show priority of education

SACRED HEART SCHOOL ADMISSION

The Sacred Heart Board of Religious and Academic Education endeavors to offer the opportunity for a Catholic school education to all who desire it. Due to space and personnel limitations, and in compliance with the guidelines set by the Diocesan Board of Education (Policy 504), the following criteria shall be considered in admitting students to Sacred Heart School:

- An indication of parental commitment to the Christian philosophy of education
- An indication that the basic reasons for transfer or enrollment is not due to racial bias
- The ability and willingness to pay tuition and cost, or make arrangements for assistance, with the pastor and principal

Students who are admitted to a Catholic school agree to abide by the philosophy and the educational policies and regulations of the school and the Diocese. This agreement shall be indicated through the signature of acceptance by the parent during registration on JMC.

Classes will be filled using the following criteria:

1. New students from families with other students already (or previously) enrolled at Sacred Heart School and who have no unpaid tuition or other school fees from the previous school year (unless separate financial arrangements have been approved).
2. Students who have been enrolled during the previous school year at Sacred Heart School and who have no unpaid tuition or fees from the previous school year (unless separate financial arrangements have been approved).
3. Children of Sacred Heart School and Parish staff.
4. New students of parents who attended Sacred Heart School.
5. New students of families who are current members of Sacred Heart Church.
6. New students who are Catholic but attend another parish.

Administration of these criteria is the responsibility of the administration. In unusual circumstances, the final decision for admission will be determined by the pastor.

Waiting List Consideration

The following criteria will be used when considering placement on the waiting list. However, this list does not necessarily indicate an order of priority for the waiting list.

- Students of registered, active, tithing parents of Sacred Heart Church
- Students of registered, active, tithing parents with siblings enrolled and their date of enrollment
- The date the family registered with the parish
- Students of a parent or guardian who previously attended Sacred Heart School
- Length of time on the waiting list
- Any registration fees will be refunded for children who cannot be admitted and choose not to have their name placed on a waiting list.

SCREENING OF NEW STUDENTS

It shall be the policy of the Sacred Heart that a screening process shall be accomplished with each new student to best meet all students' needs.

The screening process shall include, but not be limited to, parent and student interviews, receipt and review of the student's records and forms from his/her previous school, when applicable, such as testing as required by the administrator. Enrollment may occasionally be granted on a conditional basis.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment with the diocesan schools are hereby notified that these schools do not discriminate on the basis of race, color, national origin, sex, age or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, in admission or access or treatment or employment in, its program and activities.

School choice programs, including the Students First Act, aim to empower families to access the school that best meets their child's needs to help them achieve social, emotional, and academic success.

Accredited private schools in Iowa comply with the Civil Rights Act to the extent that the law can be applied to private religious schools. However, under the law, private religious schools are also permitted to operate in accordance with their mission and ask that families enrolled at the school do the same.

Sometimes, a school's mission and philosophy may not align with an individual family's values, interests, goals, and beliefs. In these cases, the school will work in consultation with the family to determine if enrollment is in the child's best interest.

Additionally, accredited private schools are committed to working with all learners to the best of their ability, including children who may require additional support. Many schools work with parents and the local public school district of students with Individual Education Plans (IEPs) to provide the services identified to meet the academic and behavioral needs of the child. While these schools do not discriminate against children with diverse learning needs, a full range of services may not always be available.

Decisions concerning a child's admission and continued enrollment are based on the child's emotional, academic, and physical abilities and the resources available to the school to meet the child's needs. Enrollment decisions always take the best interests of the child into consideration.

TUITION AND FEES

The actual cost of attendance for one child is \$7,701. Thankfully, we have a supportive parish that bridges the gap in funding. Tithing and other financial contributions to the parish subsidize the tuition for students at Sacred Heart School. The chart below shows tuition per child for the 2023-2024 school year.

2023-2024 tuition rates for registered and tithing members of Sacred Heart Parish are as follows:

1 child	\$4,435
2 children	\$8,700
3 children	\$12,800
4+ children	\$12,800

2023-2024 tuition rates for Non-Catholic/Non Parish families are \$7,050 per child.

Non-refundable enrollment fees are \$100/child charged at the time of enrollment. A more detailed listing of grade level materials fees can be found on our website.

All tuition and ancillary fees are managed through FACTS, our online tuition management program. All families are required to register on FACTS before their registration is considered complete. More information about FACTS and how to create your tuition account is found in school registration materials and on the school website.

TUITION ASSISTANCE

No parishioner of Sacred Heart will be denied admittance to the school because of an inability to pay tuition. Scholarship grants are offered to families experiencing financial need through the parish Scholarship Fund and the diocesan Catholic Tuition Organization (CTO). The amount granted per family is determined on an individual basis by the Pastor and Principal. Families seeking financial assistance must:

1. Obtain scholarship grant forms from the school office, complete, and return them.
2. Make monthly good-faith payments on their tuition balance.
3. Be willing to volunteer time and talent as needed with school projects or programs.
4. Be active participating members of Sacred Heart School.

ORGANIZATION

ADMINISTRATION

School Principal

Sacred Heart School employs a full-time principal. The major responsibilities include faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The principal is employed by the parish and has direct accountability to the pastor.

Assistant Principal

Sacred Heart School employs a full-time assistant principal who serves as a member of the administrative team and is available to assist students, teachers and parents. The assistant principal will be responsible for the school in the absence of the principal. The assistant principal is employed by the parish and has direct accountability to the pastor.

FACULTY

The faculty of Sacred Heart School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas they are assigned. Faculty members in grades Pre-K-5 are hired as self-contained or semi-contained classroom teachers. Teachers in grades 6-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of Physical Education, Art, Music, Spanish, Information Technology, Discovery (talented and gifted), and Interventions. The faculty is regularly observed and evaluated by the school administration.

SCHOOL GUIDANCE COUNSELOR

Sacred Heart School employs a full-time guidance counselor who is available to all students. Any student may request to see the counselor by asking the teacher to set up a time, or they may write a note and ask the school secretary to put it in the counselor's box. A parent or teacher may also request that the counselor visit with a student.

The guidance counselor will be available and should be consulted when dealing with disruptive students. The guidance counselor, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom at school. In addition, the principal and/or the assistant principal will also work with these students, their teachers, and their parents.

SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the principal to hire a long term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect will be sent to the principal or assistant principal or assistant principal for disciplinary action. Substitute teachers are justified in issuing a detention.

SCHOOL VISITORS POLICY

During the course of any day, there are visitors on our school grounds for a variety of purposes. For the purpose of this policy, the term "school" will encompass the school building, the playground, parking lots, and any other structure or land used by the school during the school day. The school is always secured (locked) when school is in session. All visitors to the school during secured hours will have to be buzzed in through the main doors and sign in at the school office.

Forgotten lunches and other items will be left at the office for students and may not be delivered to classrooms to maintain instructional integrity. Sacred Heart offers performance/display opportunities for students. Parents and other family members are often invited and welcome to attend these events. However, siblings in other classrooms at Sacred Heart are to remain in class during these times.

VIRTUS TRAINING AND BACKGROUND CHECK

The Diocese of Des Moines is committed to the protection of young people from sexual abuse in the church. The four dioceses of Iowa have developed safe environment programs for clergy, parish and school staff and volunteers to help keep children safe from sexual abuse. All individuals who are employed by or volunteer at Sacred Heart School are required to complete Virtus Training. In addition to Virtus Training, all individuals are required to complete a background check form.

SCHOOL VOLUNTEERS

School volunteers are defined as people who have regular (i.e. 3 or more hours) contact with students. Volunteers must complete the Virtus training one time and have a background check every seven years.

SPIRITUAL DEVELOPMENT

RELIGIOUS FORMATION

The religious formation of children IS the primary reason for the existence of Catholic schools. Thus, Sacred Heart's religious education program is of special curricular importance. Scripture, doctrine, prayer, and Liturgy are related to children at their developmental levels, beginning with their own experiences. Prayer is interwoven throughout the student's day. Prayer begins and ends each day, experienced daily in religion class, before lunchtime and other parts of the day.

LITURGIES

All children grades kindergarten through eighth grade participate in prayer services and liturgies. Students begin and end each day with prayer. The school is an extension of the parish life and it is our expectation that all families will be active participants in the liturgical and sacramental life of the parish. Parents and children are expected to participate in Masses each weekend and on Holy Days.

SACRAMENTS

Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. An opportunity for preparation for the sacraments of Reconciliation and Eucharist is offered in the second grade year.

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents and the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith.

The parish and school work together with the parents to provide a comprehensive approach to formation for the sacraments. The teachers provide the classroom component of this preparation. Sacred Heart parish will work to provide the parish element of sacramental preparation. Questions regarding the sacraments should be directed to the Religious Education Office (225-1641)

SERVICE PROJECTS

All classes participate in service projects throughout the year. Out-of-uniform days will also be used to raise money or to collect specific items to help those less fortunate.

COMMUNICATION

CONTACTING TEACHERS

Teachers may be contacted by telephone or e-mail during the school day. If a message is left with the secretary or on the staff member's voice mail, the teacher will return the call when s/he is free from classroom duties. Teachers are generally not able to pick up phone calls or return emails until after dismissal. For immediate concerns, contact the office.

Requests for conferences may be made by a parent to discuss a student's problems or concerning a student's attitude toward his/her school environment. This can be done through the office by leaving a message for the teacher to return the call or email. Parents may request a conference at any time that will be mutually agreed on by both parties. Teachers are available to meet with parents by appointment.

