

Sacred Heart Catholic School
Family Handbook
2023-2024



Sacred Heart Catholic School
545 North Oak Street
Reedsburg, WI 53959
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shsreedsburg.org

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This handbook was revised in July 2023. The policies/procedures contained in this handbook may be amended at the discretion of the administration, faculty and staff of Sacred Heart Catholic School.

Sacred Heart School Mission

Sacred Heart Catholic School is a Catholic education community whose ministry provides the opportunity for all students to pursue their academic potential and spiritual life through the Gospel of Jesus.

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 offer 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 promote a lifelong attitude of service.

Philosophy

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

Sacred Heart Catholic School is a Catholic School in the Diocese in the Roman Catholic Diocese of Madison. As a Catholic School we will teach and promote our Catholic Faith. All parents and legal guardians must understand that Catholic Doctrine will be taught and integrated into academic subjects. Handing down the gift of our Catholic Faith is our number one priority.

Parental Roles and Responsibilities

Parents and guardians are informed of the programs, regulations, and policies of the school. The Sacred Heart Catholic School Family Handbook includes this information.

As partners in the educational process at Sacred Heart Catholic School (SHS), we ask parents:

- To set rules, times, and limits so that your child
 - Receives plenty of sleep on school nights.
 - Arrives to school on time and is picked up on time at the end of the school day.
 - Is dressed according to the school attire guidelines.
 - Completes and turns in assignments on time.

To make this a very successful year for all:

- Become familiar with the information contained in this handbook, weekly memos, [FACTS](#), and the school's website and request clarification when necessary.
- To understand and support the Catholic identity, goals, and objectives of our school.
- Please notify the office by 8:30 by phone (608-524-3611) if a child is absent for any reason.
- Inform the school in writing of the following:
 - Student illness or absence (required by Section 118.16 of Wisconsin State Statutes)
 - Parental status or custodial constraints
 - Change in transportation.
 - Change in address, phone, email, emergency contact, etc.
 - Any arrangements that may affect communication with the school.
- Meet financial obligations of tuition, lunch accounts, and other fees that may apply.
- Comply with policies and procedures.
- Report to office when entering/exiting the school during school hours.
- Treat teachers and staff members with dignity and respect in discussing students.

Student and Staff Responsibilities

Students and staff are major components of the educational process.

- Respect is defined as 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 the needs of others.
 - Be gentle and sensitive in attitudes towards others.
 - Play safely in all areas: playground, gym, classroom.
 - Resolve mistakes made with others by creating positive solutions.
 - Show common courtesies and good manners toward all.
- Spirituality is defined as 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 liturgies.
 - Treat symbols of the church in a reverent manner
 - Recognize and affirm the goodness in others.
 - Participate in projects that give service to the parish community.
- Responsibility is defined as 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 assignments and homework on time
 - Follow directions.
 - Have all materials ready for classes.
 - Handle all school property with care; help keep our school neat.
 - Participate positively in school.

Accreditation

Sacred Heart Catholic School is accredited through the Wisconsin Council of Religious and Independent Schools.

Admissions

Sacred Heart Catholic School (SHS) respects the dignity of each person. 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 the administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Sacred Heart Catholic School is a Catholic School in the Diocese in the Roman Catholic Diocese of Madison. As a Catholic School we will teach and promote our Catholic Faith. All parents and legal guardians must understand that Catholic Doctrine will be taught and integrated into academic subjects. Handing down the gift of our Catholic Faith is our number one priority.

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 staff 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.

To be enrolled, younger children must have reached a certain age by September 1st of the current school year: Pre-Kindergarten program—3 years of age; Kindergarten—5 years of age; and First Grade—6 years of age. All registrants must complete the [FACTS](#) online application and present an original birth certificate and baptismal certificate. Both of these certificates will be documented and returned to parent. Students currently enrolled at SHS shall have the privilege to register for each succeeding year through the [FACTS](#) online enrollment portal.

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

All new students will be given a trial period of one month in which to prove themselves and adjust to our school culture both socially and academically. If during this trial period any concerns arise, a student may be asked to withdraw his/her attendance at SHS.

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.

