



Family Handbook

2017-2018

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SACRED HEART SCHOOL MISSION

We are God's people of Sacred Heart Catholic School, formed in community by the Gospel of Jesus Christ. With the guidance of the Holy Spirit we grow in knowledge and experience God's presence in ourselves, others, and creation.

MISSION STATEMENT GOALS

MESSAGE Assist students to integrate Catholic Christian values and religious concepts into their daily lives.

COMMUNITY Foster a climate of positive and effective communication and provide experiences that will encourage students to become active in the ministry of the Church.

PRAYER Assist the school community to continue a relationship with God through meaningful prayer and worship experiences.

SERVICE Provide opportunities to respond to the needs of the world and to foster a lifelong attitude of service.

PHILOSOPHY

We believe the purpose of Sacred Heart Catholic School is to create a Christian atmosphere that nurtures the whole child and prepares her/him to make a positive contribution to society and the Church community. We believe students learn best in a stimulating environment that includes a variety of teaching techniques that will address individual abilities. We believe that a variety of educational subjects and strategies will enhance the learning of the whole child. We believe parents are the base of a child's education and are encouraged to take an active role in the school and parish through volunteering, communication, and supporting the values, beliefs, and curriculum. We believe the school and community can positively impact each other through various learning situations. We believe that everyone in the school and parish community should work as a team, for the well-being of each child.

STANDARDS FOR STUDENT AND STAFF BEHAVIOR

RESPECT: One who believes in the dignity and worth of all individuals including oneself, and who acts accordingly. We expect students and staff to:

- be respectful and attentive to needs of others
- be gentle and sensitive in attitudes towards others
- play safely on the playground in all other areas
- resolve mistakes made with others by creating positive solutions
- show common courtesies and good manners toward all

SPIRITUALITY: One who lives his/her faith and accepts and relates well to others. Out of respect for our own beliefs, we expect our students and staff to:

- be quiet and reverent during prayer, prayer services and liturgy
- treat symbols of the church in a reverent manner
- recognize and affirm the goodness in others
- participate in projects that gives service to the parish community

RESPONSIBILITY: One who responds to meeting personal, school, and community obligations while enjoying the satisfaction that comes from tasks well done. To make school a positive learning experience, we expect our students and staff to:

- complete school work on time (assignments and homework)
- follow directions
- have all materials needed for classes
- handle with care all school property; help keep the school neat
- participate positively in school

ADMISSIONS

Sacred Heart Catholic School (SHS) respects the dignity of each person. All programs are available to any child in the parish without regard to race, national origin, sex or physical disabilities. However, SHS may find itself unable to adequately meet the educational needs of all children who apply for admission. SHS is not expected to add teachers or support staffs which are not part of our current programs, nor to modify the physical structure of the school building, in order to meet the nondiscrimination stipulations of this regulation.

A child must be three years old by September 1 to enter the PK program. Kindergartners need to be five years old by September 1 to enter kindergarten and six years old by September 1 to enter first grade.

Up-to-date immunization records must be provided for students entering school.

ARRIVAL/DISMISSAL PARKING LOT REMINDERS

Supervision of PK-Grade 8 students begins at 7:45 a.m. Doors are usually unlocked around 7:30 a.m. If your situation requires your child to be dropped off prior to 7:30 a.m., contact the principal.

ARRIVAL: Enter in south driveway off of North Willow. Do not enter the parking lot from the Oak Street side (between the Mazzuchelli Center and the school).

- ◆ Enter single file lane to drop off by pulling up as far forward as possible before unloading.
- ◆ Drivers remain in vehicles. Students should exit on the passenger side.
- ◆ Backing up or maneuvering around vehicles will not be allowed. Wait patiently for the cars ahead to move.
- ◆ Exit through the north driveway onto North Willow.
- ◆ If a parent needs to leave the vehicle, the child exits the vehicle in the drop off lane. The parent then may park on North Oak Street or the last row of parking stalls.

DISMISSAL: Students will exit from school using the parking lot door. A teacher will supervise the north door for those that are walking in that direction.

- ◆ Students will remain in line by the door and not play on the equipment until the adult deems it safe.
- ◆ Enter in south driveway off of North Willow.
- ◆ Enter single file lane to pick up.
- ◆ Stay in your vehicle and pull forward as far as possible while waiting. Students that are being picked up will be dismissed at 3:15 p.m. Students that ride the bus will be dismissed at 3:20 p.m.
- ◆ Keep this in mind when picking up students so the traffic flow continues.
- ◆ Students should enter on the passenger side.
- ◆ Backing up or maneuvering around vehicles may cause safety issues. Wait patiently for the cars ahead to move.
- ◆ Exit through the north driveway onto North Willow.

- ♦ In the afternoons, there will be a parking area for parents who need to leave the car. These people may exit through the driveway in front of the church.

OTHER TIMES: When visiting the school during the school day, please park by the cones on the playground or enter on the Oak Street side. The area by the playground and playground doors should be kept clear especially during recess times.

Be respectful that the east sidewalk on North Oak Street is designated as the bus lane.

ASBESTOS

SHS has an asbestos plan on file at the school. There is a comprehensive inspection every three years.

ATHLETIC ELGIBILITY AND CONDUCT

Eligibility to compete will be determined by the player's academic performance, effort and conduct in school. Such determination will be made by the principal with input from the player's teachers and coach.

A physical examination, signed by a doctor and by a parent / guardian, shall be required for interscholastic sports every two years. The examination card must be kept on file in the school office. Insurance should be provided by the parents.

