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Building a Lifetime of Learning on a Foundation of Catholic Faith

Where Values and Academics Meet

Parent/Student Handbook

Updated 8/2022

The purpose of this handbook is to familiarize parents, guardians, and students enrolled in Sacred Heart School with the system's philosophy of Catholic education, fundamental goals, and basic procedures followed within the school.

VISION STATEMENT

Where Values and Academics Meet

MISSION STATEMENT

Sacred Heart School provides a rigorous Catholic education uniting with the Church, parents, parish community, faculty, and staff to prepare our students in an atmosphere that honors God, proclaims the mission of Jesus Christ, and allows individuals to meet their maximum potential.

More distinctly, Sacred Heart School is an educational center where faith is part of the school's culture and in which all members of the school community share this Christian vision. Sacred Heart School integrates all aspects of human knowledge through the subjects taught in the light of the Gospel.

Sacred Heart School offers a Catholic educational program from pre-kindergarten through grade eight with Iowa Department of Education licensed teachers and competent staff members.

This mission is attained as it encompasses:

- Educational activities which allow every student to reach his/her potential, and
- Formal instructions and formation in which the students develop beliefs, values, and traditions of Catholic Christianity.

SACRED HEART SCHOOL GOALS

1. Creating and maintaining an atmosphere of love, respect, and closeness to God within classes and school.
2. Recognizing and appreciating each faculty member, parent, and student as an individual with unique talents to contribute and specific needs to be met.
3. Fostering community harmony by maintaining a positive, open attitude, and accepting appropriate responsibility for work to be accomplished.
4. Displaying conduct and dress that affirms a commitment to professionalism, accountability, and Christian ethics.
5. Developing a program within each grade that will meet the spiritual, academic, social, and personal needs of each student.
6. Providing an environment that reflects an understanding of discipline as a positive, developmental process of achieving self-control and respecting others' rights.

STUDENT LEARNING GOALS

1. All students will understand and exhibit basic fundamentals of our Catholic faith by acting appropriately with all people at school and in the community.
2. All students will be able to demonstrate effective skills in all core academic areas at their respective grade level.
3. All students will be able to demonstrate effective study skills, which may include following directions, problem solving, time management, organization, critical thinking, and goal setting.
4. All students will demonstrate effective technology literacy skills at their appropriate grade level.
5. All students will explore opportunities in the fine arts.

The principal, in accord with basic Catholic values and beliefs, shall decide all ambiguities or issues not specifically addressed in the handbook.
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Please note the difference between a **policy** and a **procedure**:

- a **policy** is written and approved by the Sacred Heart School Board of Education
- a **policy** cannot be altered or changed in any way without Board approval
- a **procedure** is Sacred Heart School's way of doing something
- a **procedure** can be adjusted or changed without Board approval

All of the educational policies of the Sacred Heart School Board of Education and the Diocese of Sioux City are posted on the Sacred Heart School website: www.shboone.com.

ACADEMICS

Assessment

Standardized tests are meant to give the teacher and administrator information regarding the academic ability and educational growth of the student as he/she advances through the elementary and middle school grades. These tests are used to monitor the individual progress of each child as well as class and school-wide progress. The test approved by the State of Iowa will be administered in grades 3-8. Test results of each student are recorded on the cumulative record and are kept confidential. It is the policy of the school that teachers discuss the results of achievement tests with parents in order to further the educational advancement of their child. FAST Reading and Math assessments are given in grades K-8 as another measure of achievement.

Cell Phones/Electronic Devices/E-Readers (Kindle, Nook, etc.)

Cell phones and all electronic devices are to be turned off and remain in a student's locker during the school day. All of these items are prohibited during the Walking Club before school. Cell phones may be used after school. Students who are found in possession of a cell phone or electronic device in class (without teacher/staff approval), or not silenced in their lockers will have the following consequences:

1st infraction- the device is confiscated and the student may pick it up after school from the teacher

2nd infraction- the device is confiscated and the student will need to pick it up from the main office

3rd infraction- the device is confiscated and the student will need to pick it up from the principal

During the first week of school, each teacher will provide a classroom cell phone/e-reader procedure to be followed in his/her classroom. Students and parents/guardians must understand that each classroom procedure is for that classroom only, and procedures created by other teachers may be different.

Communication From School

Regular communication between home and school is important. Communication may occur between teachers-parents, main office-parents, or administrator-parents. Each week a Family Newsletter is emailed to all families. The Family Newsletter contains detailed information for the upcoming week and future events or schedule changes. The email parents have listed in JMC is the email used to send the newsletter and communication from the office or teachers. If you are not receiving it, please check JMC to see that you have the correct email listed, and check your Spam or Trash. Please contact the office if you have trouble resolving this issue.

Communication will also be made through text messaging on a limited basis. At the beginning of the year a text will be sent out through JMC (from telephone #1-(855)-218-6858) that will allow parents to opt in or out of text messaging from Sacred Heart School. This text messaging system will be used to communicate weather delays or cancellations, changes in schedule, or other important messages from the school or classroom teachers. Please contact the school office if you need assistance.

Communication with students will be coordinated through Google Classroom and/or JMC. Parents will be included in communication with individual students.

Conferences

The parent/teacher conference is a meeting of the parents/guardians and the teacher of each child for the purpose of discussing the educational program and the progress of the child. Conferences improve teacher-parent relationships and allow parents/guardians an opportunity to develop true insight into the school programs. The meeting of the parents/guardians and teachers becomes a basis for mutual cooperation. Parent/teacher conferences are scheduled twice a year. A notice will be put in the weekly bulletin allowing parents to go online or call the office for an appointment time. Conferences are generally limited to 15 minutes. If you feel you need additional time or a meeting with the teacher outside of conferences, contact the teacher directly to make a special appointment.

Copyright

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

copyright law

fair use guidelines

specific licenses or contractual agreements

Dual Parent Report

According to Diocesan Board of Education policy, in the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file. Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at Sacred Heart School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents. Parents have the responsibility to provide current contact information for this purpose.

Field Trips

Field trips aid the instructional program by enabling the student to experience educational resources not found in the classroom. The student is expected to observe school policies and procedures on field trips. The student is also expected to provide a signed permission slip from the parent/guardian. The student will leave school, remain, and return with the assigned group and chaperone. The student may not be excused to leave the group during the trip.