PARENT-TEACHER CONFERENCES

Parent-Teacher-Student conferences are scheduled twice per year usually in October and February. Of course, parents or teachers may request conferences at other times in addition to these. Open communication between the home and school provides opportunities for mutual encouragement and may eliminate more serious problems. Parents are also encouraged to schedule conferences with the student's special area teachers. Under most circumstances, students should be included in conferences.

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the schools provide the same common information to Custodial Parents and Non-Custodial Parents upon request that is provided to parents of intact families. Common information shall include but not be limited to report cards, notices of school functions and activities, appointments for parent-teacher conferences, notes home, etc. Situations may be dealt with on an individual basis in order to best meet the needs of the student.

Families must share appropriate contact information and any court order or other document that would support a deviation from this policy.

TELEPHONE AND MESSAGES

Please make arrangements for after school activities with your child before s/he comes to school. Students **will not** be permitted to use the phone during school hours except with teacher permission. Please phone in messages for students **before 1:00 p.m.**

EMERGENCY CONTACTS

All names of persons to be notified if parents or guardians cannot be reached in the case of an emergency are kept by the school. Please notify the office if there is a change in your family's emergency number.

SCHOOL CLOSING (BAD WEATHER)

In the event of a school closing due to snow or other hazardous weather conditions, a message will be texted to the phone number of primary contacts of the student and sent to the email addresses listed on your registration materials. It is also important that you check any messages from the school before calling the school office. Only after parents are notified via text and email system will the announcement be made on local television stations.

In the event of a National Emergency or inclement weather (tornado), which occurs during the school day, the students will remain at school in designated safety areas. Students will be permitted to leave with their parents upon their arrival.

ACADEMICS

CURRICULUM

Sacred Heart School offers a quality, broad curriculum to its students. Our regular curriculum areas include:

Religion	Social Studies	Band
Reading/Literature	Health/Safety	Maker Space/STEM Lab
Language Arts	Art	Spanish
Spelling/Handwriting	Music	Career Education
Mathematics	Guidance	
Science	Physical Education	

Other areas integrated throughout the regular curriculum include:

Study Skills	Global Education
Environmental Studies	Human Growth and Development
Character Education	Social Skills
Catholic Church Social Justice teachings and outreach	
Positive Behavior Intervention Supports (PBIS)	

Human Growth and Development

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at Sacred Heart School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. Sacred Heart School uses the diocesan approved Benziger Family Life. It is used as the core Human Growth and Development text. Parents are welcome to examine the materials and are counted upon to follow up with information at home. Parents who choose not to have their children participate in Human Growth and Development must send written notification to the school.

ENRICHMENT PROGRAMS

Discovery

The Sacred Heart Talented and Gifted Program (Discovery) uses a variety of methods to meet the needs of our students. For students highly able in specific areas, differentiated instruction takes place in all classrooms. Teachers collaborate with the Discovery Coordinator to adjust the curriculum for these students. Enrichment activities, whole grade or subject acceleration, compacted curriculums, and guided independent study are also options we exercise depending on individual student needs. The pullout program will involve selected 4th-8th grade students.

Spanish

Spanish is offered as part of the school program in grades 2-8.

Band

Sacred Heart offers a well rounded band program for students in grades 5-8. All students are tested for the most suitable instrument for their physical make-up. Regular individual lessons are given during the school day. In addition, the students rehearse in either the Crusader Band (Advanced) or the Cadet Band (Beginning). These rehearsals are held both during and before school. A Jazz Band is offered as part of the program. The Advanced Band regularly plays at civic events, Dowling football games, hospitals, etc. Students from both bands appear in the annual solo festival, the Catholic All-City Elementary Band Festival and in school concerts. Some band instruments are available for rental from the school. The Sacred Heart Band Boosters, a group consisting of band parents, exists as a support group to the band program.

STANDARDS AND BENCHMARKS/IOWA CORE

All diocesan schools are bound by the Standards and Benchmarks set by the diocese for each curriculum area. All Standards and Benchmarks meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are State of Iowa accredited. Standards and Benchmarks are posted on the Diocese of Des Moines website. The standards drive our classroom instruction and reporting system.

The Diocese of Des Moines also implements the Iowa Core. This initiative has been mandated by the State of Iowa to ensure all students are receiving a quality and equitable curriculum across the state.

REPORTING STUDENT PERFORMANCE

Body of Evidence

Teachers determine student progress by gathering a body of evidence from student work such as classroom assignments, assessments, and observations. By using these items teachers can give students and parents a more accurate assessment of the level at which the student is performing. The Diocesan report card reflects a standards-driven education in our diocese. This Progress Report format summarizes your child's educational success in the standards and in character development.

Progress Reporting to Parents

The Official Diocesan Progress Report evaluates students purely on the basis of the individual student's ability, rather than in relationship to the academic ability of other students in the same class or grade level. It is important that parents encourage their children to do their best while accepting children as they are.

All K-5 schools use a standards based reporting system to reflect the standards driven education in the Diocese of Des Moines. Sacred Heart uses this system in the 6-8 classrooms along with a more traditional letter grade system. The reporting system progress reports (report cards) provide parents with a summary of their child's progress in the educational program as well as their character development. Progress reports are available to K-8 parents on a trimester schedule during the school year.

K-8 Standards Based Progress Report

Sacred Heart School uses a Standards-Based Report Card for students in grades K-8. Progress is reported three times per year, at the end of each trimester. Achievement Levels (4, 3, 2, and 1) will be used as the marks to show student progress assessed during each trimester. The following is the 4,3,2,1 Achievement Scale for Grades K-8:

- 4=Above Grade Level Expectation
- 3=Meets Grade Level Expectation
- 2=Progressing Towards Grade Level Expectation
- 1=Attempts; Not Meeting Grade Level Expectation

Grading/Records Middle School Progress Report

In addition to the 4, 3, 2, 1, achievement scale, middle school teachers are also responsible for implementing the Diocesan Assessment Principles and Guidelines in determining proficiency levels for students in grades 6th-8th. Grade 6-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior is not considered part of academics and is not part of the proficiency level score.
3. Extra Credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations.
4. Zeroes will be given for missing or incomplete work-Late/unfinished assignments will be marked a zero and missing in JMC until it has been completed and turned in.
5. Consequences for incomplete work may result in a working detention.

6. Determining proficiency-Teachers will triangulate data, considering most recent scores to determine proficiency scores (4, 3, 2, and 1).
7. Formative Work-Evaluating formative work must guide instruction and learning. Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book. More recent formative work should be used; however, there needs to be at least two or three pieces of evidence that demonstrates where a student stands in the most recent work in order to determine a proficiency level.
8. Summative Work-Multiple summative assessments are to be used to determine a student's performance. Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency, teachers will look at the total body of evidence in order to arrive at a summative assessment score (4,3,2,1) Letter grades will also be given in addition to the 4,3,2,1 proficiency scores on the 6th-8th grade progress report.

The grading scale used for letter grades will be as follows:

A+ 97-100%	B+ 87-89%	C+ 77-79%	D+ 68-69%	F 59.99% and below
A 94-96%	B 83-86%	C 73-76%	D 64-67%	
A- 90-93%	B- 80-83%	C- 70-72%	D- 60-63%	

HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of the student and reinforce concepts learned during the school day. As a general rule, homework assignments are given to students on Mondays through Thursdays. Weekend assignments may be given sparingly at the discretion of the teacher. The amount of homework assignments will differ from the primary grades to the middle school grades.

Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and course-level expectations. Incomplete work will be recorded as ID (insufficient data). Teachers must give students an opportunity to complete the work. Students who don't use their time well during the day may have more homework than usual because of not using their work time productively. Parents are encouraged to communicate with the teachers through a written note, email, or phone call should they have a question concerning homework.

Parents will be informed at the start of school of the homework policy for each department of Sacred Heart School. Long range projects, assignments and tests will be given at the discretion of each individual teacher, but will be communicated as well as coordinated within areas where subjects are departmentalized. No more than 2 tests will be given on any one day.

STANDARDIZED TESTING

FAST assessments are given to K-8 students three times per year and are used as our universal screener. In addition, Iowa Statewide Assessment of Student Progress (ISASP) is given to students in selected grades 3-8 each year. ISASP standardized test results are best used for and designed for overall educational planning and program evaluation. Standardized test results may also be components of identification for the Discovery program and special needs programming.

STUDENTS WITH SPECIAL NEEDS

Our doors are open to children of all abilities. If a student comes to us with an Individualized Education Plan (IEP), we will make every effort to honor that. The IEP is implemented through a collaborative effort between West Des Moines Community Schools and the Sacred Heart staff.

Sacred Heart School will seek to jointly serve students with special education needs who have been diagnosed as qualifying for special education programs through Heartland Area Education Agency if a cooperative effort which adequately meets the needs of the child can be established with the public school. Where a student is served with Specially Designed Instruction (SDI) will be dependent upon West Des Moines school staffing.

Sacred Heart School will utilize the school Student Support Team and services of Heartland Area Education Agency (AEA) for screening of students as well as evaluation of students when requested by parents or recommended by teachers with parental approval. The educational consultant, school psychologist, school social worker, occupational therapist, physical therapist, and speech and language pathologist may provide services through Heartland. These services are initiated through the teacher, administration, or school staff.

Intervention Support

The Intervention program offers support to students in kindergarten through grade eight who may have extra needs in academic or behavioral areas. The program works in conjunction with the general education and special teachers. The purpose is to help students be successful and feel good about themselves in all school environments.