Students must attend school on practice days and games days, at least a minimum of the afternoon hours, to be eligible to participate in the practice or game. Exceptions may be made for excused absences for reason other than illness. If school staff believes that the student is not in good health, they will not be allowed to participate that day.

Students / parents will notify coaches if they will not attend a scheduled practice or game.

The athlete shall treat the coach, team mates or any opposing player, coach or spectator in a Christian manner. The athlete shall not refuse to carry out a reasonable request of the coach, either at practice or during a game, use any unacceptable language or gesture, or in any way, disrupt the orderly and cooperative progress of any practice or game. The coach may suspend the athlete from the practice or the game when such violations occur. The coach is to inform the principal and athletic director of such violations and the actions taken to correct the violation. Second and subsequent violations may result in suspension for the remainder of the current sport season. A meeting of the coach, principal, parent / guardian and athlete will be held to determine any further course of action.

Coaches may institute any rules or regulations they deem necessary in order to promote the successful progress of the practices and games. Any such rules / regulations shall be brought to the attention of the principal and athletic director for approval before such rules / regulations are instituted.

There is to be neither practice nor competition without proper adult supervision.

Any student not following these school rules will not be allowed to participate in Sacred Heart Athletics.

ATTENDANCE

Please call the office or write an excuse each time your child is absent, tardy, or needs to be dismissed early. Notify the office by 8 a.m. Another child may notify the absence of a sibling to the office and/or the teacher. Please coordinate your vacations plans with the school calendar. (SEE APPENDIX 2)

BICYCLES/SCOOTER/SKATEBOARDS

Students may ride their bikes to and from school, but bikes are kept in the bike rack during school hours including recess times. Scooters and skateboards should be stored in the classroom during the school day.

BIRTHDAY INVITATIONS

Birthday invitations should be passed out at school only if all the same gender or the entire class is invited.

BOOK CARE

Each book should have a book cover. Many books cost over \$60.00. Books that go home should be in a book bag or backpack. Payment for damaged or lost books will be made.

BOOTS

We require that students wear boots or an extra pair of shoes during snowy weather. The hallways and classrooms will then remain in good condition during the winter months. There will be designated places for the boots and/or shoes.

BUS

Bus transportation is provided through the Reedsburg Public School District. A copy of the bus rules and regulations is available on-line on our website. Review the bus rules printed in the *Reedsburg Independent* and *The Times Press*. The rules and regulations also apply to field trips. The students who ride the buses are dropped off and board on Oak Street. Students are not allowed to walk to another school to ride the bus home.

CHILD ABUSE AND NEGLECT

Recognizing that child abuse and neglect can have profound negative effects on a child's intellectual, social, physical, and emotional growth, and that school employees are in an excellent position to identify abused or neglected children, it is the policy of the Diocese of Madison that employees of diocesan schools comply with the reporting procedures mandated by Wisconsin's Child Abuse and Neglect Act. (DBS 5400) (WI ACT 81)

CLOSING OF SCHOOL IN EMERGENCIES

The Superintendent of the Reedsburg Public School District determines the necessity for emergency closing or delayed opening of school due to weather or other emergencies. Sacred Heart follows the

Reedsburg Public School with these decisions. Announcements regarding such closings are made via emails, social media and utilizing the local television and radio stations. Please listen for them!

COMMUNICATION

Parents should talk to the teacher if there is need for clarification regarding academics and/or discipline. If no solution takes place, the issue should be brought to the principal for a resolution. The teacher, parents, and principal will work together for the benefit of the child. Weekly newsletters, messages, letters, bulletins, and other information are sent home via emails or through Family Folders on Fridays.

CONFLICT RESOLUTION POLICY

If an occasion arises when a parent or student wishes to register a concern, the school teacher or staff member involved shall be consulted first. If, after the concern has been discussed with each person involved and the student or parent does not feel an acceptable resolution has been reached, then the person with the concern should contact the school principal. The principal will then decide upon further action. If an acceptable resolution is still not reached, the parish pastor may become involved. If the concern is of an administrative nature, the principal shall be consulted first.

The following is the proper line of communication:

Student/Parent - Teacher - Principal - Pastor

COURTEOUS BEHAVIOR THAT IS REQUIRED BY STUDENTS

- Enter/leave classrooms quietly/Quiet voices used in the halls/Walk
- Respect bathroom facilities
- No gum in school
- Remain outside before the bell/Line up when the bell rings
- No hats worn in the building (there are exceptional times or days)
- No inappropriate displays of affection between students

CRISIS POLICY

Sacred Heart Catholic School has a crisis policy for emergency situations. To ensure the safety of all students and staff, the school may implement a lock-down type procedure or evacuate during an emergency situation.

CURRICULUM

The curriculum consists of a variety of educational experiences planned for students of each grade level. The textbooks used in each grade are only a part of the curriculum. The curriculum includes reading, language arts, religion, spelling, mathematics, social studies, science, computers, music, art, and physical education. SHS uses curriculum standards designed by the Diocese of Madison.