Graduation

Sacred Heart's eighth graders receive diplomas at a special Mass that is followed by a reception hosted by the seventh graders. The graduating eighth graders plan and participate in the Mass. Graduation includes a tribute to parents, a tribute to teachers, presentation of awards, and the presentation of diplomas.

Homework

The student and parent/guardian have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed fully in the classroom so the parent is not required to give instruction. The teacher will provide instruction. The parents/guardians should establish a learning environment in the home by:

- 1) showing a positive attitude toward education
- 2) taking an interest in school work
- 3) establishing good study conditions
- 4) monitoring study habits
- 5) exercising patience while working with the student.

Teachers provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an outgrowth of that classroom instruction. Understanding that the nature of the subject matter lends itself to different "types" of homework, the following are examples of homework assignments given to students:

- 1) independent practice of newly learned skills
- 2) expansion activities beyond the subject matter presented in class
- 3) independent student projects, approved by the teacher

The following considerations are made in assigning homework:

- 1) Homework will be relevant to classroom instruction.
- 2) Skills taught in the classroom will first be guided and practiced in the classroom under the teacher's supervision. Independent practice of those skills can then be assigned outside the classroom.
- 3) Homework assignments of newly learned material will be as short as possible.
- 4) Classroom assignments not completed by the student during the school day can be required for homework.

Time allocation: The general rule of thumb will be the grade level times 10, (i.e. 4th grade times 10 would equal no more than 40 minutes each evening). Please consult with your child's teacher if homework is frequently taking longer.

Honor Roll

Fifth through eighth grade students who maintain at least a 3.2 GPA during a quarter will be included on the Sacred Heart Honor Roll. 4.0 GPA students will also be recognized.

The grading scale is as follows:

- 100-93% = A
- 92-87% = B
- 86-77% = C
- 76-70% = D
- Below 70% = F

Human Sexuality Program

In compliance with Code of Iowa 279.50 and Diocesan policy, Sacred Heart School "will provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships and acquired immune deficiency syndrome as required in Iowa Code, section 256.11 in grades one through twelve."

Sacred Heart School "will annually provide to the parent/guardian information about the human growth and development curriculum used in the student's grade level and the procedure for inspecting the instructional materials prior to use in the classroom. A student shall not be required to take instruction in human growth and development if the student's parent/guardian files a written request that the student be excused from the instruction."

Internet

Sacred Heart School requires the ethical use of the Internet and related technologies by all employees, volunteers, and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

Library

If books are lost or damaged, parents are expected to pay the replacement price of the materials.

Physical Education Waiver

State Standard 12.5(6) "A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs." If a student's participation has some physical limitations, it will be necessary to submit a written note to the office for excuse from activities. Continued limitation will require a medical doctor's written excuse on file.

Report Cards

The report card is issued four times a year. It is an important message from the school concerning a child's progress not only in academic areas, but also in regard to a student's personal development. Parents/guardians contribute to a child's incentive to do his/her best when they show a sincere interest in their work. We encourage parents/guardians to take the time to study the report card carefully with their child, allowing the child to take pride in his/her accomplishments and recognize areas for growth. Further, parents/guardians are encouraged to arrange a meeting with their child's teacher if there are questions regarding the report card. Due to the ability to access a child's grades through the JMC Student Information System, we encourage parents, guardians, and students to check grades often. If you need assistance, please contact the office.

Snacks & Treats Brought to School

Sacred Heart School informs all staff, guests, and parents that a significant number of students in attendance have allergies and these allergies have different origins. We also support the goals of the Healthy Kids Act. Thus some general guidelines are necessary with respect to snacks, treats and general food items brought to school.

General thoughts:

1. Teachers in PK-8 will make it clear to parents that there is a student in their son/daughter's room/class with an allergy.
2. Snacks and treats brought to school must be prepackaged and have a label so that school employees can read and identify ingredients. Thus no homemade or bakery/commercially made snacks or food items without a label are allowed.
3. Parents are encouraged to provide a healthy snack along with any sugary treats brought for birthdays.

The following are some examples of commercially prepackaged snacks that could be sent to school: dried fruits such as raisins and banana chips; pretzels; graham crackers; animal crackers; cheese nips; low-fat muffins; low-fat pudding cups; and yogurt smoothies or yogurt parfaits. Fresh fruits and vegetables are another good choice.

School Parties

A student may bring birthday treats, and they will be distributed at the teacher's discretion. The student is not to distribute invitations to functions outside of school without teacher permission. After school parties are the responsibility of the parent/guardian. Late evening parties are discouraged during the school week. Classroom parties shall include Halloween, Christmas, Valentine's Day, and Easter.

School Records

A cumulative record of each student is kept on file at school and transferred to the high school upon a student's graduation from Sacred Heart School. This record is private property and is released only when lawfully requested. The records include the following information: scholastic ratings of each child from kindergarten through 8th grade, results of standardized tests, attendance and tardiness records, health records, vision and hearing tests, and AEA information. A permanent record card is also kept on file as a part of parish records.

Special Services

The service of a psychologist, social worker, speech therapist and diagnostic testing for learning disabilities are available through the Area Education Agency (AEA 11). Requests for these services are made by the parent or by the teacher in agreement with the parent and the school principal. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

- a. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
- b. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
- c. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
- d. The right to see your child's records kept at school.
- e. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
- f. The right, as much as possible, to have your child in classes with children who are not in special education programs.
- g. The right to be involved in the development of your child's IEP (individual education program).
- h. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
- i. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

Student Assemblies-School Liturgies

All-school assemblies and liturgies are part of our school program. Students are expected to be courteous and respectful.