After communication with the parents, the student and their concerns may be recommended to be brought up at the Student Support Team monthly meeting. The SST is made up of teachers from all grade levels, administration, and sometimes AEA personnel. Based on the student's individual needs, interventions will be recommended. If needed a student assistance plan will be developed.

MIDDLE SCHOOL

STATEMENT OF PHILOSOPHY

The 6th, 7th, and 8th grades are important transition years in the academic life of a student. It is during this time that he/she must develop the self discipline, sense of responsibility and independence in study skills needed to achieve success in high school and beyond. It is important for students to learn that certain actions or omissions have consequences. When a student does not get an assignment finished or fails a test, it is the student's responsibility, along with the teacher's encouragement, to seek the help necessary to resolve the situation. Parents are asked to support the efforts of the middle school staff and are also encouraged to contact the staff directly with their questions or concerns. It is important that our students are guided in the human, intellectual, and spiritual formation of their person.

RESPONSIBILITY FOR PROPERTY

Students will be expected to take good care of property: theirs, others and school. The following is required of every middle schooler:

- Each student will be assigned his/her own locker. Lockers must be kept neat and organized. Only school material will be kept in the locker. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage.
- Lost, soiled or damaged books will bring about an assessment of fines. When textbooks are issued to students each teacher will keep a record of the number and condition of each student's textbooks. All books should be covered for protection.

ASSIGNMENT COMPLETION

Each student is required to purchase a school issued assignment notebook. This will help the student to organize his/her time, make sure assignments are completed on time, and help parents who wish to see what has been assigned.

Students are required to come to class prepared. This includes all books and materials necessary for the day's classes. Assignments are expected to be completed, even when late.

All work turned in should be done neatly, fulfill the teacher's requirements, and should be the student's best work. Any work which does not meet these expectations will need to be redone.

All assignments are expected to be completed on time. If there is a good reason for not completing an assignment, it is the student's responsibility to see the teacher **before class to explain the circumstances**. This also applies to assignments not completed because the student did not understand something.

When a student misses class for any reason, it is his/her responsibility to see the teacher as soon as possible to find out about assigned work. If a student is absent for a test, but was present when the test was announced, s/he will be expected to make up the test on the day s/he returns to class, or at the teacher's discretion. This also applies to assignments or projects announced when the student was present, but due on a day when he/she was absent. If this presents a problem, it is the student's responsibility to talk to the teacher. If a student is absent, it will be the parents' responsibility to pick up homework at school. Each student will be assigned a "study buddy" to gather books and assignments when the student is absent. Middle school homework will be available in the office at the end of the school day for pick-up.

Communication

The teacher will notify the parents of a student who is below standards in academics or has shown inappropriate behavior. This communication has been a positive tool in assisting students to take more responsibility for their work and to see the

consequences of poor study and work habits. Parents will be called at other times when necessary and parents are encouraged to call the school as well.

Failing Grades

A failing grade is used only for the student who has the ability to do the required work and receive a passing grade, but does not accomplish this. The teacher will inform the parents, administration, and counselor as soon as it is evident that a student is not meeting class requirements and design an action plan.

If the student does not improve after parental notification, a meeting will be held to gain further insight into the student's problems. A plan of action will be developed and the student's progress will be monitored by the counselor or student support teacher who will meet regularly with the student and will consult with the teacher. Such supervision will be documented. The teacher will continue to inform administration about the student's progress.

OPPORTUNITIES

Various extracurricular activities are offered. Some of the possibilities include Student Council, Math Olympiad, Speech and Debate, Battle of the Books and Odyssey of the Mind.

Participation in extracurricular activities is encouraged. Such participation, however, should not interfere with performance in school. Any student who wishes to participate in extracurricular activities will be expected to have all work completed and have a C- or higher in all classes. Parents and coaches will be notified if a student is not meeting these requirements.

Student Council

The Student Council is an extracurricular activity which involves middle school students. The Student Council officers and representatives are elected by the middle school student body. Students who serve as officers of the Student Council are expected to provide a good example of cooperation and responsibility to their classmates and the entire student body. Teachers serve as advisors for the Student Council. The Student Council works with teachers and administration in planning social and service events for the school.

Sports

School sponsored sports of volleyball, basketball, cheerleading and track are available for participation by all eligible students. A fee per sport and a current physical (within the last year), along with parental permission, are required.

OTHER EXPECTATIONS

Students are expected to treat others with respect. Abusive language, put downs, and harassment of other students will not be tolerated.

Students are expected to maintain proper behavior in class. Serious discipline problems may lead to suspension from athletic participation or other consequences deemed appropriate by the school.

PE clothing will consist of a pair of red gym shorts and a white T-shirt each bearing the Sacred Heart name. These are to be purchased through the school.

ATTENDANCE

PHILOSOPHY

In order to develop habits of self-discipline and responsibility, students are expected to attend class regularly. While it is possible for an absent student to make up most of the school work missed, it is impossible to completely compensate for absences from the classroom. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

Tardy students not only affect their own studies, but also interfere with the progress of others. Tardiness to class creates an obvious interruption and confusion for all class members. It is unfair that an entire class may be interrupted by students who are unprepared because of irregular attendance and/or tardiness.

Regular attendance and punctuality is expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. A phone call

to the office on the first day of an illness and a written note from the parents when the child returns to school will be sufficient contact. Students should bring notes to their classroom teacher when they return after an absence and the specific reasons, especially in regard to the type of illness.

Valid reasons for student's absence from school are as follows:

- Personal illness
- Death or serious illness in the immediate family
- Suspension from school
- Other reasons that can be justified from an educational standpoint may be approved in advance by the Principal
- School sponsored activity off site

It shall be the responsibility of the student to arrange with the teacher for make-up work within a reasonable period of time when s/he is absent from school. All schoolwork missed because of absence will be made up within the number of school days which are double those of the absence, up to a total six (6) make-up days. Extended valid absence will be considered for extension of time.

NOTIFYING THE SCHOOL

As a safeguard and a check, parents are asked to phone the school by 8:15 a.m. if a child is absent that day. If the school has not been notified, the office will contact the parents. Parents should send a note as to why a child is tardy from school. If a note is not provided, the office will call the parents so that they are aware of tardiness. If a student leaves the school without permission or cuts class, the parents will be contacted. The student will be required to make up the time. If a student is home ill for more than 4 consecutive days, the school will require a note from a physician regarding the extended absence for illness.

A student who is absent because of illness will be expected to make arrangements with the teacher(s) and come to an agreement as to when make-up assignments will be completed.

VACATIONS

As you examine our school calendar in this handbook, you will note our scheduled vacation days, teacher professional development days and days of early dismissal. Please try to arrange your family activities so that the student will not miss school. Vacations that result in absence from school are not encouraged. Vacation trips are considered unexcused absences. Families are encouraged to schedule vacations during the time school is NOT in session, rather than taking children out of school. If a student is to be gone from school for a vacation, the teacher must be informed at least a week ahead of time to arrange schoolwork and tests.

EXCESSIVE ABSENTEEISM/TARDINESS

It is the parents' responsibility for the child to attend school as required by the state of Iowa. Parents will be notified whenever a student is found to be truant from school. The truant student will make up the time absent. Truancy will result in disciplinary action.

Excessive Absenteeism

Chapter 299 of the Iowa Code requires that every child between the ages of 5 to 16 shall attend school. School policy states that twenty-one (21) days in one school year (defined as 7 days each trimester) will be considered excessive absenteeism.

Tardiness

Tardiness to class creates an obvious disruption for all class members, teachers and staff. In order to maintain instructional integrity in the classroom as well as develop habits of self discipline and responsibility, students are expected to arrive **before** 7:50 announcements begin.

Students not in the classroom by the time announcements are over will be marked tardy. Tardiness shall be considered arriving late to school without a valid reason.

Adherence to these attendance and tardiness procedures protects the instructional time of all students and avoids unnecessary disruptions that have a negative impact on student achievement. **Students who are continually absent or tardy to school will be subject to further Administrator action.**

DISCIPLINE

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school adopts student responsibility and discipline policies.

The policies shall relate to the mission and educational purposes of the school. The policies shall include, but not be limited to the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance, vaping or the use of e-cigarettes (see policy 570); harassment of or by students and staff (policy 579); violent, destructive, and seriously disruptive behavior (policy 567); suspension, expulsion and emergency removal; weapons and threats; physical restraint and abuse (policy 564); out-of-school behavior (policy 573); participation in extracurricular activities (policy 658); academic progress; and citizenship.

PHILOSOPHY

Discipline policies and student responsibilities should be communicated in a reasonable manner.

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the Gospel values of our faith.

“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)

The students at Sacred Heart are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should encourage academic and social maturation and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. The school fosters the total well-being of each person physically, emotionally, intellectually, and spiritually. School administration, staff members, parents, and students are charged with cooperating to develop mature, healthy, and responsible individuals capable of self control.

Definition and Purpose

Integral to Catholic education are the skills of taking ownership; building trust, respect, and confidence; showing consideration for others; learning to share and accepting responsibility for the choices that are made.

1. Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent's obligation to teach by example in order to develop good habits of behavior as well as proper attitudes toward school.
2. School discipline is an outgrowth of good home training; therefore, cooperation between home and school is essential. It is the school's obligation to expand, encourage and develop those habits and attitudes.
3. Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.
5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs, and rights.
6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Recognizing that there are distinct differences in acceptable conduct in the hallways, restrooms, gym/lunch room, at assemblies, and on the playground, total regimentation or absolute quiet is not demanded in these areas. However, anytime classes are in session, students are expected to be quiet when moving within the building out of respect to others who are at work.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently in silence and respectfully bowing to the altar upon entering a pew.