DAILY SCHEDULE

8:00	ENTRANCE BELL
8:05	CLASSES BEGIN GRADES forK-8
**8:00	MORNING SESSION OF PRE-K BEGINS
10:00-10:15	RECESS--GRADES 1-4
**11:00	MORNING SESSION OF PRE-K ENDS
11:20-12:15	LUNCH/RECESS GRADES K - 4
11:20-12:10	RECESS/LUNCH GRADES 5 - 8
2:00 -2:15	RECESS FOR GRADES 1- 4
2:15 -2:30	RECESS FOR GRADES 5-8
3:15	FIRST BELL FOR DISMISSAL for car riders/walkers
3:20	DISMISSAL for bus riders

****Indicates PK times in Mazzuchelli Center**

DELINQUENT ACCOUNTS

If there is failure to pay, the contract will be in default. In the event of default, SHS shall attempt to work with you to resolve the default on an amicable basis. The principal will work out a payment plan to benefit you as parents and Sacred Heart Catholic School. SHS sends out tuition statements each month of the school year reminding families of any outstanding tuition. If tuition has not been paid in full by the end of the school year and no payment plan has been worked out, SHS may need to withhold the report card, refuse to issue a diploma, refuse to enroll the student at Sacred Heart for the ensuing year, seek collection of the tuition and other charges in small claims court and recover all of the costs and expenses thereof, including reasonable attorney's fees and, in extreme cases, dismiss the student from SHS. Any family still owing past tuition at the beginning of the new school year, will be required to apply for tuition scholarships and the Federal Free and Reduced Lunch Program. (SEE APPENDIX 7)

DESK AND CHAIR CARE

Students are responsible for the care and cleaning of desks and chairs during the year. Do not lean back in the chairs.

DISCIPLINARY PROCEDURES

- Classroom conduct not appropriate for a Sacred Heart student. Teachers establish classroom expectations and rules for academics and behavior.
- Continual classroom disruption may warrant time of 5-30 minutes in length away from the classroom and may include a detention.
- Classroom/disruption of a serious nature - detention or in-school suspension. This type of behavior may result in immediate removal from the classroom. A conference time with the teacher, principal, parents and student will take place before the student returns to class.

The principal is the final recourse in all disciplinary situations.

DETENTION

Detentions are for serious matters that would go against SHS standards of behavior. A detention is served on a day that can be arranged from 3:20-4:20 in a classroom. Detention will include time cleaning at school. (SEE APPENDIX 1)

SUSPENSION AND EXPULSION

Violations of a more serious nature are punishable by suspension from school. Actions liable for suspension include, but are not limited to the following:

Disrespect toward staff, students, volunteers, property

Gross defiance of person and/or rules

Preventing a teacher from teaching

Continuous upsetting of order in classroom or school

Actions which violate and undermine school authority in a habitual manner are punishable by expulsion from school. A student may be expelled from school by engaging in conduct which endangers the health, safety, and property of others. The school, working with the parents, will make serious efforts to correct the negative behavior before expulsion is considered. Actions liable for expulsion include but are not limited to, the following:

Striking or assaulting any school employee

Unprovoked battery and/or attack resulting in injury

Exhibiting/using dangerous weapons on/near school

Use or possession of any controlled substance

Any of these actions by students may result in the Reedsburg Police being called to SHS. The Pastor will be involved in the suspension/expulsion process.

DRESS ATTIRE GUIDELINES

Updated 04/2017

It is the parent's responsibility to see that their children are dressed in a modest manner that is appropriate to a Catholic school setting. Students should dress in clothes appropriate for the environment. Students take pride in themselves when neatly dressed. Teachers, the principal's agreement, will decide when clothing is inappropriate. Parents will be contacted if their child is wearing clothing that could be disruptive to the job of learning and may be asked to bring a change of clothes. We ask that any parents helping at school also follow the dress code in order to set a good example.

Shorts of an appropriate length may be worn during hot weather. A guideline for the appropriate length for shorts would be to place hands on thighs. The shorts should be past the fingertips of their hands. Clean and neat jeans and shirts may be worn. Students wearing tight legging style shorts should also

wear a shirt that covers their backsides. Modest gym shorts may be worn for gym classes during the entire school year. Pants and shorts must be worn properly and are to be pulled up and secured around the waist.

T-shirts may be worn as long as the message/image conveys a Christian message. T-shirts and other attire, i.e. hats, that promotes a character that endorses un-Christian values are not appropriate. Shirts should cover the midsection of the body. Spaghetti straps and halters may be worn under another shirt and not by themselves. Shoulder straps should cover the entire shoulder area.

Students should dress comfortably and appropriately for the weather. When the ground is snow-covered or wet, students should wear boots.

MASS ATTIRE: *The way we dress shows the level of respect we have for different events. On Mass days, students should dress to a higher standard, especially if their class is participating in Mass. Polo style or collared shirts should be worn. Dress shorts may be worn in warmer weather. Dress shorts should be of an appropriate length (see above). Jeans, athletic pants, and t-shirts are discouraged from being worn at Mass. Students may bring and change into them after the liturgy. If a student is scheduled to give a reading at Mass and their appearance is not in keeping with higher standards, their reading will be assigned to another student. Servers should follow the dress attire given to them from Father Dave.*

ELECTRONIC EQUIPMENT

Electronic equipment such as cell phones, games, and music players should not be brought to school. These items have become so small, fragile, and expensive that something could happen to them. Parents can contact their child through the school office phone. Our school accepts no responsibility for lost or damaged electronic equipment that is brought to school.

EXTRA - CURRICULAR ACTIVITIES FOR STUDENTS

- Mass Serving: boys/girls - 5th, 6th, 7th, and 8th grades
- Athletic Programs: Girls volleyball, boys and girls basketball, boys and girls cross country for grades 5-8
- Band and Orchestra through the public school for grades 5-8
- National Geography Bee: Grades 5 through 8

FIELD TRIPS

Field trips are part of the curriculum at Sacred Heart. Field trips are privileges, not a right, and students may be denied participation if they fail to meet academic or behavioral requirements. If you find that costs of field trips may be prohibitive to your family, please contact the principal. Sacred Heart Parent Teacher Organization (PTO) helps in funding opportunities for all students to experience trips with their class.