Student Extracurricular Participation Policy for Grades 7 & 8

We strongly encourage our students to participate in extracurricular opportunities that are available through Sacred Heart School, Trinity Lutheran School, or through Boone Middle School. We see those opportunities as a privilege—a privilege earned by showing success in the classroom. Students must be current with all of their assignments, and have a passing grade in the class (D-/70%) in order to participate. Participation will be determined on a weekly basis as follows:

1. Students will be notified by the end of the day on Wednesday of any missing assignments for the week. They will have until 3:30 pm on Thursday to turn in those assignments.
2. If a student does not complete all assignments for the week, and have a passing grade in the class (D-/70%), he/she will not be eligible to participate in any extracurricular activities the following week (he/she may participate in practices). Assignments must be completed with quality that meets the expectations given when the work was assigned. The week is defined as Monday-Sunday.
3. Parents, students, and the Middle School/Trinity will be notified on Friday if the student is not eligible to participate the following week.
4. Student athletes are required to have an annual athletic physical conducted by a physician. Physicals must be on file prior to the student's participation in practices or interscholastic games. Physicals are required for the following purposes:
 - To determine the general health of athletes.
 - To disclose existing defects that may limit or preclude participation.

- To uncover conditions predisposing the athlete to injury or illness.
5. All students participating in athletics must be covered by medical insurance, and they must have the permission of their parent/guardian to participate in the sport. The school sponsoring the activity must have on file, a Student Participation Form, which indicates the name of the company providing insurance coverage, and gives the student permission from their parent/guardian to participate. The completed Student Participation Form must be given to the Athletic Director before the student will be allowed to practice or participate in any activity.
 6. Sacred Heart students shall not participate in a shared time program if the same program is offered by Sacred Heart School.
 7. The Administrator or Pastor may make an exception for #2 if deemed appropriate. Students missing assignments due to absences have a maximum number of days to complete assignments following an absence.

Substance Abuse Education

Sacred Heart School will provide drug and alcohol awareness education at an age-appropriate level to all students. Topics covered may include, but are not limited to, drug and alcohol abuse prevention, the dangers of smoking, vaping, and tobacco use, and the promotion of healthy lifestyle choices.

ADMISSION

Admission Requirements

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Sacred Heart School will accept students of any religious conviction. Each student is considered a part of the total school community. Therefore, all students will be expected to participate in all activities scheduled as part of the school day, including classes of a religious nature.

STUDENT ENROLLMENT POLICY – SHS 5111.11

Catholic schools of the Diocese of Sioux City operate on a philosophy that is firmly rooted in the social justice tradition of the Catholic Church. In keeping with this principle, Sacred Heart School shall:

1. Admit students without regard to race, color, national origin, gender, gender identity, sexual orientation, socioeconomic status, disability or other classifications protected by applicable law. Because Sacred Heart School is a faith-based school, the right to consider religion and creed within the framework of the law is reserved.
2. Make a positive effort to attract and enroll Catholic students representing all racial and ethnic populations within the community.
3. Firmly resist efforts of families to enroll students as a means of avoiding racial integration.
4. Prioritization of acceptance for Kindergarten or a limited number of seats in another grade:
 1. Parishioner with older siblings in the school
 2. Non-parishioners with older siblings in the school
 3. Parishioners in Sacred Heart's preschool program
 4. Parishioners
 5. Non-parishioners in Sacred Heart's preschool program
 6. Non-parishioners

When class size reaches 25, an associate for the class will be recommended based on class dynamics and student needs. An associate may be placed in a class with an enrollment below 25 if deemed appropriate by the Board, Pastor, and Principal.

*Item #4 (Prioritization of Acceptance) – Added and approved by the Sacred Heart School Board on 11/18/2015

Equal Opportunity

Sacred Heart School is an equal opportunity employer and school. It does not discriminate on the basis of race, color, national and ethnic origin, age, creed, disability, or gender.

Reserve Clause

Sacred Heart School recognizes that it may not be possible to do justice to all types of students. Therefore, the school reserves the right to dismiss a student if it is later determined that the student has needs which cannot be met by the school staff. This could include such things as medical, behavioral, or learning needs.

Tuition

Parents/guardians are charged tuition. The pastor, principal, and school board review tuition annually before the school year. Tuition will be the same for grades K-8. If the tuition is paid in full before September 1st, a 4% discount is given. Tuition is payable in cash/check at the beginning of the school year or by the semester. Those who wish to pay monthly or quarterly must enroll in the automatic withdrawal (ACH), the Tuition Management Plan, or direct withdrawal through a banking institution.

Sacred Heart School participates in the Monsignor Lafferty Tuition Foundation (MLTF) and the Bishop's Education Fund that are analyzed by a third-party administrator selected by the MLTF Board. All students and families who wish to be considered for tuition assistance grants from MLTF or Bishop's Education Fund are required to submit an application that is provided to families. Additional tuition assistance is available locally for those meeting specific requirements and approved by the Sacred Heart School Tuition Assistance Committee. Applications are available in the school office.

Tuition Tax Credits

Expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, usually at the end of the calendar year.

ATTENDANCE

Student Attendance

1. The school office needs to be contacted at the earliest convenience if your child will be absent or late. You may also leave a message on the answering machine. If we don't receive a call, the office will contact you in order to assure the safety of your child.
2. Students will be considered tardy if not present in the classroom at the 8:05 AM bell. Any student arriving after 9:05 AM will be considered absent for a half-day (morning). Any student arriving after 1:05 PM will be considered absent for the full day. Students leaving between 12:05 PM and 2:05 PM are considered absent for a half-day (afternoon).
3. A tardy slip must be obtained from the office if a student arrives after the 8:05 AM bell.
4. Once students arrive at school they may not leave the school grounds during school hours. Students must check out at the office any time that they leave early for any reason. If the student returns during the same day, they will check back in at the office when they return.
5. Legitimate reasons for absence and tardiness will be considered excused occurrences.
6. A letter of notification will be sent to parents for habitual tardiness or absences. Habitual tardiness will be counted upon the fifth unexcused tardy occurrence per quarter.
7. Parents of a child missing eight or more days will receive a letter of notification of excessive absences, and may be required to attend a conference with the teacher and principal.
8. A request from a parent or guardian is required for a child to leave school before time of dismissal. No child is released unless the principal, homeroom teacher, or school office personnel knows the reason for the release and to whom the child is released.
9. Parents or guardians are notified when a child is ill. Parents are expected to pick up their child or make other arrangements as soon as possible. No child will be allowed to walk home unaccompanied under these circumstances.
10. If a child is well enough to come to school, he/she is well enough to participate in the daily program, including recess. Exceptions are made in certain cases when medically diagnosed conditions (i.e., asthma), or when the family physician requests that a child be excused from outdoor activity.