Tuition and Fees

SHS utilizes [FACTS](#) Tuition Management System. All parents must set up an account on [FACTS](#). Tuition rates and fees are set by the Parish Finance Council. Tuition covers only about 48% of the cost of educating a student. **The balance of the cost is mainly covered by Sacred Heart Parish, which is 52%.** Scholarships are available for families who have financial need. Forms are available on [FACTS](#), the website, or from the school office. Applications are due by **September 20th**. Applications made after this date are subject to funds remaining.

- Incidental Fees: Lunch, morning milk, and field trips have associated fees. These fees made be paid on-line using [FACTS](#) Tuition Management System or by sending a payment to the school office.

Delinquent Accounts

If there is failure to pay, the contract will be in default. In the event of default, Sacred Heart Catholic School shall attempt to work with you to resolve the default on an amicable basis. The Principal or Director of Operations will work out a payment plan to benefit you, as parents, and Sacred Heart Catholic School. If tuition is behind and no payment plan has been worked out by the end of the school year, Sacred Heart Catholic School, may withhold the report card, refuse to enroll the student at Sacred Heart for the ensuing year, or 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.

Daycare/Pre-Kindergarten Tuition Payments

Our daycare and pre-kindergarten programs are 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.

Arrival/Dismissal Parking Lot Reminders

Supervision of Pre-K-Grade 8 students begins at 7:40 a.m. All students will remain outside upon arrival. If your situation requires your child to be dropped off prior to 7:30 a.m., please contact the principal. SHS is not responsible for accidents prior to designated supervision.

SHS staff have invested much time and taken great care to ensure the safety of students before, during, and after the school day. One element that plays a large part in students' safety is the support and practice by parents of the Drop Off/Pick Up procedures as outlined below. Please be mindful of the parking area for those that are attending morning mass.

Common Courtesies

- Please drive all the way forward in the parking lot when dropping off or picking up students.
- Avoid backing up and swerving around vehicles to exit the lot earlier.
- Be patient and wait for the vehicles in front to move.
- Be considerate by not talking to other parents in the parking lot.
- Park closest to the street if you need to talk to a teacher.
- Stay inside the tall cone area closest to the road while waiting for your child to arrive.
- The tall cones should be between the vehicles and the students/school.

Arrival

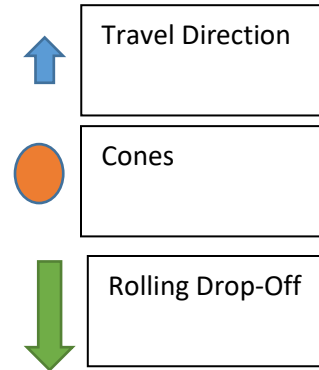
We will have a rolling drop-off lane in front of school on Oak Street. This lane will be used only for students who can exit the vehicles on their own. Parents **must** be driving south on Oak Street. No crossing of students from the northbound lane will be allowed. **DO NOT double park** to drop off student(s). Both of these scenarios create a safety hazard for everyone.

The parking lot off of Willow Street is for assisted parking which means that this is for parents and students who need assistance getting out of the car and is not a drive-thru lane.

Rolling Drop-Off

This single lane is for student(s) to exit the vehicle on the passenger side without parent assistance. Parents must travel south on Oak Street. Students may exit the vehicles on the passenger side. Please do not get out of your car or swerve around the bus/other cars. Continue to move forward with the line of cars. Once the child is clear of the area, the driver may proceed south on Oak Street to their destination. Students will walk through the school to the playground side. Backing up or maneuvering around vehicles will not be allowed. Wait patiently for the cars ahead to move.

If you need to leave your car for any reason, or assist your child, you must park on the playground side on North Willow Street on the other side of the cones. Parents must walk the student(s) safely to the other side of the cones. Enter the south driveway of North Willow Street. Park the car on the side of the cones closest to North Willow Street. Exit through the north driveway on North Willow Street.