No student may participate unless a signed parental/guardian permission slip for the specific event is on file with the school principal.

FUND RAISERS

Tuition covers only about one third of the cost of operating our school. We conduct several fund-raisers throughout the year to keep tuition down. We ask that all school families participate to the best of their ability. If we had no fund raisers, we would need to increase our tuition by 20%. In addition to fund raisers, our school collects various products, i.e. *Boxtops* and *Kwik Trip* milk caps/strips. *Scrip* and *Amazon Smile* are two ways to shop online that will benefit the school.

GUM

Gum chewing is not allowed at school unless prior approval by the principal.

ILLNESS

In the event that a child becomes ill at school, we will make every effort to help the child. The child's temperature will be taken and s/he will be questioned as to the length and severity of the complaint. Suggestions may be offered to make the child more comfortable. If the illness appears to be serious or persists, parents/guardians will be notified to make arrangements to pick up their child as soon as possible.

Criteria for sending students home would be fever, vomiting or diarrhea, contagious diseases, or head lice. Students should be vomit and fever free for a period of 24 hours prior to returning to school. In the event a child contracts a contagious illness and remains home for three days or more, a written statement from the doctor stating the child can return to school without endangering other children must be provided to the school's office by the parent/guardian.

INSURANCE

SHS does not carry accident insurance for students. Students should be covered by their parents' or guardians' insurance policy.

INTERNET AND NETWORK ACCEPTABLE USE POLICY

SHS is pleased to be able to offer access to the Internet through our school's computer network. To gain access to the Internet, all students agree to the following policy. While our intent is to make Internet access available to further educational goals and objectives, students and employees may find ways to access other materials as well. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the possible disadvantages.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, and radio.

This educational opportunity also entails a certain amount of responsibility. It is important that employees, students, and parents/guardians read and understand the following guidelines from SHS.

When access to the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion for students and termination of employment for employees. When applicable, law enforcement agencies may be involved.

Middle school students and parents will receive a Chromebook Usage Policy which will need to be read and signed by both the student and parent.

STUDENT RESPONSIBILITIES ON NETWORK

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and complete school assignments. Access to network services is provided to students who agree to act in a considerate and responsible manner. A student's signature and parent/guardian permission is required. Access is a privilege, not a right, and entails responsibility.

Network storage areas will be treated as school property. Sacred Heart Catholic School reserves the right to review, monitor, and restrict information stored on or transmitted via Sacred Heart Catholic School equipment and to investigate suspected inappropriate use of resources.

INTERNET TERMS & CONDITIONS

- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients must not be transmitted.
- Programs that infiltrate computing systems and/or damage software components are prohibited.
- Transfer files or any software to or from a school computer without prior approval from an authorized staff member is prohibited.
- Files, data, or information of others must not be improperly accessed or misused.
- User accounts must not be shared or left open and unattended.
- Backup copies of documents are the responsibility of the user.
- Anonymous communications are not allowed.
- Security violations must be reported to the principal/appropriate staff member immediately.
- Personal information must be given out only in an instructional context or in the performance of Sacred Heart Catholic School business.
- The illegal installation or transmission of copyrighted materials is prohibited.
- All files and messages are subject to SHS review.
- Files should be deleted regularly to conserve space.
- Use of Internet games, student's personal e-mail, social media sites, and chat rooms are prohibited.
- Students will demonstrate proper physical care of computers and other devices.

- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.
- Changing the computer configurations on any school computer (this includes desktop appearance, screensavers, printer setup, hiding the task bar, etc is prohibited).

I will inform a teacher immediately if I:

- Accidentally enter an Internet site that is inappropriate, as defined by this Policy
- Accidentally change the configurations on any computer
- Receive a message that make me uncomfortable or are offensive (I will not delete the message until a teacher has seen it so it can be used to trace the sender).

Any student who has lost computer network privileges will still be responsible for any and all assignments that may be due during the time they have lost computer access. It will be the student's responsibility to find an acceptable way of completing the assignment on time.

LIBRARY

Our library is staffed by volunteers. A fine of 5 cents per day (holidays and weekends not included) is assessed if the book is late - this helps students become aware of their responsibility of caring for materials. Books may not be checked out if the students have a fine. Librarians send a list of overdue books to the teachers. Grades 1-2-3 are not assessed a fine when their books are late. When books are returned, students may check out more books. If books are due and a librarian is not working, the teacher accepts the books and they are sent to the library when the library is open.

LUNCH PROGRAM

Government forms regarding the price of hot lunch and morning milk program have been sent home in the family envelope. Milk is available to those who bring cold lunch. Juice may be brought from home for students to drink. Soda may not be bought from the machine or brought from home for lunch meals. Children who receive reduced meals are treated the same way as children who pay for meals. No child is discriminated against because of race, sex, national origin, age, or disability.

Consequences for failure to make payments to a family's lunch account with a negative balance of more than \$100 may occur. The consequence could include the child(ren) being served a sandwich, milk, and a fruit or vegetable instead of the main entrée. The child(ren) will not be denied a meal.