Sacred Heart School will comply with the School Laws of Iowa regarding compulsory education and with the Diocese of Sioux City attendance policy.

Regular attendance at school is essential in order to maximize learning. The school calendar has a minimum of 1080 hours by Iowa law. The school calendar, with vacation and in-service days marked, will be distributed with registration materials and copies are always available in the school office or at www.shboone.com. Reminders about variations will be in the weekly bulletin.

Arrival and Dismissal

1. The welfare and security of your child is of great concern to us. All doors will be locked when school is in session. The main door by the office has a paging button to contact the office for admittance during the school day.
2. Students will not be supervised before 7:30 AM. and should not be dropped off before 7:30 AM.
3. Students may go to their classrooms beginning at 7:55 AM. Students dropped off between 7:30 AM and 7:55 AM need to join the Walking Club unless they are under the direction of other school personnel or a parent.
4. If a student needs to arrive more than 10 minutes before school starts and will not be participating in the Walking Club, written or verbal notification prior to the occurrence is required from a parent or school personnel responsible for the student.
5. Drop off and pick up points include the school side of Marshall Street and 12th Street. Pick-up may also be conducted in the playground area.
6. Dismissal is at 3:15 PM.. The first and third Wednesday of the month are 1:15 PM dismissals. All other Wednesdays are a regular 3:15 PM dismissal time.
7. Students must cross streets at crosswalks and observe the direction of the crossing guard.
8. School authorities are responsible for students only while on school property.
9. Students must be off the school campus 15 minutes after dismissal unless school authorities grant permission or they are waiting for a bus. Any remaining students will be escorted to the main office, where they will contact their parents. The student must remain quietly in the hall by the office and will be released when someone has come into the building to pick him/her up.
10. Students are not supervised on the playground before or after school (except during morning Walking Club).
11. Parental communication must be made to the school if someone other than the usual person is to pick up the student. Child custody concerns should be brought to the attention of the principal.
12. If your child rides the Boone Community School bus (yellow bus) regularly, please send a written note to the teacher if your child **will not** be riding on a given day. If your child rides the Boone County Transportation (white bus), please notify their office in the morning and let the school office know as well if the student will not be riding on a given day.
13. Rollerblades, skateboards, roller skates, scooters, or toys from home are not permitted on school grounds.
14. Bicycles and mopeds may be ridden to and from school but not during school hours. Students must walk their bikes on school property. Students may not play on bike racks. Locks are recommended. The school accepts no responsibility for bikes/mopeds parked on school grounds.

Transportation

Transportation by school bus is available when the student resides within public school busing limits. Reimbursement is available to parents who transport their children to school from another district. To take advantage of this program, parents need to contact the public school district of their residence. Buses may be utilized for transportation to athletic events, band, and field trips. An extra fee may be charged for the bus.

BEHAVIOR/DISCIPLINE

Four school-wide expectations are:

- **Respect self**
(Staff should use this expectation to address inappropriate dress, actions, and attitudes anywhere.)
- **Respect time**
(Staff should use this expectation to address hallway activity before and between classes; homework completion and assignment deadlines; class arrival, preparedness, and participation; being too tired; etc.)
- **Respect others**
(Staff should use this expectation to address inappropriate language, actions, and attitudes anywhere.)
- **Respect property**
(Staff should use this expectation to address graffiti, gum, food and/or drink outside of the cafeteria, locker use, care of books and materials, etc.)

These expectations form the basis of the “Sacred Heart Quality Behavior Expectations” sheet that is used to share with students the behavior and work quality expectations of our school. A copy of this sheet can be found in Appendix #2 at the end of this document.

BEHAVIOR AND DISCIPLINE – SHS 5144

Discipline originates in the home by parental teaching, example, and attitude development. The home and school must work together to educate a child to become a mature adult. Responsibility for implementing effective discipline lies cooperatively with the parents, school staff, and students.

The dignity of each student should be protected with due consideration to race, sex, color, creed, physical and intellectual characteristics. Students are expected to maintain and exhibit Christian behavior and courtesy for teachers, other school personnel, fellow classmates, and self. Students must respect both school and personal property.

The dignity of the staff, as individuals, and the respect for the staff in the professional capacity is an inherent part of the school system, and shall be protected.

Discipline

Behavior that will not be tolerated may include, but is not limited to, physical or verbal assaults, abusive language, serious acts of disrespect to teachers, school employees, other students, self, or other personnel.

It is the desire of the school to help the student to stop the objectionable behavior and also keep the student in the educational setting whenever possible.

Discipline methods to correct disruptive behavior may include conferences with parents, extra work and /or detention.

Suspension and Expulsion

There are specific situations, which may be considered grave infractions and will be dealt with in a very serious manner:

- When the moral or physical well being of the student body, faculty, staff, or other personnel is endangered
- When there is defamation of religion or faith

In-School Suspension

Every effort will be made to use in-school suspension. While on in-school suspension, students will be given schoolwork by each of their teachers to complete and be assigned a specific room for the day. Students on an in-school suspension may not practice or participate in public performances or contests while under suspension.

Out-of-School Suspension

Out-of-school suspensions are assigned to students for serious behavior violations. While on out-of-school suspension, the student may not practice or participate in public performances or contests.

Expulsion

In cases of more serious offenses or in cases of repeatedly unacceptable behavior, expulsion from Sacred Heart School is a possibility. Expulsion means that a student may no longer attend Sacred Heart School for the school year in which he/she is enrolled. Application for re-admission will be made to the administration and reviewed on an individual case-by-case basis. In no case will students be expelled without first being allowed to meet jointly with the local board, administration, teacher, and parent(s). A final appeal may be made to the principal/pastor who will either concur with the administrative decision or further evaluate the student situation.

Courtesy

Students will show respect and courtesy to all adults with whom they come in contact and each other at all times. Students must also understand that all teachers, staff, and assistants have jurisdiction over them.

Respect for property

Care of school property is not only a matter of respect but also of conscience. Damage to school desks, rest rooms, and other property, whether due to carelessness or malice, requires full restitution.