Dismissal

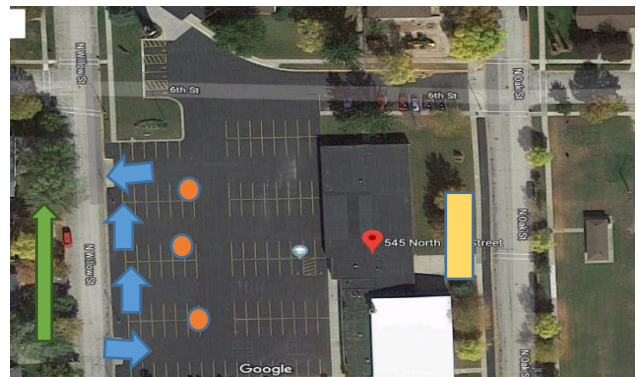
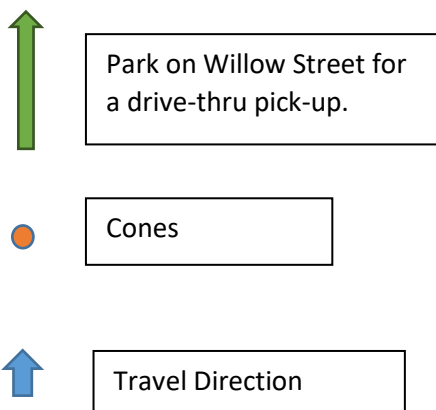
Students will be dismissed at 3:15 p.m. Drivers should pull up to the furthestmost spot to all children to enter the vehicles on the passenger side. All students will exit through Door # 3 and go to a designated area. Bus riders and After School Care students will report to the front hall or gym area and wait for dismissal.

Pick-Up:

A rolling pick-up is unavailable on Oak Street due to the bus (yellow box) picking up students. The parking lot is to be considered an assisted parking area which means that assistance is needed to get the student into the car.

Cars will enter the south driveway of North Willow Street. Park the car on the side of the cones closest to North Willow Street. Parents of K-4 students must get out of the car to pick up the student(s). Walk to the vehicle with the student(s). Grades 5-8 students may walk to their vehicle without assistance. Younger siblings (K-4) may walk with older siblings (Gr. 5-8) to the parked vehicle. Once parent and student(s) are secure in the vehicle, exit through the north driveway on North Willow Street.

If the student does not need any assistance, the parent may park on the east side curb on Willow Street. Students should not be crossing the street to get to any vehicles.



Bus students will be dropped off every morning in the driveway between the Mazzuchelli Center and the main building. The students will board the bus in front of the school on North Oak Street.

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

Asbestos Management Plan

The original EPA AHERA asbestos inspection, management plan documents and additional information pertaining to response actions activities, post-response activities and periodic surveillance for SHS are available for review in the office.

Athletic Eligibility and Conduct

Eligibility to compete will be determined by the player's academic performance, effort and conduct in school. Such a 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.

Academics come first. Grades and behavior should show consistent effort and cooperation. Parents can view grades on [FACTS](#). Students participating in athletics need to maintain a passing grade in all subjects. The teacher will contact the principal if a student does not have a passing grade. The principal then will notify the athletic director who will contact the coach and parent of the situation. The students may attend practice and games but will not be allowed to participate in practices or games until the grade is passing. A turnaround time of two days will be needed by the teacher and principal once the assignment(s) have been turned in and the grade recorded in [FACTS](#). The principal will notify the athletic director of any change in status.

Students must attend school on practice days and game 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 reasons 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 do not attend a scheduled practice or game.

The athlete shall treat the coach, teammates 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 the Sacred Heart Athletics Program.

Attendance

Regular attendance is the responsibility of the students, parents, and the school and is necessary for consistent academic growth. A parent/guardian **must call** or **contact the office** before 8:30 a.m. on the day of the absence. If a call is not made by 9:00 a.m., the school office will attempt to call the parent at home or work. 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. The principal has discretion in determining excused absences. In the event a student is absent due to illness or other reasons, it is the student's responsibility to make up for all work missed. Requests for homework for absent students should be made to the school office. Teachers may or may not be able to gather the materials needed by the end of the school day.

The following are acceptable reasons for absences: personal illness; serious illness of a member of the immediate family; wedding or death in the family; medical, dental, and therapy appointments; and planned absences. Administration reserves the right to require a note from the student's health care provider for more than 10 full days of absence in a school year. WI Statutes 118.16 (1) (1) Act 239 allows a parent or guardian to excuse a child for up to ten days in a school year. The act requires the parent must excuse the child in writing before the absence.