Areas of Discipline

The Parish/school premises are important areas of discipline:

- While on parish/school premises
- While on school buses or on chartered buses
- While engaged in related school activities and functions, such as approved field trips, tours, and extracurricular activities such as sports, band and choir

- Conduct of students away from the school grounds is subject to school discipline if it Directly affects the welfare of the school

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Positive Behavior Interventions and Supports (PBIS) is a school-wide initiative program with a consistent set of expectations, with positive reinforcement and consequences for all students in grades K-8. The objective for implementing PBIS is to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning.

The school-wide PBIS in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction, and research-validated practices for:

- Establishing and teaching clear expectations for all students in all settings
- Establishing and teaching clear expectations for all staff
- Modeling and rewarding these expectations
- Helping schools staff, families, and community members understand and support the diversity of students, including those students with the most intense support needs
- Understanding the physical and social contexts of behavior by using data to guide decisions regarding change

Sacred Heart has four behavior expectations: Faithful, Respectful, Responsible, and Safe. Students are taught how to show these behavior expectations in different areas of the school during school-wide boosters. There are two boosters during the school year and teachers/staff provide re-teaching throughout the year. The acknowledgment system (Heart Tickets, Heart Award, positive feedback from teachers) rewards students for showing positive behavior.

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, a response to behavior flow chart has been implemented by all staff. When school expectations are not followed, consequences will be specific to the behavior. Problem behaviors are divided into minor and major referrals. A minor/major description chart is used by staff.

Sacred Heart's PBIS program provides tier 1 (universal, school wide) support, tier 2 (targeted group) support, and tier 3 (individual support). Sacred Heart's Tier 2 program is called Check-in/Check-out.

BEHAVIOR CONSEQUENCES

Quiet Table-Grades 2-5

Quiet table is a consequence assigned to students in grades 2-5 who choose to behave inappropriately. The student will eat lunch in a classroom monitored by an adult. This time away from peers is designed to provide quiet reflection on appropriate choices.

Detention-Grades 5-8

Detention is a consequence assigned to students who choose to behave inappropriately. Detentions will be communicated to parents as to when and where a student will serve the detention. Late work detentions will be used to get caught up on work or work ahead.

Students are expected to be punctual. Students arriving after that time will be assigned an additional detention. If detention is not served at the assigned time, the student will need to report to the next detention day. Without reasonable excuse students may serve additional detention or community service.

Community Service

Community Service consequences may also be utilized. These consequences may be used for any major violations of student conduct such as fighting, overt or covert bullying, vandalism, habitual violations, etc. Community Service would include, but not be limited to, general cleaning around the school (gym/lunchroom, hallways, classrooms, grounds, etc). This, of course, does not preclude utilizing the remaining options of in-school suspension or expulsion should the situation warrant it as determined by administration.

Suspension

Suspension is a warning that a student's behavior is not in keeping with the Sacred Heart philosophy and that such conduct may lead to recommendation for expulsion. Suspension may be "in-school" or "out-of-school". The student will be

provided with educational material to work on throughout the day. The student will be excluded from all regular classes and contact with other students throughout the day as well as any school related activities during that time. The student is responsible for getting homework assignments for the next day.

It should also be noted that each trimester of the school year all students begin with a “clean slate” when accumulating detentions for missed assignments, inappropriate behavior, etc.

EXTREME BEHAVIORS

The following behaviors are detrimental to a productive and safe learning environment (this list is not all inclusive):

- Sexual or other forms of harassment
- Smoking
- Drinking alcohol
- Possession of any illegal substance such as cigarettes, alcohol or drugs
- Possession of knife, gun, matches, etc
- Any violent behavior such as physical attack or intimidation to teacher or student

Offenses may result in suspension or expulsion as the situation dictates. With any case of violent behavior, the authorities may be notified and expulsion may result.

RESTRAINT AND PHYSICAL FORCE

The act of deliberately striking a student is specifically prohibited. However, the use of reasonable force in self defense or defense of another may be warranted for protection.

Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself/herself or another, or to prevent a breach of discipline to compel compliance with the Discipline Policy. Restraint should not cause serious or permanent harm.

ALLEGATIONS OF ABUSE

Sacred Heart employees are prohibited from using physical abuse (striking a student, sexual abuse) on students. Students who wish to allege abuse from a Sacred Heart employee can report the alleged abuse to any one of the following individuals: Principal, Assistant Principal, Counselor, or the Pastor at 223-1284.

SEARCH

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, searches of lockers, desks, personal property and effects and the students shall be permitted at the direction of the school administrator or the administrator's designee to the broadest extent allowable by law.

THREATS OF VIOLENCE

Sacred Heart will respond to all threats of violence as serious in intent. All threats will be investigated by the program administrator, counselor, and/or designee. The threat will be reported and a meeting will be conducted with the student's parents. Sacred Heart will take disciplinary action, which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Administration, Diocesan Superintendent, and Pastors will also be notified and consulted.

Protocol

These steps will be followed in each case:

- Teacher, parent, or student(s) reports a threat to the administrator.
- Administrator or designee interviews student(s)
- Parents of the student(s) who made the threat will be called. No threat will be taken lightly
- In the event a student is threatened and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called
- Student(s), lockers, and personal items will be searched at any time without notice
- Upon investigation, if the administration determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the parish disciplinary policy will be followed regarding suspension and/or expulsion
- Any valid threat may be reported to the police. We will contact our WDM police officer

- Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. Sacred Heart School will require professional counseling through the Student Assistance Program or Catholic Charities or a counselor of the family's choosing approved by the school
- The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to Sacred Heart School
- The school counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action
- Documentation by all involved regarding the situation and post-disciplinary activities will be kept on file.
- Any student who sells a controlled substance while on parish grounds or at school related functions will be subject to immediate expulsion. A student in possession of a controlled substance or a firearm may also be subject to expulsion.

The principal will notify the Pastor if there is a recommendation for expulsion. Parents and students may request a hearing prior to the final decision. Every consideration will be made in order to avoid the expulsion of a student from Sacred Heart School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of Administration.

Daily Processes **DAILY SCHEDULE**

Office Hours- 7:00 a.m. - 3:30 p.m. Monday - Thursday and 7:00 a.m. - 3:00 on Friday
School Hours - 7:40 a.m. - 2:32 p.m. (Monday - Friday)

The following chart lists the start/release times for Sacred Heart School students.

Time	Action
7:20 am	Bus students may enter the building and gather in the gym.
7:30 am	All other students may enter the building. Bus students are released to their classrooms.
7:45 am	All school prayer and Pledge of Allegiance School day begins. Students are to be in their classroom.
2:25 pm	Bus students dismissed.
2:32 pm	School day ends. Walkers and car riders are released by their teachers.

Students who arrive by means other than a bus are not to be on the school grounds before 7:30 a.m. Supervision is provided only for bus riders prior to that time.

Exceptions to the 7:30 a.m. arrival are the following: teacher requests for a child's presence earlier for additional assistance, the child is involved in band/choir, or is serving detention.

During school hours, all cars are to enter the parking lot by 16th Street and exit on Grand Avenue. Please drive up to the designated area so students will enter the West doors near the playground.

Please notify the school in the event of changes in the normal routine for your child coming to or from school.

EXIT PROCEDURES

All students will leave the school building in an orderly manner. No running or pushing is permitted. Students riding buses will exit the building at 2:25 p.m. On the second dismissal bell, students who walk or are to be picked up will exit the school building in an orderly manner. Parents picking students up after school should park in the area west of the school if the buses have not yet departed. All students should be out of the building after the bell unless their presence has been requested by a teacher and the teacher is supervising the student. Playing on the playground after school is not permitted. This area is used by our PLUS program and must be kept clear. At dismissal, students are to wait near the car line with the school staff until their ride comes. During inclement weather, students may wait inside the entryway.

RECESS

Playground Rules For Students

The following playground rules are set for the safety and well-being of all Sacred Heart School students.

- The designated play area is west of the building and north of parking lot pylons.
- Once outside, students are to remain outside until the bell rings.
- Playground balls are not to be thrown after the bell rings. At no time are balls bounced or played with in front of the building on the south side.
- Only students who have written permission from teacher, doctor or parent will remain inside.
- Students are to report all problems to the playground supervisors.
- There is only one child to a swing. No one is to stand on swings or on top of the tubular slide or tube.
- Students are to dress appropriately during the winter. Even on very cold winter days, students will be outside. Only students who bring boots and snow pants will be allowed to play in the snow. Throwing snow is not permitted.
- When the ground is wet after a rain or melting snow, the children will play on the parking lot, wood chip areas or sidewalk.
- Students will enter the building quietly, in single file or double line.
- Students are expected to be respectful of the school by cleaning shoes or boots before entering.
- Students are not to hand on the rim, or any part of the basketball backboard or pole.
- Students are not to throw or kick balls against the school building.

Cold Weather

Please have your child dress appropriately during colder weather, such as boots, snow pants, hats, and mittens.

Generally, we will use 10 F with the wind-chill factored in as a guideline. During severe weather, recess will be held inside. We will attempt to go outside whenever possible.

Indoor Recess Rules

During inclement weather there will be indoor recess during the noontime. The students may sit and play games on the classroom floor, at their desks or they may choose to do their work. Students are to stay in their own classroom. Each student is to be gainfully occupied with an activity. Students are not to write on chalkboard/whiteboard while the teacher is not in the classroom.