CATHOLIC IDENTITY

Atmosphere

Religious education at Sacred Heart School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school. Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

Liturgical Celebration

Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

Mass Expectations

Enter the church respectfully as is befitting a sacred place.

Genuflect and make the Sign of the Cross before entering the pew.

Adopt posture that reflects prayer throughout Mass:

Kneel straight in vertical pose

Sit up straight

Stand straight

Face the front.

Participation

Open missalettes/music books to appropriate place

Replace books quietly

Answer/pray correct response

Sing

Bow slightly before you receive communion, say "Amen" followed by the Sign of the Cross after you receive; fold hands on the way to and from Communion.

Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level, and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers, and they will be a part of our prayer at school. We encourage parents/guardians to also pray with your child(ren) at home.

Sacramental Preparation

Preparation for the first reception of the Sacraments of Reconciliation and Holy Eucharist will be made in second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.

Spiritual Program

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning. Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

DRESS CODE

Students at Sacred Heart School shall wear clothing that exemplifies Christian values and modesty at all times, as well as learning to dress in a professional manner for other events in their lives. Students are expected to wear appropriate clothing (advertising for alcohol, drugs, bars, etc. or that which is deemed offensive are not allowed). The administration will be the final judge on what is appropriate dress. Guidelines for appropriate dress consist of (but are not limited to):

Shirts

No midriffs, cleavage or undergarments may be shown at any time. This includes underwear style tank tops.

Sleeveless shirts are permitted, but spaghetti straps and cut-off t-shirts are not allowed.

No holes are allowed.

Bottoms

Shorts and skorts are permitted beginning April 1st and ending September 30th on normal dress days. Skirts are permitted year-round, but must have tights or leggings underneath beginning October 1st and ending March 31st.

The administration has the authority to change these dates in accordance with the weather.

Shorts, skorts and skirts should extend midway between the hip and knee.

No holes are allowed.

Additional Guidelines

Outerwear should be stored during school hours in a student’s locker (winter coats, hats, gloves, etc.).

Distracting hairstyles or colors are not permitted.

Mass Dress

Students are to wear a Sacred Heart School collared shirt, tucked in.

Solid-colored dress pants, dress shorts, skorts or skirts are to be worn (the April 1st through September 30th dates still apply).

***No blue jeans/denim are allowed on Mass days. Clothes should be in good repair and not worn or faded, especially on Mass days.

Dress Code Enforcement

Dress code enforcement is the primary responsibility of the parent. If a child comes to school in violation of the policy, the consequences will be as follows:

First Offense – The student will be reminded of the part of the dress code he/she is in violation of. If this happens on a Mass day, the student will change into Mass clothes kept at school for the day.

Second Offense - A note will be sent home, signed by parent(s) and returned to school the following day. If this happens on a Mass day, the student will change into Mass clothes kept at school for the day.

Third Offense (and any subsequent offenses)- The student found in violation will immediately call his/her parent (or designated adult) who will be responsible for bringing a change of clothes to school or taking the student home to change.

Lost and Found

Lost and found items are kept in a central location (on a table near the custodian's room). Parents and students are welcome to check the boxes at any time. Items are given away or discarded at the end of the academic year.

FAMILY SCHOOL ASSOCIATION

The Family School Association (FSA) was organized to assist and encourage parents and teachers in developing a program of understanding and intelligent cooperation in all areas of mutual concern, but especially in the education of their children. These areas include spiritual, physical, mental, and moral welfare of each child. The FSA urges each parent to become a member and attend all regularly scheduled meetings. The FSA conducts a carnival and other fund-raisers during the year to benefit the school. School materials, playground equipment, continuing education for the faculty, and other worthy causes are financed from the proceeds. The FSA asks for your support of these activities.

HEALTH

Medications

The State Department of Health in Iowa has requested that all schools follow the Code of Iowa, Chapter 204 (Code # 507.3), regarding the administering of medications to students during the school day.

1. All medications, prescription, or over-the-counter, to be administered at school require the written permission of the parent/guardian. Verbal permission may be granted via parental/guardian consent and documented by school personnel.
 - The medication must be in the original container.
 - The student name, medication, dosage, and frequency or time of administration and refrigeration requirement must be designated.
2. Most medications must be kept in the office; cough drops and inhalers may be kept in the student's possession, at the parent's written request.
3. Only those school employees who have been certified to dispense medications will be allowed to do so.
4. All medication administrations shall be documented by the school secretary and kept on file in the school office.

Immunization Records

The Child Immunization Law requires each child to have a valid, up-to-date immunization record on file before beginning school. The County Nurse comes in once a year to validate immunization records. Children will be excluded from school until immunizations are up-to-date.

Lunch

Pin numbers will be issued to each student, and the student will be responsible for entering the number as they move through the lunch line. Staff will supervise this process. Lunch menus are available on the Sacred Heart School website. Free and reduced lunches are available to children whose family income meets federal guidelines and we encourage all who are eligible to apply. These figures and applications are available at the beginning of the school year in the main office. Please fill out the forms and return to the school in a sealed envelope.

If you choose to send lunch with your child, please send nourishing food. Do not include candy, pop, or gum. Your child should eat the lunch he/she brought and may not trade for school lunches.

Second helpings on food are available on the main entrée or milk only. There will be a cost for these items. Students should indicate that they would like seconds during the morning lunch count.

Sickness

1. A doctor's note to re-enter school is required for all students who have been absent because of a contagious disease or who have been sick for **3 or more consecutive days**.
2. Whenever a child is ill, he/she should be kept at home for his/her own well-being and that of his/her classmates. The **child must be without a fever and nausea-free for 24 hours** before returning to school. A fever is a temperature of 100.3.
3. In the event of an accident or illness at school, the office will notify the parent or guardian immediately. The emergency information card should contain necessary data and authorization to act promptly when the parent or guardian cannot be contacted. The office should have phone numbers on file where parents or guardians can be reached.

SACRED HEART SCHOOL BOARD OF EDUCATION

The school board is made up of appointed individuals. Members of the Board act as consultants to the administration in developing and defining policy, assist the principal in execution of the policy, and provide assistance to the pastor and Parish Council. Members serve a three-year term and are appointed on a rotating basis.