A student who receives more than 20 undocumented absences will be considered truant, and the parents or guardians, principal, and pastor will meet to develop an agreed upon plan. Should the family fail to meet the requirements, the principal will contact Sauk County Health Department. If the student continues to incur unexcused absences, another meeting between the family, principal, and pastor will be scheduled to discuss the student's continued enrollment at SHS. If a child is absent from school, he/she is responsible for the work missed.

Vacations during the school year are highly discouraged; however, SHS's recognizes that work schedules may make it necessary to take a vacation when school is in session. If this occurs, parents must assume responsibility if their child(ren) fall behind in academic achievement due to extended absences for vacation. In the event of such a vacation plan, parents must notify the school office and the homeroom teacher in writing as soon as possible, preferably two weeks in advance of the date. Teachers may or may not have work available prior to a vacation, and students will be responsible for all assignments missed due to their absence from school. It is up to the teacher to decide if any assignments/assessments missed during the vacationing period be completed immediately upon the student's return to school. **(SEE APPENDIX 1)**

PE Participation: If a child is at school but unable to participate in physical education classes, a note from a doctor must be sent to the school office and will be forwarded to the physical education teacher.

Tardy - School begins at 7:55 a.m. Students are considered tardy if they arrive in their classroom **after 8:05 a.m.** Students who are tardy should report to the office upon entering the school. A student will be marked absent/tardy accordingly. Parents are encouraged to notify the office or the homeroom teacher if their child will be tardy.

IT IS VERY IMPORTANT THAT YOUR CHILD BE AT SCHOOL ON TIME!

Bicycles, Scooters, and Skateboards

Students may ride their bikes, scooters, and skateboards to and from school. If at all possible, bikes, scooters, and skateboards are kept in the bike rack during school hours. These items will not be available during recess times.

Birthday Invitations

Distributing invitations to only a few students in the classroom has always been a sensitive issue for many students. Therefore, if you intend to invite your child's entire class or all the same gender to his/her party, you may distribute invitations. However, if only a few are invited, kindly send the invitations another way than through school. It is also appreciated if these few invitation recipients are picked up off school grounds.

Books, Chromebooks, Desks, Tables, and Chair Care

Many books cost over \$60.00. Chromebooks can cost up to \$200 a piece. Books and Chromebooks that go home should be in a bag or backpack. Payment will be required for damaged or lost books and Chromebooks. Students are responsible for the care and cleaning of desks, tables, and chairs during the year. Leaning back in the chairs is discouraged.

Bullying, Respect and Safety Policy

"The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these." Mark 12:31

As a Catholic School, we value our Christ-centered faith as an ideal means to practice important high standards of conduct. Sacred Heart Catholic School is committed to providing a healthy, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Sacred Heart Catholic School. If bullying does occur, all students should be able to report and know that incidents will be dealt with promptly and effectively. 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" means exercising control and/or power over a student or individual. Bullying behavior can be:

1. Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g., threatening or intimidating language, telling lies, teasing or name-calling, racist remarks)
3. Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber 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 Sacred Heart Catholic School has the responsibility to respond promptly and effectively to issues of bullying.

Procedures

All suspected cases of bullying will be assessed by the teacher and principal. Incidents will be documented.

First Offense-Teacher/Principal will assess the situation. Peer Mediation will be used to resolve the conflict. Parents will be notified.

Second Offense--Teacher/Principal will assess the situation. Peer Mediation will be used to resolve the conflict. Schedule a face-to-face meeting with parents, students, principal, and teacher. Community Service (Detention) will be done after school.

Third Offense- Teacher/Principal will assess the situation. Peer Mediation will be used to resolve the conflict. Schedule a face-to-face meeting with parents, students, principal, teacher, and pastor to discuss future disciplinary actions.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration will take appropriate disciplinary action, including, but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Support will be provided for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians. It will also be distributed to all organizations associated with the school. The school will also provide a copy of the policy to any person who requests it.

Bus Transportation

Bus transportation is provided through the Reedsburg Public School District. A copy of the bus rules and regulations is available on-line on <https://www.rsd.k12.wi.us/district/transportation.cfm>, the [FACTS](#) Family Portal, and our website. The rules and regulations also apply to field trips. The students who ride the bus board and exit the bus on the Oak Street side. Written permission is needed from a parent/guardian if the student is being dropped off at a different location or with another student. Those students will be given a bus pass to ride the bus. Students are not allowed to walk to another school to ride the bus home.