Excusing Students From Outside Recess

If your child has been out of school due to illness, he/she may stay indoors for up to 2 days with a doctor's note indicating that the child is not to go outside for health reasons. Student's that are unable to go out for recess will be supervised in the office. Medical research has shown that daily periods of fresh air and exercise contribute to a healthier child, both physically and mentally.

AFTER-SCHOOL PROGRAM: SACRED HEART PLUS

The Sacred Heart Plus program operates after school from 2:25 - 5:30 p.m. The closing time each day is 5:30 p.m. and all students must be picked up by this time.

An advance registration fee is required for all students. There must be at least one week advance application to use the program, and the director will determine if there is adequate room to accommodate the student.

If there is no school due to bad weather, there will be no care available for that day. In case of early dismissal of school due to bad weather, Sacred Heart Plus will also close. Field trips may be taken on all-day dismissals. Parents will receive schedules in advance of times, places, and amounts needed for the field trips. A signed permission slip will be required for participation on field trips.

Parents' Rights:

- Knowing their children are in a caring and supervised environment
- Sharing concerns with the staff about anything that they do not feel is in the best interest of their child
- Notification if their child is misbehaving and to assist the staff in determining an appropriate resolution
- Notification if their child does not report to the program as intended

Parents' Responsibilities

- Notify the director in writing if and when another authorized person is to pick up the children
- Notify the program if the children will not be attending

- Pay all fees on time
- Pick up children on time
- Notify the director in writing two weeks prior to dropping out of the program

BUS INFORMATION - TRANSPORTATION

The West Des Moines Community School District operates bus routes to transport students to and from school. The routes cover an area which will accommodate a large majority of our students. For students who are two miles or more from school, the State of Iowa pays the cost of transportation on school buses where buses are available. For those students who live two miles or more from Sacred Heart and whose parents provide their transportation reimbursement may be available from the local school district in which the student(s) resides, providing there is no bus transportation. Contact your local public school district transportation office if you believe you are eligible for such reimbursement. Forms can be found on the school website.

Students who live less than two miles from school, but wish to ride the school bus may ride by purchasing quarterly bus passes through the school office. Bus fees may be purchased on an annual basis or by the quarter.

According to West Des Moines Transportation policy, students who are not regular bus riders will not be allowed to ride the bus home with a regular bus rider.

GENERAL INFORMATION

Application for school bus transportation may be obtained at the school office where the student attends. The application must be filled out by a parent or guardian. A new application must be submitted for a change of address.

Replacement passes may be purchased from the school secretary for a \$10 fee. The student may request a five-day temporary pass from the bus driver.

In the event that a student is reassigned to a different bus, parents will be notified in advance of the new bus number and pick-up time.

Each student is required to board and depart the bus only at her/his assigned bus stop. Violation of this procedure results in disciplinary action.

BUS TRANSPORTATION DISCIPLINE POLICY

It is the intention of Sacred Heart School and the West Des Moines Community School District to provide safe transportation for students eligible for bus service. It is essential that the discipline on a school bus be such that the driver can give complete attention to driving. Students are expected to know and follow the rules for bus riders. Those who do not will be subject to disciplinary action.

It should be remembered that it is not the bus driver or the principal who excludes a student from riding a bus. It is the student who excludes himself/herself with unacceptable behavior which may endanger him/her as well as others. Riding a school bus is a privilege, not a right.

According to the contract between Sacred Heart and West Des Moines school district, that pending disciplinary action will first be discussed with the Principal at Sacred Heart. Inquiries about busing must go through the Sacred Heart Principal and the Principal will negotiate with Transportation and the District.

Video systems are used to monitor student behavior on school buses. The video can be used as evidence in a student disciplinary proceeding. The tapes are considered student records, subject to school district confidentiality, board policy and administrative regulations.

For safety reasons, the following rules have been developed:

- The student must show his/her bus pass to the driver upon boarding the bus.
- Students must obey the bus driver at all times.
- Noise on the bus is to be kept at a reasonable level. No shouting or other loud noises on the bus or out the windows is allowed.
- Students must remain seated at all times. Aisles are to remain clear of feet and other items.
- The bus must be kept clean at all times.
- Eating and drinking are not allowed on the bus.

- Students waiting to board a bus should stand a safe distance from the curb until the bus comes to a complete stop and the doors are opened. Pushing and shoving while waiting to board the bus is not permitted.
- In case of an emergency, all riders are to remain seated in the bus unless otherwise instructed by the individual in authority.
- Each student must ride only the assigned bus. A student will not be allowed to ride an alternate bus.
- If a student disobeys the rules, s/he is issued a Bus Conduct Report. A member of the Transportation Department notifies the parents of the situation and forwards the report to the student's principal.

CORRECTIVE DISCIPLINARY ACTIONS

- Infractions of the rules result in the following actions:
- First infraction- phone call to student's parents/guardians.
- Second infraction- suspension of transportation privileges for 1 day.
- Third infraction- suspension of transportation privileges for 3 days.
- Fourth infraction - suspension of transportation privileges for 5 days.
- Fifth infraction- suspension of transportation privileges for 30 days.
- Sixth infraction- suspension of transportation privileges for the remainder of the school year.
- Discipline may carry over to the next school year.

More Serious Infractions

In more serious disciplinary problems cases, the following procedures are followed:

- The driver reports the incident immediately to the Transportation Supervisor and fills out a discipline report.
- The Transportation Supervisor immediately reports the incident to the building principal.
- The principal meets with the student and a member of the Transportation Department contacts the student's parents/guardians with the intended plan.
- Transportation services may be immediately suspended for the following severe bus conduct infractions for a minimum of five days. Transportation privileges could be suspended for the entire semester or school year depending on the severity of the incident and the number of previous discipline infractions the student has had. The Transportation Supervisor and the student's principal determine the extent of the corrective action. **These incidents include:**
 - Fighting or threatening others on the bus.
 - Using profanity or obscene gestures toward the bus driver or others on the bus.
 - Throwing or shooting items in the bus or out the windows.
 - Igniting fires, smoking, or the use of a controlled substance on the bus.
 - Severe safety distractions such as pointing laser lights at the bus driver or other on the bus.
 - Putting hands, arms, and other parts of the body outside the windows.
 - Any activity on the bus that could severely jeopardize the safety of the students on the bus.
 - Vandalism.
 - Harassing behavior.

In cases where severe conduct infractions occur, the Transportation Department may send a representative to the bus to remove the child or children involved. Students who feel they are being treated unfairly in a transportation matter should report the matter to the principal.

Lunch **HOT LUNCH**

Hot lunch is available for students. Students who bring a cold lunch to school may purchase milk. Here is some general information about our lunch program:

- Sacred Heart School Lunch meets and exceeds the government nutrition guidelines.
- Middle school students may purchase a second entree or side. This will be deducted from the child's lunch account.
- The monthly lunch menu is posted on the Sacred Heart website.
- No food from outside restaurants may be brought into the lunchroom by students or visitors to be consumed during lunch time.
- Lunches from home are welcome. Carbonated and caffeinated beverages are not allowed. Please limit non-nutritious items to follow the Wellness Lunch Guidelines.

ALLERGIES

Food Allergies are a big concern. If your child has food allergies that will affect what they can eat or drink for lunch, the State of Iowa requires a form to be filled out by your child's physician stating what your child is allergic to and if this is a Disability or Medical condition (504 form). Please contact the Sacred Heart School Kitchen to update files.

The Sacred Heart School Cafeteria is "Peanut Conscious" meaning we do not have open peanut butter containers nor do we use peanut butter in any of our meal components. Students are allowed to bring peanut butter items in their cold lunches. Sacred Heart School Cafeteria does provide a "Peanut Safe table" during lunch for those students who have peanut allergies. Please contact the Food Service Director for more information.

All treats/food for Halloween and Valentine class parties must follow the school's Wellness Policy and Food Allergy Policy of no peanuts or peanut products.

LUNCHROOM PROCEDURES

- Lunch time should be an enjoyable and relaxing time for eating and quiet visiting with classmates.
- Good manners and courtesy will be practiced by all students.
- Students are to use the restroom and wash their hands before entering the lunchroom.
- Each classroom will come to the lunchroom with their teacher and will wait quietly while they are checked in and receive their lunch tray. Please and thank you are expected. Teachers on duty will monitor all students in the lunchroom.
- After receiving their lunch tray and milk, students are to sit at their assigned table and not be running around. Students are not allowed to save seats as it is good to get to know everyone.
- Students will not be dismissed until the floor and table they are sitting at is cleaned up.
- If students need help, would like seconds, or if there's a problem at their table, they should raise their hands and a supervising teacher will help them.
- Students should not waste food.
- At the designated time, students will be dismissed. All food must be consumed in the lunchroom. Food is not allowed on the playground.
- Students need to be in a single file line to dump their trays and place their tray in the dish window.
- Throwing trays is not allowed and is dangerous to the staff. The students are to proceed to the playground through the west door.
- Students may not return to their classrooms for forgotten items.
- During inclement weather students will be dismissed from the lunchroom and proceed to their homeroom in an orderly manner.
- Students who misuse food, silverware (throwing, bending & etc.) or who are disrespectful of the lunchroom and staff will be referred to the principal and/or assistant principal.