MEDICATION AT SCHOOL

Updated 8/2017

It is preferred that parents time the dispersal of medicines prior to school and upon dismissal. School

personnel cannot administer ANY medication(s) to students without written permission and instructions from parent/guardian (and from the doctor for prescribed medicines). In most cases, parents/guardians and doctors can avoid sending medicine to school by planning to administer medicines with breakfast, at the evening meal, and before bed. Please keep school personnel advised if there is a need to have medication administered at school. Wisconsin statutes allow students to carry and self-administer inhalers of prescribed medication for asthma with doctor's permission. (DBS 5410)

MEDICATION - NON-PRESCRIPTION (Over-the Counter)

When it becomes necessary for a student to take non-prescription medication during the school day, the parent/guardian **MUST** identify the medication and provide instruction and permission by submitting the following:

1. The medicine in the original container with the following information printed on the container:
 - a) Child's full name
 - b) Name of the drug
 - c) Dosage to be administered
 - d) Time to be administered
 - e) Duration of medication
2. The container must be accompanied with a completed and signed Parent/Guardian Medication Consent Form (SEE APPENDIX 5)

MEDICATION - PRESCRIPTION

When it becomes necessary for a student to take prescription medication during the school day, the parent/guardian **MUST** identify the medication and provide the physician's signed instructions along with parent/guardian's permission by submitting the following:

1. The medicine in the original container with the following information printed on the container:
 - a. Child's full name
 - b. Physician's name
 - c. Date of prescription
 - d. The frequency of the dose
 - e. Instructions for taking medication
 - f. Time and dose to be administered
2. The original container must be accompanied with a completed and signed Parent/Guardian Medication Consent Form (SEE APPENDIX 3)
3. The original container must be further accompanied with a completed and signed Physician's Order for Medication Administration (SEE APPENDIX 4).

It is the responsibility of the parents/guardians to provide needed medication in appropriately labeled containers. **ALL MEDICINE IS TO BE TAKEN DIRECTLY TO THE OFFICE AND WILL BE ADMINISTERED BY THE SCHOOL SECRETARY (or other designated administrators) IF THE ABOVE**

CRITERIA HAVE BEEN MET. It is the responsibility of the student to report to the office to take the medication at the designated time.

When time does not allow for the above medical forms to be completed, an alternative to having school personnel administer medication is for the parent/guardian to administer medication to the child at the school office. In such cases, the parents will need to stop in the office and have the secretary call the child to the office for parent/guardian administration of medication.

It is the responsibility of the parent/guardian to pick up any unused medication at the end of the duration period or at the end of the school year. Any medication left in the school office beyond one week will be discarded or destroyed.

INHALERS/GLUCAGON

Students in grades K-8 may self-administer certain emergency prescription medications such as inhalers and glucagon while at school only under the supervision of school staff. In such cases, a Medication Consent Form shall be completed by the student's parent or guardian and written instructions from the child's physician, dentist, or podiatrist shall be delivered to the principal. Such medications may be kept in a secure place by the student only if deemed appropriate by the student's teacher, principal, or health services supervisor. In such cases where it is not deemed appropriate for the student to store the medication, the emergency medication shall be kept in a secure place by the teacher or principal, taking into consideration the need for emergency access to medication(SEE APPENDIX 6)

NEWSLETTER

In order to communicate important information to families, our school distributes a weekly newsletter. These newsletters are sent home with the youngest child in each family. Parents are encouraged to read the newsletter each week. The newsletter will be posted on the school's website and emailed to parents.

NON-CATHOLIC STUDENTS

Non-Catholic students are welcome to attend SHS if they and their parents agree to respect the beliefs and practices of the Catholic faith, including attendance at Mass and other religious practices in which the class as a whole participates.

NON-DISCRIMINATION POLICY

Sacred Heart Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

OAK PARK

Oak Park may be used for recesses and also for some physical education classes and other school activities.

PLAYGROUND/RECESS

Soft rubber balls and Nerf balls are permitted on the blacktop. Other playground equipment may be allowed only if the playground supervisors feel that it is being used in an appropriate manner. SHS furnishes playground balls for all grades. Throwing snow, snowballs, stones, and other items is not allowed.

PRE-KINDERGARTEN TUITION PAYMENTS

Our pre-kindergarten program is not subsidized by the parish and must operate on tuition collected. If a family is two months behind in tuition payments, their child will no longer be allowed to attend pre-kindergarten until back tuition is paid. If we have a waiting list, their child's name will be placed at the bottom of the list.

PROGRAMS AVAILABLE THROUGH REEDSBURG SCHOOLS

Special Education and Title 1 programs are government programs for students who need extra help in academics. Transportation is provided for the student to and from Sacred Heart. Testing programs are available to assess a child's needs through the Reedsburg Public School District. Teachers may refer students in the following areas: learning disability, emotional disturbance, cognitively disabled, speech or language disability, hearing impaired, visual disability and physical or orthopedic disability.

REGISTRATION

Updated 11/2016

The school administration has limited enrollment to 28 students per class. Pre-Kindergarten sessions will try to be limited to sixteen (16) students per session. Kindergarten class will try to be limited to twenty (20) students.

KINDERGARTEN REGISTRATION POLICY

Sacred Heart Kindergarten is open to students that are at least five years of age, regardless of race, color, or creed. Children must be 5 by September 1st of the year they are enrolling. Once 20 children have enrolled for kindergarten, a waiting list will be created.

Registration for kindergarten will begin on November 1st. Priority will be given to families in the following order: families with students currently attending SHS, pre-kindergarten students continuing on to kindergarten, new families that are active parish members, and children of alumni, and general public. These individuals will receive a confirmation letter in May requesting a \$100 non-refundable kindergarten registration fee that will be deducted from the child's tuition. If the fee is not paid by June 1st, the child's name will be removed from the class list and placed at the bottom of the waiting list.

Final enrollment will be determined by June 1st. After this date, openings will be filled by order of priority.