SAFETY

Abuse

In compliance with School Laws of Iowa any certificated or licensed employee of Sacred Heart School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. The principal, and/or the level-one investigator, will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the principal.

Emergency Drills

The safety of students is one of the school's greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire and tornado drills are conducted at least twice each semester. Escape plans are posted inside the door of each classroom. During fire drills, each class has an escape route to an outside area a safe distance from the building. During tornado drills, each class goes to a designated area within the building. In addition, lockdown and evacuation drills are conducted each semester.

Emergency Numbers

The school must always have on file a list of emergency contact numbers including parents/guardians and others in the event parents are not immediately available. Should there be an emergency and it is imperative that a student be given immediate medical attention, emergency personnel will be called. It is a parent's/guardian's responsibility to keep the emergency contact numbers current, and that can be done through the JMC parent account. If you need assistance with this, please contact the school office.

Recess

Weather-permitting, all children need to be on the playground during recess periods. Students should dress appropriately for the weather. During inclement weather, the students will spend recess inside. When the temperature outside drops to 10 degrees F (with the wind chill) students will be inside for all activities, including Walking Club and recess.

Smoking and Tobacco Free Building and Grounds

Sacred Heart School has been designated as a “Smoke-Free and Tobacco Free Environment.” At no time will smoking or tobacco use be permitted on school property. This includes e-cigarettes and vaping products.

Snow Days/Weather Related Dismissals

When it is necessary to delay or cancel school due to weather conditions or other unavoidable events, notification of families will happen through text message and email. Whenever possible, Sacred Heart will follow the Boone Community School District’s decisions to delay, dismiss, or cancel school due to weather conditions. In the case when the public school remains in session, there will be no bussing available and parents are responsible for making arrangements for their children. Every effort will be made to make this decision the day prior to the early dismissal so parents can make necessary arrangements. Announcements are made as soon as a decision is reached.

The following sources are available for receiving notifications:

Text message or voice mail alerts will be sent to families who agree to the text message sent out near the beginning of the school year. Please contact the school office if you may have missed this option.

www.shboone.com

Facebook—Sacred Heart Catholic School Boone, Iowa

KWBG radio - 1590 am

Channel 13 TV/Channel 8

Visitors

All those entering Sacred Heart School must check in at the office.

Students who request to have a visitor attend school must:

1. Receive permission from the principal and inform the teacher prior to the date.
2. Students having guests are responsible for the person’s conduct. Visitors are expected to abide by all school regulations.

Parents are encouraged to visit the school and must follow the same procedure as other visitors. If a message, medication, homework, lunch money, supplies, etc., are to be delivered to the student, please take those items to the office.

APPENDICES

Appendix # 1

PRAYERS, BASIC BELIEFS, AND PRACTICES

Below is a list of prayers, basic beliefs, and practices listed by grade levels. Hopefully this will help you as you assist your child in his/her religious practices. Please know that prayers may be introduced at one grade level and students may not be expected to have them memorized until the next year. However, know that the students are expected to have an understanding of these prayers, and they will be part of our prayer at school. We encourage you to also pray with your child at home.

*Content to be memorized

Kindergarten

Sign of the Cross*
Prayer Before a Meal*
Angel of God*
Our Father
Hail Mary
Glory Be
Grace After Meals
Daily Offering
Rosary

Grade 1

Prayers assigned to Kindergarten plus:
Prayer After a Meal*
Glory Be*
Our Father*
Hail Mary*
Grace After Meals*
Daily Offering*
Rosary
Act of Contrition

Grade 2

Prayers assigned to Kindergarten & 1st plus:
Act of Contrition*
Rosary
Nicene Creed
Communion Fast
Ten Commandments

Grade 3

Prayers assigned to Kindergarten – 2nd plus:
Nicene Creed*
Apostles' Creed
The Greatest Commandment
Rosary

Grade 4

Prayers assigned to Kindergarten – 3rd plus:
Rosary*
Apostles' Creed*
Hail Holy Queen
Act of Faith*
Act of Hope*
Act of Love*
Seven Sacraments*
Ten Commandments*
Beatitudes
Mysteries of the Rosary

Grade 5

Prayers assigned to Kindergarten – 4th plus:
Hail Holy Queen*
Fatima Prayer
Seven Sacraments*
Memorare*
The Laws of Church

Grade 6

Prayers assigned to Kindergarten -5th Grade plus:
The Laws of Church*
Spontaneous Prayers
Nicene Creed

Grade 7

Prayers assigned to Kindergarten – 6th Grade plus:
Come Holy Spirit*
Angelus (knowledge of)*
Nicene Creed

Grade 8

Prayers assigned to Kindergarten – 7th Grade plus:
Litany (knowledge of)*
Novena (knowledge of)*

Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

Our Father

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace! The Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

Prayer before a meal

Bless us, O Lord, and these thy gifts which we are about to receive from Thy bounty, through Christ, our Lord. Amen.

Prayer after a meal

We give Thee thanks for all Thy benefits, O Almighty God, who lives and reigns world without end. Amen. May the souls of the faithfully departed, through the mercy of God, rest in peace. Amen.

Morning prayer

My God, I offer you today all that I think and do and say, uniting it with what was done on earth, by Jesus Christ, your Son. Amen.

Act of Contrition/Prayer of Sorrow

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you, whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.

Mysteries of the Rosary***Joyful***

The Annunciation
The Visit of Mary to Elizabeth
The Birth of Jesus
The Presentation of Jesus in the Temple
The Finding of Jesus in the Temple

Luminous

The Baptism of Jesus
The Miracle at the Wedding Feast of Cana
Jesus Proclaims the Kingdom
The Transfiguration
The Institution of the Eucharist at the Last Supper

Sorrowful

The Agony of Jesus in the Garden
The Scourging at the Pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion and Death of Jesus

Glorious

The Resurrection of Jesus
The Ascension of Jesus into Heaven
The Descent of the Holy Spirit upon the Apostles (Pentecost)
The Assumption of Mary into Heaven
The Crowning of Mary as Queen of Heaven

Communion Regulations

To receive Holy Communion a person must: be in the state of grace, have the right intention, and observe the Communion fast

Communion Fast

You must not eat anything or drink any liquid (other than water) one hour before the reception of Communion. Exceptions are/can be made for the sick and elderly as needed.