FREE AND REDUCED LUNCH

The free & reduced lunch program is a Federal and State funded program. All information on the application is kept confidential. Please consider applying. Every family has difficulty paying for lunches at some time or another. The money is available, so it is worth the time to apply. Please read the instructions and the application carefully. If you do not qualify at this time and your financial status changes any time during the school year you can reapply. Instructions and applications are also available in other languages if needed. Please contact the food director or school office for these items.

HEALTH SERVICES

Our school is served by a part-time school nurse (RN) who monitors illness, student health records and maintains a health file on each student to meet health records for the State of Iowa. Vision screening is conducted on students in Grades 1, 4 and 7 each year and on students where a concern is identified. Heartland AEA conducts hearing screening on students in grades 1-5 annually. Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The school nurse develops that care plan in coordination with the parents (usually through written interview), the educational staff and physician as necessary. Up-to-date immunization records are required by the State of Iowa. Physical examinations are recommended for students entering or in grades K, 4 and 7. A copy of the examination will be requested for the student's school health file. Athletic physical examinations are required annually for all students participating in school athletics. Parents are asked to complete a health update form on their student annually.

ACCIDENT OR ILLNESS

In case your child is ill or has an accident at school, the parent or guardian will be notified at once. Please have an alternative place for your child to go if you are unable to pick up and take care of your ill child. No child is ever sent home until prior arrangements have been made. If a child becomes ill or is hurt, s/he should report to her/his teacher or some faculty member. Any child with a rash is excluded from school until the rash is diagnosed.

HEALTH CARE PLANS

The Iowa Administrative Code 281--41.23 (281) states the definition of "individual health plan is the confidential, written, preplanned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed at least annually. Licensed health personnel develop this written plan with the education team." The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281--41.23 (1)(b)(4)].

HEARING SCREENING

Heartland AEA 11 will conduct its annual Hearing Conservation Program during this school year. Students in kindergarten, first, second, and fifth grades will receive a hearing screening. In addition, students in grades 6-8 with a history of known hearing problems will be screened.

Students who do not pass this screening may receive an individual hearing test by the audiologist. Parents will be notified about the results of the hearing tests only if their child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please notify the school. If there are any questions about the hearing testing program, please contact the school nurse.

DISPENSING OF MEDICATION

(See school website for form)

It shall be the policy of the Sacred Heart that **medication of any kind** shall not be administered to students by school personnel nor shall medications of any kind be brought upon the premises of Sacred Heart School, except within the guidelines of the Iowa Department of Education, and with the approval of the Principal. **All prescription medication that must be taken during the school day must be turned in to the office.** The following procedures are enforced to help ensure protection for the student and Sacred Heart School:

1. A licensed physician or dentist must prescribe all medications.
2. Prescription medications must be in the original pharmacy labeled container. The pharmacy label on prescription medication is considered the physician's instructions.
3. Over-the-counter medications (e.g. pain reliever- ibuprofen, Motrin, Advil, Tylenol) must be in the original container and must be labeled with the student's name. Parents must complete the parent request for giving medications form for any/all medication that is to be administered at school. An additional parent request form must be signed for new medication or dosage changes.
4. Parents may administer medication at school to their own children without the above-mentioned request form.
5. Upper-grade students may be considered for co-administration or self-administration of prescribed inhalers with demonstrated competency and written instructions and signed order from the physician and parent permission.
6. Antibiotics that are prescribed three times per day should be given at home.

At vacation time, end of the year, or end of the dispensing time, any remaining medication will be returned to the parents or destroyed.

SEVERE FOOD ALLERGIES

Sacred Heart School does have students with severe, life-threatening food allergies. Due to the risk of individual food allergies, the Polk County Health Department has strongly suggested strict guidelines in the way treats, snacks, and holiday parties are handled at school. All snacks/drinks must be ordered through our Food Service Director and be on the list of acceptable treat items.

WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. This is a general guideline for common mild illness.

- **Diarrhea/Vomiting** within the last 24 hours: keep student home.
- **Fever 100 degrees or greater:** keep students home until fever free at least 24 hours.

- **Runny Nose** due to allergies or mild irritation: students may attend school. Due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose; keep student home.
- **Strep Throat** symptoms are sore throat, fever, and aches, sometimes associated with stomach or vomiting. A student must be excluded from school until 24 hours after antibiotic therapy has started.
- **Pinkeye** symptoms are usually red, itchy eyes with yellow drainage. The student must be excluded from school during the acute stage and/or started on an antibiotic by a physician and released to return to school with a physician note.
- **Lice/Scabies** symptoms are usually lice/nits in the scalp hair for lice and microscopic mites under the skin causing an area of irritation and itching for scabies. The student needs to be excluded until after the first treatment with a lice shampoo and treatment prescribed by a physician for scabies.
- **Chicken Pox** symptoms usually are low-grade fever, distinctive red vesicles rash. Students must be excluded from school for a minimum of 5 days after the eruption first appears and/or vesicles are dry or crusted over.
- **Impetigo** symptoms are usually red spots that fill with fluid usually on hands and face especially around the nose and mouth. The student must be excluded from school until they have been started on an antibiotic by physician. Any draining lesions need to be covered when in school.
- **Rash** some rashes are contagious, frequently this is hard to identify. You may be asked to have your student seen by a physician and a release signed to return to school stating the rash is not communicable.

A more detailed and much larger list of communicable diseases, their symptoms, treatments and exclusions from school is published by the Iowa State Department of Public Health and is kept at the school.

DRESS CODE

Sacred Heart's dress code is intended to provide students with standards for dress and appearance. Parents are responsible for making sure their children come to school dressed appropriately each and every day.

GENERAL GUIDELINES

- Students are expected to come to school neatly dressed, well groomed and in dress code each day.
- Uniform shirts and blouses are to be tucked in at all times.
- Pants and shorts are to be worn at the waist with **no sagging**.
- Dress code will be enforced from the time students arrive until their departure from school.
- A collared uniform shirt must be worn under sweatshirts, fleece jackets or sweaters. No colored T-shirts under shirts; only white short sleeved T-shirts may be worn. **No print should be visible.**
- Scouts may wear their uniform shirt/blouse on their meeting day.

SHIRTS/BLOUSES

- Red or white solid color polo style, turtlenecks, or button down dress shirts or blouses with button down or spread collars.
- **Middle School Students only** may wear black shirts.
- Shirts may include the Sacred Heart logo; must be long or short sleeves, of cotton or cotton blend.
- No chambray, denim, or blue shirts are allowed.
- All shirts must be tucked in and of sufficient size and length to enable students to tuck their shirts.

SWEATERS/SWEATSHIRTS/FLEECE JACKETS

Sweaters

- Solid color red or white sweaters may be worn in cardigan, v-neck, turtleneck, or crew neck styles.
- The sweaters must be waist length and may not have hoods.

Sweatshirts

- Students may wear any solid colored red or white crewneck sweatshirt, red or white Sacred Heart uniform sweatshirts, Sacred Heart Blue Ribbon School crewneck sweatshirts, or dri-fit hooded sweatshirts with Sacred Heart printed on the front.

Fleece Jackets

- Students may wear a solid red or white fleece jacket with or without the Sacred Heart logo.
- Hooded fleece jackets are not allowed.

SLACKS/SHORTS (BOYS AND GIRLS)

Slacks

- Navy blue or khaki tan dress slacks/shorts of twill or corduroy may be worn.
- **Middle School Students only** may wear black slacks.
- Students may not wear jean or denim material pants, hip hugger pants, cotton, knit, spandex or stretch-type yoga pants, jegging, skinny, sagging pants, cargo pants, or carpenter pants.
- Pants must have no more than 4 pockets (2 at the waist and 2 on the back).
- Slacks are to be worn at the waist.

Shorts/Capri Pants

- During the months of August, September, October, April and May, boys and girls may wear navy blue or khaki tan walking length twill shorts. **Middle School Students only** may wear black shorts.
- Students are not to wear denim shorts, knit shorts, or cargo shorts.
- Shorts are to be worn at the waist and belts must be worn (grades 1-8) if shorts have belt loops.
- Shorts must be mid-thigh or longer in length.
- Girls have the option of wearing navy blue, khaki tan, or black (middle school only) capri pants made of twill fabric (no knit or denim) during the months of August, September, and May.
- Capri pants must be worn at the waist.
- Hip hugger style pants are not allowed.

Belts

- Belts must be worn (grades 1-8), if slacks have belt loops.

JUMPERS, SKIRTS AND SKORTS (GIRLS)

- Uniform plaid, solid navy or solid tan skirts/skorts can be worn. **Middle School Students only** may wear black skirts/skorts.
- K-5 green uniform plaid jumpers may be ordered from Land's End. The jumper style number is 065010-BQ4 and the color is Hunter/Classic navy plaid.
- 6-8 may wear an A-line uniform skirt.
- K-8 uniform side pleat plaid skorts may be ordered from Land's End. The skort style number is 231588-BQ8 and the color is Hunter/Classic navy plaid.

SHOES/SOCKS

- Dress shoes or tennis shoes may be worn.
- The heel/toe of all shoes must be enclosed.
- No sandals, Heelys, Crocs, clogs, open backs, or strapped back shoes may be worn.
- The entire foot must be covered.
- Socks must be worn with shoes at all times.

HAIR

- Hair colors, facial hair, or hats/kerchiefs that draw undue attention are not permitted.
- Hair should be clean and neatly groomed.
- Boys' hair length should be at or above the collar and no longer than mid-ear on the sides.