PRE-KINDERGARTEN REGISTRATION POLICY

Sacred Heart PK is open to 3-4 year olds, regardless of race, color, or creed. Children must reach the age 3 by September 1st for the year they are enrolling. All children need to be toilet-trained. There are two sessions of PK that meet. One session is on Monday and Wednesdays and the other session is on

Tuesday/Thursday. Both sessions meet from 8:00-11:00 a.m. A Friday session will be held if there is a minimum of 10 students registered. Sessions must have a minimum of a pre-determined number of students enrolled to operate. Once 16 children have enrolled for each session, a waiting list will be created.

Registration for pre-kindergarten will begin on October 1st. Priority will be given to families in the following order: students currently enrolled in the PK program, families with siblings that attend SHS, new families that are active parish members, and children of alumni, and general public. We will be receiving all applications between February 1-April 1. These applications will be put in order of priority. A confirmation letter will be sent to parents in April requesting one month's non-refundable tuition must be paid by May 1st in order to keep your child's place on the class list. If it is not paid by that time, your child's name will be removed from the class list and placed at the bottom of the waiting list. Registrations will continue after April 1 if there are openings available.

Final enrollment will be decided by May 1st. After this date, openings will be filled by order of registration.

REPORT SYSTEM

Parents can receive an evaluation of your child's progress at any time by contacting the child's teacher. Report cards are sent home at the end of each quarter. Parent/Teacher conferences are scheduled in the fall. An optional conference will be held in the spring. Parents may schedule additional conferences with teachers if the need arises. Kindergarten has conferences that may or may not coincide with grades one through eight.

Parents are able to access their student's progress through *Teacher Ease*. Their link has been posted on the school's website.

RESPECT AND SAFETY POLICY

"Amen, I say to you, whatsoever you do to the least of my people, that you do unto me." Matthew 25:40

Sacred Heart Catholic School seeks to create a compassionate, respectful and safe environment that is conducive to learning. As a matter of both school policy and Christian mission, it is recognized that bullying behavior is not tolerated at Sacred Heart Catholic School. Those who are bullied can suffer serious harm to their self-esteem and their feeling of safety, often resulting in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious depression, anxiety and/or physical injury. Parents, teachers, staff and students are expected to discourage, prevent, intervene and report bullying behaviors.

Bullying is defined as targeting another person through a single act or pattern of hurtful behavior; deliberately isolating or excluding another; intimidation; name calling; taunting; spreading of rumors; and

physical contact aimed at either provoking or asserting power over another. Bullying can also occur via the internet on social networking sites and texting.

Why is it important to respond to bullying? No one deserves to be a victim of bullying. Every student has the right to be treated with dignity and respect. Students who are bullying need to learn different ways of behaving, and SHS has the responsibility to respond promptly and effectively to issues of bullying.

Bullying is a community concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective response when it occurs. Bullying conduct is an immediate cause for intervention. When a pattern of bullying takes place, the parents, teachers, students, and principal will be involved in the intervention process. It is recognized that a person who bullies another is often in need of help and intervention. Steps will be taken to help a bullying person learn new ways to interact with others. Patterns of bullying behavior will be considered very serious and could result in suspension and/or expulsion.

When bullying behavior is observed or reported to school staff, they will have the responsibility to respond in a manner that repairs the damage done and teaches better ways of handling conflict.

SACRAMENTAL PROGRAM

The Sacrament of Reconciliation is received in second grade. During Advent, the students are given special opportunities to receive the Sacrament of Reconciliation. Second graders participate in a Eucharist program during the year which culminates with a First Communion Celebration during May. Study of the sacraments take place at all grade levels.

SAFETY PROCEDURES

CHECKING IN: Parents, volunteers, and visitors who assist in the first through eighth grade classrooms should check-in at the office with the secretary or principal when they are at school. If helping in the Mazzuchelli Center, call the office upon arrival.

APPOINTMENTS: If you are picking your child up for appointments, please notify the school via phone (preferably), note, or email. We will have the child ready at the designated time. You are encouraged to come into the building to pick up your child.

DISMISSAL: SHS recognizes that the normal daily routine for dismissal can change. We ask that you notify the teacher, secretary, or principal of this change as well as the students. This will help to eliminate the end-of-the-day phone calls and unplanned trips to school.

Students need to bring a note if they are planning on riding on the bus to a different location or with a student that normally rides the bus.

SCHOOL LITURGY

Grades K-8 gathers to celebrate the liturgy at least once a week and on Holy Days of Obligation. Each

class has several opportunities to participate in liturgies on a rotating basis. Students should dress in a manner that shows greater respect for Mass. (See Dress Attire.)

SCHOOL PICTURES/YEARBOOK

School pictures take place in the fall of the year. Each May, a yearbook is published that will feature students in all grades.

SCHOOL VISITATION

We are proud of our school, and would be happy to have you visit at any time. However, we would appreciate the courtesy of letting us know when you would like to come. Contact the teacher, and we will be glad to accommodate you. Please check in with the school office before proceeding to the classroom.

TESTING

STAR 360 will be given to grades 3, 4, 5, 6, 7 and 8 at various times of the year and consist of a basic reading, and mathematics. There is an early literacy component that will be given to K-2 students. *Assessment of Children Religious Education (ACRE)* is administered to students in grades 5 and 8 in March.

VOLUNTEERS

The Diocese of Madison requires that all regular volunteers, i.e. coaches, classroom helpers, have a background check and complete Protecting God's Children session. Anyone who wishes to drive on a school related trip must have a drivers background check performed and have proof of insurance on file.

RIGHT TO AMMEND

The principal retains the right to amend the handbook, and parents will be given prompt notifications of any changes made.