Ten Commandments

I, the Lord, am your God. You shall not have other gods besides me.
You shall not take the name of the Lord, your God, in vain.
Remember to keep holy the Sabbath day.
Honor your father and your mother.
You shall not kill.
You shall not commit adultery.
You shall not steal.
You shall not bear false witness against your neighbor.
You shall not covet your neighbor's wife.
You shall not covet anything that belongs to your neighbor.

Apostles' Creed

I believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; He descended into hell; on the third day He rose again from the dead; He ascended into heaven, and is seated at the right hand of God the Father Almighty; from there He will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

The Great Commandment

You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.
You shall love your neighbor as yourself.

Beatitudes (Matthew 5:1-10)

Blessed are the poor in spirit, for theirs is the kingdom of heaven.
Blessed are they who mourn, for they will be comforted.
Blessed are the meek, for they will inherit the land.
Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
Blessed are the merciful, for they will be shown mercy.
Blessed are the clean of heart, for they will see God.
Blessed are the peacemakers, for they will be called children of God.
Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.

Seven Sacraments

Baptism
Reconciliation
Eucharist
Confirmation
Matrimony
Holy Orders
Anointing of the Sick

Memorare

Remember O most gracious Virgin Mary, that never was it known, that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, our Mother. To you we come, before you we kneel, sinful and sorrowful. O Mother of the Word made flesh, do not despise our petitions, but in your mercy, hear and answer them. Amen.

Prayer to the Holy Spirit

Come, Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your love. Send forth Your Spirit and they shall be created, and You shall renew the face of the earth.

The Precepts of the Church

Celebrate Christ's resurrection every Sunday (or Saturday evening) and on holy days of obligation by taking part in Mass and avoiding unnecessary work.

Lead a sacramental life. Receive Holy Communion frequently and the sacrament of Reconciliation, regularly. Receive Holy Communion at least once in the Lent-Easter season. Confess, within a year, any serious or mortal sin committed.

Study Catholic teaching throughout life, especially in preparing for the sacraments.

Observe the marriage laws of the Catholic Church and give religious training to one's children.

Strengthen and support the Church: one's own parish, the worldwide Church, and the Holy Father.

Do penance, including not eating meat and fasting from food on certain days.

Join in the missionary work of the Church.

Corporal Works of Mercy

Feed the hungry.
Give drink to the thirsty.
Clothe the naked.
Help those imprisoned.
Shelter the homeless.
Care for the sick.
Bury the dead.

Spiritual Works of Mercy

Give correction to those who need it.
Share our knowledge with others.
Give advice to those who need it.
Comfort those who suffer.
Be patient with others.
Forgive those who hurt us.
Pray for the living and the dead.

Magnificat, Mary's Prayer

My being proclaims the greatness of the Lord, my spirit finds joy in God my savior. For He has looked upon his servant in all her lowliness. All ages to come shall call me blessed. God who is mighty has done great things for me, holy is His name; His mercy is from age to age on those who fear Him. He has shown might with His arm; He has confused the proud in their inmost thoughts. He has deposed the mighty from their thrones and raised the lowly to high places. The hungry He has given every good thing while the rich He has sent empty away. He has upheld Israel his servant, ever mindful of His mercy; even as He promised our fathers, promised Abraham and his descendants forever.

Prayer of St. Francis

Lord, make me an instrument of your peace. Where there is hatred, let me sow love. Where there is injury, pardon. Where there is doubt, faith. Where there is despair, hope. Where there is darkness, light. And where there is sadness, joy. O Divine Master, grant that I may not seek so much to be consoled as to console; to be understood as to understand, to be loved as to love. For it is giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life. Amen.

Gifts of the Holy Spirit

Wisdom
Understanding
Knowledge
Right Judgment
Courage
Reverence
Wonder and Awe

Fruits of the Holy Spirit

Joy	Modesty
Charity	Goodness
Peace	Continence
Humility	Long-suffering
Patience	Chastity
Fidelity	Kindness

Four Gospels

Matthew, Mark, Luke, and John

Holidays of Obligation

Solemnity of Mary - January 1
The Assumption – August 15
All Saints Day - November 1
The Immaculate Conception – December 8
Christmas-December 25

Angelus

The angel of the Lord declared unto Mary. And she conceived by the Holy Spirit.
Hail Mary, full of grace...
Behold the handmaid of the Lord. Be it done to me according to your word.
Hail Mary, full of grace...
And the Word was made flesh. And made his dwelling among us.
Hail Mary, full of grace...
Prayer for us, holy Mother of God, that we may be worthy of the promises of Christ.
Let us pray: Pour out your grace into our hearts. Lord by the message of the angel we have learned of the Incarnation of Christ, your Son. Lead us by his passion and cross, to the glory of the resurrection. Through the same Christ our Lord. Amen.

Nicene Creed

I believe in one God, the Father Almighty, Maker of heaven and earth, of all things visible and invisible. I believe in one Lord, Jesus Christ, the only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten not made, consubstantial with the Father; through Him all things are made. For us men and for our salvation He came down from heaven, and by the Holy Spirit He was incarnate of the Virgin Mary, and became man. For our sake He was crucified under Pontius Pilate, He suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end. I believe in the Holy Spirit, the Lord, the Giver of Life, who proceeds from the Father and the Son, who with the Father and the Son, is adored and glorified, who has spoken through the prophets. I believe in one holy, catholic, and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead, and the life of the world to come. Amen.

Come Holy Spirit

Come Holy Spirit, fill the hearts of your faithful, and kindle in them the fire of your love. Send forth your Spirit, O Lord, and they shall be created. And you shall renew the face of the earth. Amen.

Way of the Cross - The Stations

Jesus is condemned to die.
Jesus accepts the cross.
Jesus falls the first time.
Jesus meets his mother.
Simon takes the cross from Jesus.
Veronica wipes the face of Jesus.
Jesus falls the second time.
Jesus meets the women.
Jesus falls the third time.
Jesus is stripped of his clothes.
Jesus is nailed to the cross.
Jesus dies on the cross.
Jesus is taken down from the cross.
Jesus is placed in the tomb.
Jesus rises from the dead.