Child Abuse and Neglect

Wisconsin's Child Abuse and Neglect Act mandates that all school staff report any suspicion of physical,

mental, or sexual abuse and/or neglect to appropriate authorities. It is the policy of the Diocese of Madison that employees of diocesan schools comply with these reporting procedures. Reports/Investigations made in good faith provide immunity from civil and criminal liability (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 Catholic School may follow the Reedsburg Public School with these decisions. Announcements regarding such closings are made via Nixle notices, emails, social media and utilizing the local television and radio stations. Please listen for them!

Communication

In order to communicate important information to families, our school distributes a weekly newsletter. Weekly newsletters, messages, letters, bulletins, and other information are sent home via emails or through family folders on Fridays or on the last day of the week 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 on the [FACTS](#) Family Portal.

All staff members have an active email address that is checked daily by all staff members. In addition, each classroom has a phone which allows for voicemail. Phone messages taken in the school office will be given to staff members at their break time so as not to interrupt the school climate and learning atmosphere.

Our student information system, [FACTS](#), allows families 24-hour access to monitor student's progress, assignments, and grades. Families are able to view lunch and tuition accounts on [FACTS](#).

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.

Confidentiality

Rather than strict confidentiality regarding student-school employee communication (verbal and written), SHS operates under "a spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one of the following: information that concerns violation of the law, matters involving the health and safety of the student or any person., serious moral issues, and any other matter that raises serious enough concern in the mind of the employee that he/she believes it is important to share the information with the school administrator. The school administration may choose to disclose the information to parents/guardians, legal authorities, medical personnel, or other deemed necessary personnel.

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

Crisis/School Safety 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. Drills are practiced throughout the year. Students should report to an adult if they see or hear something that is threatening. **"See something, say something."**

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.

Custodial Court Order

Occasionally, there are legal documents which are put in place for the safety and well-being of the students at our school. Please submit a copy of any current legal documents (custodial orders, temporary placement, restraining orders, etc.). These will be used to guide us in decisions relating to your child. Custodial orders are also a guide to the school to ensure that in custodial agreements, both parties have a right to receive information relating to their child. These orders will be kept in a locked file in the Principal's Office.

Daily Schedule

Daily schedule may change once school resumes.

7:55	ENTRANCE BELL
8:00	MORNING SESSION of PRE-K BEGINS /CLASSES BEGIN GRADES for K-8
10:00-10:15	RECESS
**11:00	MORNING SESSION of PRE-K ENDS
11:25-12:15	LUNCH/RECESS for K-8
TBD	RECESS for Gr. 1-4
TBD	RECESS for Gr. 5-8
3:15	END OF DAY PRAYER
3:20	DISMISSAL

**Indicates Pre-K times in Mazzuchelli Center

Discipline Plan

The primary purpose of SHS is to create a positive, Christ-centered learning environment where children thrive emotionally, spiritually, socially, and academically. The school endeavors to be proactive in its attitude toward discipline, adopting and supporting rules of conduct that support its efforts to teaching the skills of self-discipline and positive behavior choices. The staff at SHS understands that there is no such thing as a "one size fits all" policy and that any behavior plan must reflect the social and emotional maturity of the age group for which it is created. In addition, the policies and regulations of SHS must clearly express the priority given to the dignity, respect, and reverence of and for the student. Consequently, students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

For every student to have the opportunity to reach his or her highest potential, students at SHS, are expected to:

- Respect God, selves, parents, staff, fellow students, and visitors
- Take pride in themselves, their work, their school, and their community.
- Respect individual and school property.
- Obey requests by any authorized adult in the school.
- Take responsibility for their own actions.
- Attend school faithfully, complete their assignments on time, and work to their highest potential
- Come to school/class on time, with proper materials, ready to do the best work they can do
- Behave in a manner that does not disrupt classroom learning or the operation of the school
- Provide an atmosphere free of harassment, bullying, and aggressive behavior

Parents, teachers, and administrators will work with students to establish guidelines for acceptable behavior. Students are required to know what is expected of them and the responsibility they share with their parents to maintain a positive education. When inappropriate behavior disrupts the learning and school environment, the teachers and principal will take appropriate action.