APPENDIX 1

SACRED HEART SCHOOL
545 NORTH OAK STREET
REEDSBURG, WISCONSIN 53959
608-524-3611

DETENTION LETTER

DATE _____

DEAR _____

PLEASE BE ADVISED THAT _____

HAS BEEN ISSUED A DETENTION. THE DETENTION WILL BE SERVED
IMMEDIATELY AFTER SCHOOL ON _____

FROM 3:20 - 4:20 PM. THE REASON FOR THE DETENTION IS AS FOLLOWS:

PLEASE ACKNOWLEDGE THAT YOU RECEIVED THIS LETTER BY YOUR SIGNATURE
AND RETURN IT. THANK YOU.

SINCERELY,

TEACHER/PRINCIPAL

PARENT SIGNATURE: _____

APPENDIX 2

VACATION AGREEMENT: TEACHER- PARENT-STUDENT

One form per child needs to be completed.

I HEREBY REQUEST THE WITHDRAWAL OF

FROM SACRED HEART SCHOOL

ON _____

(FIRST DAY OF VACATION)

UNTIL _____

(DAY RETURNING)

Parents accept the responsibility for interruption of the learning process when children are taken out of school for long periods of time for trips and vacations. Teachers may give some assignments to be completed prior to leaving or to be completed during the absence. It is the parents' responsibility to see that these assignments are completed properly and on time. Upon returning, the child may be given additional assignments to bring them up to the rest of the class.

Parent/Guardian Signature

Date

Teacher Signature

APPENDIX 3 MEDICAL PROVIDER AUTHORIZATION FORM

Student's Name: _____ Date of birth: _____

Student's Diagnosis: _____

School: _____ is authorized to give the following medication(s) to the above student.

Daily Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations/Side Effects
1.					
2.					
3.					

APPENDIX 3 MEDICAL PROVIDER AUTHORIZATION FORM

As Needed or PRN Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations
1.					
2.					
3.					

As a part of the Wisconsin Statute Chapter 118.29, schools are required to have permission from a medical provider to administer medications at school. As part of the authorization form, school employees may contact the medical provider and parent with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above.

Print Medical Provider Name: _____ Date: _____

Medical Provider Signature: _____

Clinic: _____ Phone Number: _____

PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION

(Please type or print)

Date _____

Re: *Administration of Medication* to: _____

Dear Dr. _____:

Pursuant to the request of _____, the parent/guardian of
 _____, the following individual(s) has/have been identified to
 administer medication to the above referenced student in the school setting:

In order to proceed with the administration of the medication you have prescribed, and to ensure that you retain the power to direct, supervise, decide, inspect, and oversee the administration of this medication, please complete the following form. Direct and address this information to the individual(s) identified above.

Please note that your signature on this document attests to your willingness and intent to direct, supervise, decide, inspect and oversee the administration of the medication by the non-medically trained designees specified on this form, and that you will accept direct communications from them regarding the administration of the medication. We urge that all instructions be stated in language of the lay person.

Please feel free to call if you have any questions.

 School Principal or other school designee

PARENT/GUARDIAN MEDICATION CONSENT FORM

PARENT/GUARDIAN MEDICATION CONSENT FORM

(Please type or print)

Full name of child to be medicated _____

Name of drug and dosage _____

Hour(s) medication to be given _____ Number of days _____

Name of Student's Physician _____ Phone _____

Reason for medication _____

(if applicable)

Name of person(s) authorized to give medication during school hours _____

(to be filled out by school principal or program administrator other designee)

My child has permission to self-administer the medication, but I request school staff monitor or assist my child when he/she self-administers medication on the following basis: _____

(Indicate if not applicable)

I hereby give permission to the above named person(s) to give the medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician, if necessary. I agree to hold the school, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above order is necessary.

Signature of Parent/Legal Guardian Date

Address

NOTE

Before a prescription drug(s) or medications(s) will be administered by the school or an agent thereof, a PHYSICIAN ORDER FOR MEDICATION ADMINISTRATION shall be completed and returned to the school principal. This completed form shall be accompanied by the PARENT/GUARDIAN MEDICATION CONSENT FORM. This form (Parent/Guardian Medication Consent) must also be completed for the administration of non-prescription (over-the-counter) drug(s) or medication(s) which do not require the Physician Order.

APPENDIX 5

PARENT/GUARDIAN MEDICATION CONSENT FORM

Student's Name: _____ Date of birth: _____

Address: _____ Grade: _____

As the parent and guardian of the above mentioned student, I give

_____ Catholic School permission to administer the following medication(s)

to my child for the following reason or diagnosis _____

Medication/Dosage (mg, cc, ml, etc.)	How it is to be given	How often	Start Date	Stop Date	Considerations/ Side Effects
1.					
2.					
3.					

As the parent or guardian of the above mentioned student, I will keep the school aware of any changes in medication(s) profile or health concern of my child.

As a part of the Wisconsin Statute Chapter 118.29, Administration of Drug to Pupils and Emergency Care, schools are required to have permission from a medical provider and parent to administer medications at school. As part of this authorization form, school employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.

Parent(s) Guardian Signature: _____ Date: _____

APPENDIX 6 ASTHMA INHALER ADMINISTRATION AUTHORIZATION

Student's Name: _____ D.O.B: _____ School/Grade: _____

Diagnosis: _____

In order for the student to receive the asthma relieving medication for asthma:

- Asthma Inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school administrator or school nurse.
- Asthma Inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

- _____ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.
- _____ Self-administer asthma relieving medication with access to another inhaler in the health office as needed. Parents will supply health office secondary inhaler.
- _____ Student needs assistance with administration of their asthma relieving medication with the medication available as needed in the health office.