JEWELRY/TATTOOS/MAKEUP

- Girls may wear post earrings only. Earrings are not to hang below the earlobes.
- Girls may not wear make-up until middle school age.
- Boys are not allowed to wear earrings.
- No body piercings are allowed for boys or girls with the exception of pierced ears for girls.
- Tattoos are not permitted, including temporary or washable tattoos.

OUT OF UNIFORM DAYS

At times throughout the school year, students are permitted to dress out of uniform. A student may receive an Out of Uniform Pass as an incentive or as a gift. When students dress out of uniform due to having an Out of Uniform Pass, the students will give the pass to their teacher at the beginning of the day. **Out of Uniform passes cannot be used on a Mass day.** The school will announce special out of uniform days in advance in which case students do not need a written pass. Students may come out of uniform, dressing according to guidelines and are encouraged to contribute to the mission effort.

On out of uniform days, students may dress in jeans, sweatshirts, sweatpants or T-shirts. No cargo jeans, shorts or tight spandex, yoga type leggings or pants. Shirts must have sleeves and shoes must be worn with socks. As always, clothing should be appropriate for a Catholic school environment. All clothing should be neat and clean with no rips, holes, or tattered or split hems. When there is a question as to whether a student is dressed appropriately, the administration will make the final decision.

SPIRIT WEAR

All Sacred Heart School spirit wear is sold by Home and School and may be worn on Out of Uniform Days and Spirit Shirt Days (with uniform pants). **6th-8th grade students may wear Dowling gear on Spirit Shirt Days.**

GYM UNIFORM

Students in grades 6, 7 and 8 wear a PE uniform consisting of black gym shorts and a red T-shirt, **each bearing the Sacred Heart name.** Gym uniforms are purchased in the spring semester, coordinated by a parent representative, for PE class. Gym uniforms are ordered only one time per year. Gym shoes are also required.

ACQUIRING DRESS CODE APPAREL

Local Stores

Local stores carry shirts, pants, shorts, capris, as well as plain sweatshirts and polo shirts. These stores include, but are not limited to, Kohl's, Penney's, Old Navy, Target and Gap. These stores do not carry the plaid jumper, skirt or skorts.

Land's End

Land's End carries the Hunter/Classic Navy plaid jumper for girls in grades TK-5 and skirts for girls in grades TK-8. They also carry khaki and navy pants, khaki and navy shorts and red and white shirts. They also have other plain clothing items that meet the school dress code. Orders may be placed by telephone: 1-800-469-2222, or online at: www.landsend.com/school. When ordering, please indicate our preferred school number: 9000-6667-1 or your school name and location. Three percent of net sales will be donated to our school.

Engler Embroidery

Engler Embroidery carries Sacred Heart dress code polos, crewneck sweatshirts and hoodie sweatshirts available with the Sacred Heart logo. Orders may be placed at the following website address: <https://engler-embroidery.square.site/>.

GENERAL POLICIES **BIRTHDAY CELEBRATIONS**

While birthday balloon bouquets have become very popular, the delivery of such items has proved to be disruptive to the school routine. The Decorating of Middle School Lockers is Prohibited as Well. Therefore, balloon bouquets and other such items are not to be sent. They will not be delivered to your child during the school day. Birthday treats will be limited to only kindergarten students. We ask you to consider a gift of a book to the library, in your child's name or to your child's classroom or perhaps a donation to the missions. **Because we recognize that not everyone is invited to parties, we ask that invitations be mailed, rather than handed out at school.**

CHANGE OF ADDRESS OR PHONE NUMBERS

Please notify the school office promptly concerning any change of address, phone number, or emergency information. This courtesy will help us to keep our records in order.

CHEATING/PLAGIARISM

Sacred Heart expects that students' personal integrity and self-respect will be reflected not only in honest, responsible behavior but also in a willingness to extend support and direction to others whose behavior appears harmful to herself/himself or the community. Sacred Heart students are expected to tell the truth. Misrepresentations of facts, significant omissions or falsifications are violations of the Honor Code. A student's name on any work is regarded as assurance that the exercise is the result of the student's own thoughts and study, as stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources for help. Students are expected to behave honestly in their learning. Students found to be in violation of cheating or plagiarism will be subject to consequences deemed appropriate by teachers and administration.

ELECTRONICS/CELL PHONES

The use or possession of cell phones, any audio playing device, electronic games, or laser pointers are not allowed by students without teacher permission. These items are to be left in students lockers or backpacks until students are picked up. Students may not use cell phones while waiting to be picked up in the car line. If a student is caught in possession of

any of these items during the school day, the item will be held in the school office and returned after administration has talked with the parent and student. Additionally smart watches that disrupt the learning environment will not be allowed.

EMERGENCY PROCEDURES

Crisis Plan

In the event of a crisis at Sacred Heart, emergency response procedures which are part of the Crisis Plan are activated. Our school maintains and frequently reviews the Crisis Plan manual. The safety of our students is the most important priority throughout any crisis situation.

Fire/Tornado/Intruder Drills

Regular fire, tornado, and intruder drills are practiced throughout the school year. Safety is our first priority in any crisis situation

FIELD TRIPS

Classroom teachers will notify parents at least one week in advance of any field trips they may be planning with their students. Teachers may schedule field trips provided the following conditions are met:

- Field trips will be of an educational nature and requests for trips must be accompanied by a rationale of the experience the students will gain by such field trips.
- **Signed parental permission slips must be received for all students prior to the trip.**
- Adequate teacher and adult supervision must be provided for all trips.

Transportation may be by school buses when buses and drivers are available. Occasionally, cars and drivers may be requested. There will be a charge per student when buses are used to transport students for any trips other than regular routes to and from school.

GRIEVANCES

Responsibilities are stated in the job descriptions of teachers and the School Principal. Should there be a grievance beyond the realm of responsibilities of each party, grievances and requests for any meetings should be placed in written form stating the policy or procedure at issue.

The person/persons who wish to file a grievance should:

1. Request a conference with the teacher (if the issue is with a teacher) or with the staff member involved. The teacher may request to have administration present for the conference.
2. Failing resolution, a meeting with the administrator should be requested.
3. Failing resolution through the administrator, a meeting with the priest/canonical administrator should be requested.
4. Failing resolution through the pastor/canonical administrator, a meeting may be requested with the Superintendent to seek a resolution to the issue.

If the above procedures have not been followed, the school has no responsibility to discuss or meet with the party requesting a hearing.

GUM AND CANDY

Students may not chew gum and/or eat candy on school premises (including the playground, gymnasium, all areas of the church) or on field trips. The exception to this is an approved classroom party.

LOST ITEMS

Lost and found articles will be kept for one school Trimester. Parents and students may check for lost items at any time. Parents are requested to label all items. All articles of clothing are to be clearly labeled with the child's name. Unclaimed items will be donated to the St. Vincent de Paul Society.

NICOTINE/TOBACCO FREE CAMPUS

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that diocesan schools adhere to the state of Iowa Smoke Free Air Act. (ICC 142D)

Smoking or use of smokeless tobacco or non-FDA approved nicotine products, for purposes of this policy, "smoking" includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor

from a solution of substance, is not permitted in or on school buildings, school grounds, school property, school vehicles, or non-school owned property used for extracurricular activities. This includes enclosed places of work and study, all outdoor areas such as parking lots and sports areas/stadiums, and private vehicles on school parking lots.

This policy applies to employees, students & visitors at all times, including school-sponsored and non-school sponsored events.

REQUESTING TEACHERS/CLASSROOMS

Sacred Heart School teachers use deep consideration when compiling class lists for the upcoming school year. Class lists are based upon many different factors. Taken into account are individual learning styles, academic and social abilities and strengths, personalities and gender. We strive to make our classes as balanced as possible in all areas.

Sacred Heart operates with the belief and faith that all of our teachers are qualified, dedicated professionals. Consequently, it shall be the policy with regard to student placement, recommendations for placement from the teachers will take precedence over any request received from parents for a specific teacher. A child is placed on a class list after the teachers have considered that child's academic progress, personality, needs, special requirements and many other considerations including gender and talent balance for the class. Therefore, parents should refrain from making a request for a specific teacher to either the staff or the administration.

SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages or destroys school property or texts, the student will be expected to pay the expense involved with repair or replacement. This includes but is not limited to, text and library books.

TECHNOLOGY

The use of technology is central to the teaching and learning process. Electronic/digital information research skills are fundamental to the preparation of educated citizens and future employees. Students will use technology to conduct research and obtain information that will assist them as they strive to achieve the standards, benchmarks, and grade level/course level expectations of the Diocese of Des Moines Catholic schools.

Independent student use of electronic/digital information resources will be permitted unless a written request by parents/guardians of minor students (under age 18) is made denying access. Parents should be encouraged to be aware of the uses of the electronic/digital resources their children are making.

Students will sign an Acceptable Use Guidelines for their technology devices stating they are aware of the rights and responsibilities that come with using the school technology.

TRANSFERS

Parents are asked to inform the school office as soon as possible when transferring a child to another school. All records will be sent directly to the new school on request of that school, but only after the parents have signed a release form for this information to be forwarded. All tuition must be paid before the release of records. Because of waiting lists in some grade levels, early notification of transfers will be greatly appreciated.

LEADERSHIP COUNCIL

Composed of school and parish volunteers, the Leadership Council works closely with school administration and pastor in the areas of faith, academics, community/hospitality, and fundraising to support the mission of the school. The Leadership Council will be structured as follows:

- Membership is comprised of the pastor, principal and volunteers invited to serve by the pastor
- Leadership Council Officers - Chair, Vice Chair, Secretary, Treasurer - to be named by the principal
- Meetings are held throughout the year and are open to the public
- Annual meeting with Regional President and Board of Directors

Beginning in 2023-24, the Leadership Council combines the work of the previous School Board and Home & School at Sacred Heart. This pilot initiative is happening in coordination with Des Moines Regional Catholic Schools.