SHS's Discipline Goals

- To help students develop self-respect as a creation of God.
- To help students develop respect for others and their property.
- To help students see the need for self-discipline.
- To guide students toward choices that lead to appropriate behavior(s).

Grades K-4

Children in Grades K-4 are expected to learn and follow the rules established in each classroom and develop good self-control. In this way, all students will be able to enjoy a positive learning environment and to avoid the need for disciplinary action. Each teacher has established clear guidelines, procedures, and consequences for behavior contrary to expectations. In the event students are unable to abide by classroom policies and procedures, both in or out of the classroom environment, additional steps will be taken to include the principal and/or pastor, parents, and any additional resources available to the parents and school. If needed, a behavior plan may be created by participants as well as time to meet and discuss the student's successes and needs and make revisions when necessary. In the rare case when a behavior plan is no longer successful in creating a positive learning experience for the student in classroom, the family may be asked to withdraw their child from SHS.

Grades 5-8

Children in Grades 5-8 are expected to understand and follow the policies and guidelines defined within each class and school. If a student chooses to make an inappropriate behavior choice, it will be dealt with by a logical plan, which will include reflecting upon the most appropriate behavior which could have been exhibited. Examples of inappropriate behavior include but are not limited to: disrespect, not following directions, inappropriate physical behavior/contact, vandalism, profanity, verbal harassment, etc.

Certain behaviors may warrant an automatic detention or suspension. Consequences such as detention or suspension may result as well as the possibility of expulsion. These behaviors include but are not limited to disrespect towards students or others, defiant behavior, endangering self or others, lack of cooperation, inappropriate language/gestures, destruction of property, threats, cheating, and theft.

We reserve the right to deem any behavior inappropriate at any time and will issue an appropriate consequence.

Disciplinary Procedures

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 or during recess times. Detention will include school service projects, like cleaning. **(SEE APPENDIX 2)**

Suspension and Expulsion

Violations of a more serious nature are punishable by suspension from school. These behaviors include but are not limited to: disrespect towards students or others, defiant behavior, endangering self or others, lack of cooperation, inappropriate language/gestures, destruction of property, threats, cheating, and theft.

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: exhibiting/using dangerous weapons on or near school, use or possession of drugs and alcohol, making verbal, written, or symbolic threats to others or at a school, striking or assaulting any school employee, an unprovoked assault of another student, or an attack of another student resulting in injuring.

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 Code

Sacred Heart Catholic School supports a manner of dress which is appropriate for the learning environment and reflects reverence for God, a respect for others and self, and to create a safe and healthy atmosphere. Sacred Heart students will dress and groom themselves according to Christian standards of good judgement, good hygiene, and modesty. Attire should be neat, clean, in good condition, and modest. Choosing appropriate clothing for the school setting may be different than choices made for church and the theater, versus the gym or athletic field.

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. According to the Merriam-Webster dictionary, modesty is "the quality of not being too proud or confident about yourself or abilities," and "freedom from conceit or vanity." Modesty is not so much about what we wear, but how we act. We tend to separate modesty, virtue, and modesty in dress in our minds. They are not separate. The second is the extension of the first. The key to modesty is humility which is also instilled at Sacred Heart Catholic School. Students take pride in themselves when they are neatly dressed. Students are encouraged to dress up at all times and abide by the spirit of the guidelines rather than look for opportunities to take advantage of loopholes.

Overall clothing should be clean and in good repair with no holes or tears, and student appearance should be tidy and non-distracting. The student dress code still allows for individual needs regarding style, fit and comfort but does require certain types of clothing to be eliminated.

General

- Clothing cannot have any holes, tears, rips, or frays in them.
- No clothing with inappropriate pictures, languages, suggestive messages, innuendos, obscenities, blood/gore, advertisements related to drugs, alcohol, tobacco, gang emblems, or other violence.
- Pajamas are not suitable attire for school.
- Students should dress comfortably and appropriately for the weather. When the ground is snow-covered or wet, students should wear boots or an old pair of shoes for recess.

Shirts

- Shirts must cover the stomach and back areas at all times.
- Shoulders need to be covered at all times.
- No sheer, mesh, or lace tops are allowed.