Regulations for Fast and Abstinence

To fast means to keep from eating certain foods.
To abstain means to refrain from eating meat.
In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.
The obligation to abstain from meat binds all Catholic 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

Hail Holy Queen

Hail Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you we cry, poor banished children of Eve; to you we send up our sighs, mourning and weeping in this valley of tears. Turn then, O most gracious Advocate, your eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God.
(Response:) That we may be made worthy of the promises of Christ.

Psalms 23

The Lord is my Shepherd; I shall not want. In verdant pastures He gives me repose; beside restful waters He leads me; He refreshes my soul. He guides me in right paths for His name's sake. Even though I walk in the dark valley I fear no evil; for You are at my side. With Your rod and staff that give me courage. You spread the table before me in the sight of my foes; You anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

Confiteor

I confess to almighty God and to you, my brothers and sisters that I have greatly sinned, in my thoughts and in my words, in what I have done and what I have failed to do, through my fault, through my fault, through my most grievous fault; therefore I ask Blessed Mary, ever Virgin, all the angels and saints, and you my brothers and sisters, to pray for me to the Lord our God.
Amen.

Prayer of the Mass

Introductory Rites
Gathering Song
Greeting
Penitential Rite
Gloria
Opening Prayer

Liturgy of the Word

First Reading (usually taken from the Old Testament)
Responsorial
Second Reading (usually taken from one of the letters of the New Testament)
Alleluia or Gospel Acclamation
Gospel (taken from one of the four Gospels and read by priest or deacon)
Homily (an explanation of the readings)
Profession of Faith (Nicene Creed)
General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

Preparation and presentation of gifts
Prayer over gifts
Eucharistic Prayer (during this prayer the bread and wine become the body and blood of Jesus)
Communion Rite
The Lord's Prayer
Sign of Peace
Breaking of the Bread
Reception of Communion
Prayer after Communion

Concluding Rite

Greeting
Blessing
Dismissal

Liturgical Year


Advent, Christmastime (Christmas day until Sunday after Epiphany), Ordinary Time, Lent (Ash Wednesday until Holy Triduum), Easter time (Easter Sunday until Pentecost, 50 days after Easter), Ordinary Time



Sacred Heart Quality Behavior Expectations



Appendix # 2

RESPECT  Self	Small Group	Independent Work	Transitions (Halls & Classroom)	Whole Group	Everywhere
	<ul style="list-style-type: none"> -Follow directions -Stay on task -Do your share of the work -Everyone participates 	<ul style="list-style-type: none"> -Stay on task -Raise hand before talking -Remain seated -Know & follow the class routine 	<ul style="list-style-type: none"> -Gather needed materials quickly -Know & follow the class routine -Use appropriate body language 	<ul style="list-style-type: none"> -Have materials ready -Raise hand before talking -Remain seated -Know & follow the classroom routine 	<ul style="list-style-type: none"> -Enter and exit according to directions -Follow correct procedures -Use good manners -Be honest
Time	<ul style="list-style-type: none"> -Manage time wisely -Stay on topic -Complete and turn work in on time 	<ul style="list-style-type: none"> -Manage time wisely -Use extra time to work on other tasks -Complete and turn work in on time 	<ul style="list-style-type: none"> -Move efficiently, with purpose, and arrive on time -Gather and replace materials efficiently -Complete and turn work in on time 	<ul style="list-style-type: none"> -Be ready to begin learning at the teacher's cue -Manage time wisely -Complete and turn in work on time 	<ul style="list-style-type: none"> -Move with purpose -Manage time wisely -Follow correct procedures -Be honest
Others	<ul style="list-style-type: none"> -Listen to the ideas of others -Contribute and discuss as expected -Maintain a quiet, indoor voice -Use appropriate verbal and body language 	<ul style="list-style-type: none"> -Work quietly -Wait quietly and continue to work until the teacher can meet with you -Use appropriate verbal and body language 	<ul style="list-style-type: none"> -Follow directions -Maintain your personal space, stay out of the personal space of others -Keep all objects to yourself -Help others when appropriate -Use appropriate verbal and body language 	<ul style="list-style-type: none"> -Listen to the ideas of others -Know when to speak according to teacher expectations -Use appropriate verbal and body language 	<ul style="list-style-type: none"> -Use appropriate volume and body language -Follow correct procedures -Use good manners -Be honest
Property	<ul style="list-style-type: none"> -Use materials appropriately -Put all material away after use -Leave your area better than you found it -Ask before touching others' property 	<ul style="list-style-type: none"> -Use materials appropriately -Put all material away after use -Leave your area better than you found it -Ask before touching others' property 	<ul style="list-style-type: none"> -Use materials appropriately -Put all material away after use -Leave your area better than you found it -Ask before touching others' property 	<ul style="list-style-type: none"> -Use materials appropriately -Put all material away after use -Leave your area better than you found it -Ask before touching others' property 	<ul style="list-style-type: none"> -Use materials appropriately -Put all material away after use -Leave your area better than you found it -Ask before touching others' property -Be honest



Complaint /Grievance Procedure

Students, parents of students, employees and applicants for employment at Sacred Heart will have the right to file a formal complaint alleging a grievance, abuse, or bullying.

Level One

Employees with a complaint or grievance are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally.

A student, or a parent of a student with a complaint, is encouraged to discuss it with the instructor, supervisor, or the Principal.

Level Two

If a grievance at Level One is not resolved and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing. Form is included. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance. The grievant may request that a meeting concerning the complaint be held with the Principal, School Board & Pastor.

Level Three

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Diocesan Superintendent of Schools for the Diocese of Sioux City within five working days after the grievant receives the report from the Committee above. The Superintendent will render a decision.



Complaint/Grievance Form

Name of Complainant: _____

Date of Complaint: _____

Date of Incident (if different): _____

Nature of the Complaint: _____

Describe the incident or occurrence as accurately as possible:

Signature: _____

Date: _____

Address: _____

Phone number: _____

Office Use Only

(Please initial) Received by: _____ Attention to: _____