APPENDIX

SACRED HEART SCHOOL WELLNESS POLICY

Sacred Heart School of West Des Moines, Iowa, strives to educate the whole person in mind, body, and soul. Sacred Heart is committed to the optimal development of every student. The board believes in order for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The Catholic Schools in the Des Moines Diocese provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

The Catholic Schools in the Des Moines Diocese support and promote proper dietary habits contributing to the student's health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school's nutrition practices. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals.

Sacred Heart Catholic School has developed a local wellness committee comprised of representatives of administration, parents, students, faculty, PE teacher, and food service director. The Sacred Heart School Wellness committee has developed a plan to implement and measure the wellness policy and monitor the effectiveness of the policy. The committee will report annually to the Sacred Heart School Board.

Specific Wellness Goals:

- Nutrition Education and Promotion
- Nutrition Guidelines for all Foods Available on Campus
- Physical Activity
- Other School-based Activities that Promote Wellness
- Implementation and Evaluation

Nutrition Education and Promotion

Sacred Heart Catholic School will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors by creating food environments that encourage healthy nutrition choices. The goals for addressing nutrition education and nutrition promotion include the following:

- Offer a sequential and comprehensive program. This is incorporated not only in physical education classes but also in classroom instruction with varied subject areas.
- The staff responsible for nutrition education will effectively deliver an accurate nutrition education program as outlined. Preparation will provide essential nutrition knowledge, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.
- Comply with federal, state, and local requirements. Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products. Use healthy food preparation methods and provide health-enhancing nutrition education.

Nutrition Guidelines for all Foods Available on Campus

School Meals

Meals served through the National School Lunch Program will:

- Be appealing and attractive to students
- Be served in a clean and pleasant setting
- Meet or exceed nutrition requirements established by local, state, and federal levels
- Offer choices on a daily basis

National School Lunch Program – ala Carte Sales

In the middle school, any entrée or side that is offered as part of the lunch program is exempt from the competitive food standards if it is sold on the same day of the service or the day after in the lunch program.

Free and Reduced Priced Meal Program:

Sacred Heart School will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price meals. Toward this end, Sacred Heart School utilizes an electronic identification and payment system.

Food Service Department Qualifications:

Qualified and trained nutrition professionals will administer the lunch program:

- Professional development training for the lunchroom staff is required on a yearly basis.
- The appropriate training hours and content dictated by the USDA will be met or exceeded by the Sacred Heart School Lunch Staff.

Food Safety:

All foods made available on campus will follow food safety and security guidelines and comply with the state sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are continually implemented to prevent food illness in schools. For the safety and security of the food and facility, access to the food service operations is limited to food service staff and authorized personnel.

Sharing Food:

Sacred Heart School discourages students from sharing their food or beverages with each other during meal or snack times because of the concerns of communicable diseases, allergies, and some dietary restrictions.

Food Allergies:

Food allergies are a serious concern for the school lunchroom. Food allergies are reported to the school nurse and the food service director. A Diet Modification form from the doctor is needed to outline what steps are necessary to ensure the safety of the child.

Food Served as Rewards or in Celebrations

Teachers/staff will be encouraged to use non-food items for student rewards/incentives. For school-based celebrations, staff/parents will be required to provide snacks/drinks from the list of acceptable party treats for classroom parties available through the Food Service Director. Foods used for celebrations should make a positive contribution to children's diets and health and staff/parents need to be conscious of food allergies.

Fundraisers:

Any type of fundraiser that is selling "food" during the school day (midnight-until ½ hour after the last bell of the day rings as defined by the USDA), that can be consumed on the spot must meet the USDA Smart Snacks in School nutrition standards, at a minimum. A list of compliant snacks is available through the Food Service Director and is updated yearly. Food items that are not consumable on the spot, ie Butter Braid Bread or frozen cookie dough etc, can be sold and distributed during the school day. Sacred Heart School encourages fundraising activities that promote physical activity.

Physical Activity

Wellness education is an important and integral part of the student's education at Sacred Heart School.

Physical Education

Sacred Heart School will provide wellness education that:

- Promotes the benefits of a physically active lifestyle and includes students with disabilities.
- Engages students in moderate to vigorous activity during at least 75 percent of PE class time.
- Meets regularly for the scheduled period of time allowed at the elementary level and middle school level.
- Is taught by a Certified Physical Education Teacher.
- Is encouraged and incorporated into other subject lessons.

Other School-based Activities that Promote Wellness

Physical Activity Opportunities Outside of PE Time

Students need opportunities for physical activity beyond recess and physical education classes to embrace regular physical activity as a personal behavior fully. Toward that end, Sacred Heart School will:

- Offer extracurricular physical activity programs, such as physical activity clubs and athletic teams (middle school).
- Discourages sedentary activities, such as watching television, playing computer games, etc.

- Provide 20 minutes of recess to elementary students and 10 minutes for middle school students during the school day as allowed per curriculum schedule, and preferably be offered outdoors, if weather permits.
- Integrate physical activity in the classroom by encouraging classroom teachers to provide activity breaks between lessons and classes.

*Physical Activity will not be withheld or used as punishment.

Water Bottles

To promote hydration, students will be permitted and encouraged to carry and fill water bottles throughout the day, as appropriate.

Communication with Parents:

Sacred Heart School supports parental efforts to provide a healthy diet and daily physical activity for their children. Sacred Heart School will:

- Provide information about physical education and other school-based physical activity opportunities before, during, and after the school day.
- Encourage parents to pack healthy sack lunches that meet nutrition standards.

Staff Wellness

Sacred Heart School values the health and well-being of every staff member and will work to support personal efforts by staff to maintain a healthy lifestyle. The school will work to support staff activities and education based on interest.

Implementation and Evaluation

Monitoring:

The Sacred Heart School Wellness Committee will ensure compliance with established school-wide nutrition and physical activity wellness policies. The committee will report to the assistant principal. The food service staff will ensure compliance with the nutrition policy and goals within the food service area and report to the Wellness Committee. Sacred Heart School Food Service will report on the USDA School Meal Initiative (SMI) review findings and make changes accordingly.

Policy Review:

The Wellness Committee will review the nutrition and physical activity policies and practices that support healthy eating and physical activity of the school every year. Changes and revisions will be made to keep current with USDA requirements and the environment of the school.

HARASSMENT/BULLYING POLICY

Information taken from Diocese of Des Moines Catholic School Policies and Regulations Policy 579

Sacred Heart School believes that all students should learn in a safe environment where all people are treated with respect and value and are free of bullying and harassment. Sacred Heart has programs to prevent and work to eliminate bullying and harassment.

Harassment and bullying is defined as any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" shall mean 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 email, social media, cell phones, text messaging, or similar technologies.

The phrase "trait or characteristic" of the student as used in this policy includes, but is not limited to, 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. The term "gender identity" means the gender related identity of a person, regardless of the person's assigned sex at birth.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

This policy shall be in effect while students are on school property, while on school owned or school operated/leased vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or another student or students are the victim of bullying or harassment should immediately report their concerns to the school principal, classroom teacher, or the principal's designee. The school must promptly and reasonably investigate allegations of bullying and harassment. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying or harassment. If a staff member believes she/he is or has been bullied or harassed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal shall ensure that the anti-harassment and anti-bullying policy and procedures are printed in the Handbooks and integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment and bullying.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

Complaint Procedure:

Any individual who believes that the individual or any other school related individual has been harassed, bullied or hazed should notify the principal or the principal's designee. Each school shall have a designated investigator. The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing, the diocesan superintendent of schools or her/his designee must be the investigator. The complainant or the investigator should complete the Diocese of Des Moines Anti-Bullying Incident Report Form to turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. The investigator has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure:

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation. Upon completion of the investigation the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent. Information received during the investigation is kept confidential to the extent possible.

Resolution of the Complaint:

If the principal is not the investigator the principal may, if deemed necessary investigate further after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include suspension or expulsion. The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved. The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements.

SEXUAL HARASSMENT AND/OR ABUSE BY STUDENTS**Information taken from Diocese of Des Moines Catholic School Policies and Regulations Policy 582**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from sexual harassment and/or abuse. The schools must promote a sexual harassment and abuse free environment through information, supervision and investigation of allegations of such behavior.

Sexual harassment and/or abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Students who believe they have been sexually harassed and/or abused by students shall report such to the school's Level-One investigator.

Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

The Level-One investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. The processing of a complaint or allegation shall be handled confidentially to the extent possible. Program personnel (employees/volunteers and students) are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigating process.

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint.

Chapter 102 Level One Investigators are:

Sacred Heart School Principal - 515-223-1284 ext. 140

Sacred Heart School Assistant Principal - 515-223-1284 ext. 142

Upon determination that there is a need for a Level-Two investigation of sexual harassment and/or abuse, the Level-One investigator shall contact the Diocesan Superintendent of Schools. The Superintendent will appoint the Level-Two investigator. The Level-Two investigation should ordinarily be completed within a period of three weeks from receipt of the Level-One reports and forms.

If a student believes sexual harassment and abuse has occurred but does not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may inform the Program Administrator about the incident(s) but are not seeking Level-One investigation. In such cases the program administrator should handle the concern as a discipline matter.