Drug name:	Dosage:	Route:	Frequency:	Start date:	Stop date:	Side Effects:
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature:	Date:
Parent/Guardian signature	Date:

School Administrator Authorization: _____ Date: _____

APPENDIX 7

Sacred Heart Catholic School

Reedsburg, Wisconsin

APPLICATION FOR FINANCIAL ASSISTANCE

Family Name: _____

Names and ages of household members: _____

Estimated Annual Income: _____

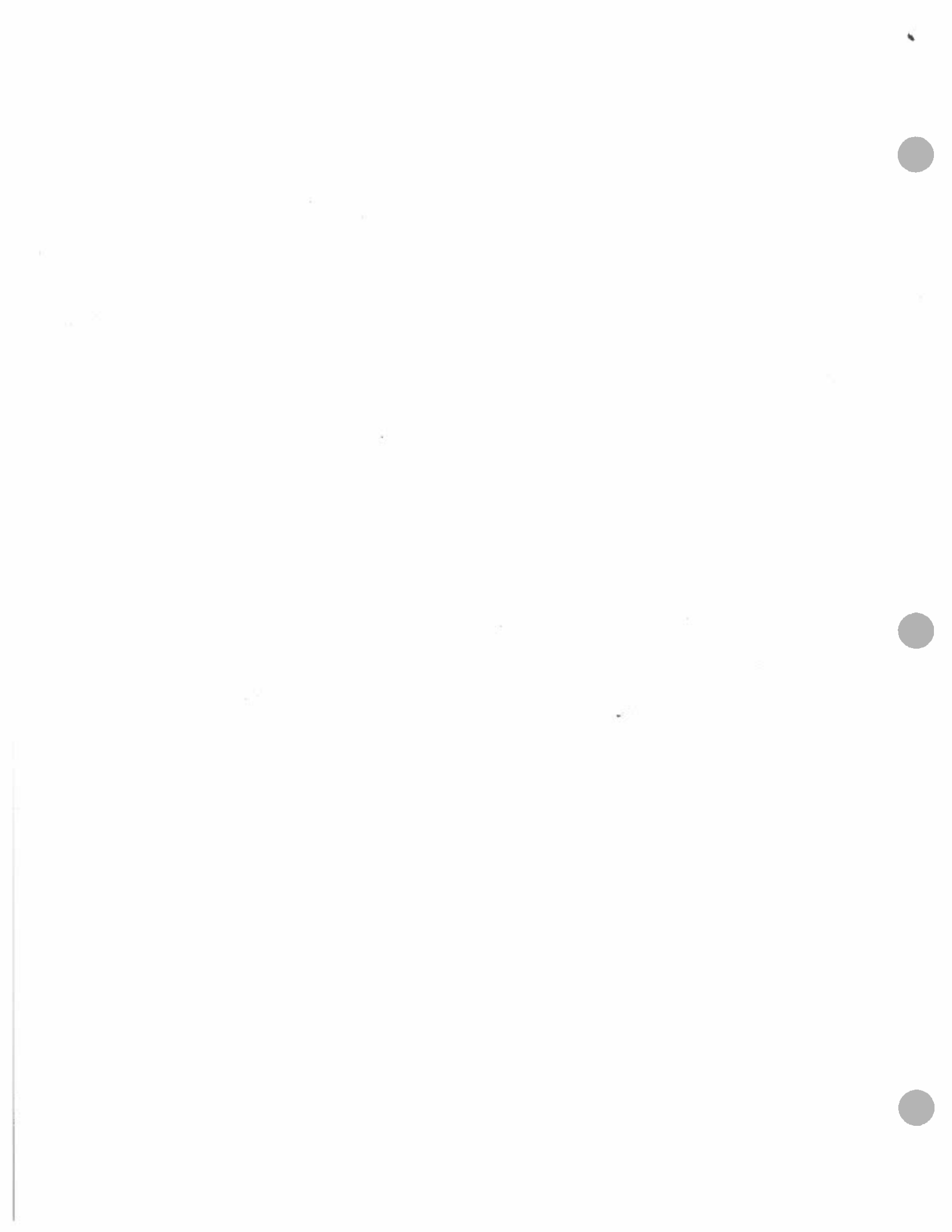
Estimated tuition amount that you would be able to pay: _____

Briefly explain the circumstances which indicate your need for financial assistance.

We require that families first apply for the federal government's Free and Reduced Lunch Program. Registration forms will be available in August. We also ask that families pay the first \$100 of tuition as a good will gesture.

Signature of applicant: _____ Date: _____

Please note that the funds used for tuition assistance grants are anonymously given by parish members. Families receiving grants are also kept strictly confidential. Families may apply for assistance at registration or at any time during the school year. We require that all families requesting grants first apply for the National School Lunch Program's free or reduced lunch, as this program provides federal funding for a wide variety of program at our school as well as the public school.



FAMILY ACKNOWLEDGEMENT FORM
for

2017-2018

Family Handbook

PARENT & STUDENT CONTRACT

As parent(s)/guardian(s) of a child(ren) attending Sacred Heart Catholic School,

I/we have read and agree to abide by the rules and procedures as stated in this 2017-2018

Sacred Heart Catholic School Family Handbook.

_____	_____
Date	Parent/Guardian Signature
_____	_____
Date	Parent/Guardian Signature
_____	_____
Date	Student Signature
_____	_____
Date	Student Signature
_____	_____
Date	Student Signature
_____	_____
Date	Student Signature

Please sign, date, and return this page to the school office.

Parents/guardians AND children must sign.