Dresses/Skirts

- Dresses, skirts, and tunics must be no less than 4 inches from the top of the knee. (Leggings may **only** be paired with a skirt, dress, or tunic that is no less than 4 inches from the top of the knee.)
- No tight fitting skirts should be worn.

Pants

- Denim, khakis, twill, cotton, polyester, or nylon pants of any color may be worn.
- Excessively loose-fitting athletic pants should not be worn.
- No tight fitting pants, shorts, or skirts (yoga, jeggings, spandex or otherwise)
- No ripped, frayed or torn jeans or pants
- No pajama pants

Leggings See above on leggings.

Shorts

- All shorts need to be Bermuda style length or longer. (No more than 4 inches above the knee.)
- Excessively loose-fitting athletic shorts should not be worn.
- Cut-offs shorts are not acceptable.

Shoes

- No flip-flops, house slippers, or heels that would cause a safety concern

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, as our dress expresses our faith that Jesus is truly present in the Eucharist.

- Polo style or collared shirts and dress pants should be worn.
- Dress shorts should be of an appropriate length (see above).
- Jeans may be worn as a last resort at mass but consider a quality pair of jeans that would be a step up from the ones worn at school.
- Athletic pants or shorts, and t-shirts are not suitable for Mass.
- Students may bring a change of clothes with them for and change into them after the liturgy.
- If a student is scheduled to proclaim a reading at Mass and their appearance is not in keeping with these standards, their reading will be assigned to another student.
- Servers should wear dress shoes. They should not wear shorts. They should not wear bright colored shirts that can be seen through the white albs.

Enforcement Guidelines:

Using the dress code as a guide, teachers, with the principal's agreement, will decide when clothing is inappropriate. The process for students who choose to wear inappropriate clothing to school is as follows:

- First violation will result in a warning slip being issued which will need a parent's signature and returned to school.
- A second violation will result in the parents being contacted. The parent will decide to bring a change of clothing to school or have the student wear something from the selection of clothes kept at school.
- For a third and future violations will result in calling parent/guardian to bring a change of clothing. The student will remain in the office until the change of clothes arrives. Time away from class is unexcused and must be made up by the student with his/her teacher(s).

Multiple infractions may warrant further disciplinary actions.

Electronic Equipment and Cellphones

Electronic devices and cell phones are to be kept in the students' backpacks during the school day. No electronics or cell phones on the playground. Teachers may collect cell phones to be stored within the classroom. If needed these devices can be turned into the office or teacher for safe keeping. Cell phones are not to be used on school property. If a student does not abide by this policy, the electronic device/cell phone will be kept in the office and returned at the discretion of the principal. Cell phones and electronics are not allowed on field trips unless permission is given by the principal. The school is not liable for broken or stolen electronic devices.

Extracurricular Activities for Students

- Mass Serving: boys/girls - 5th, 6th, 7th, and 8th grades
- Athletic Programs: girls' volleyball, boys' and girls' basketball
- Band and Orchestra through the public school for grades 5-8
- National Geography Bee: Grades 4 through 8

Family Service Hours

SHS believes that the education of our students is a partnership with our families. We encourage parent involvement through our Family Service Hours. The program is an opportunity for each family to help us accomplish our common goals in providing a solid Catholic education, in a healthy, safe, and attractive environment for academic success.

Volunteer Opportunities

Opportunities to fulfill Family Service Hours include, but are not limited to: Fall Festival, Chili/Soup Supper, faith formation, selling scrip, kitchen help, recess duty, Storytime with the Saints, Trunk or Treat, All Saints Party, drivers for band, Christmas/Spring Programs, Catholic Schools Week events, roller-skating assistance, Middle School Play, "PTO" events, School Board, teacher/staff appreciation, bake

sales, special projects, and school maintenance. These opportunities are communicated periodically through email and/or newsletters.

Benefits to Parents

Families that volunteer will receive \$20 credit per hour towards their tuition. Maximum credit will be \$200 for the year or 10 hours. Volunteer hours count towards Family Service Hours if the activity directly benefits SHS. Community service to other non-profit organizations, while charitable, does not count toward the SHS Family Service Hour tuition credit.

Field Trips

Field trips are part of the curriculum at SHS. Field trips are privileges, not a right, and students may be denied participation if they fail to meet academic or behavioral requirements. Parent permission slips are required for all field trips. No student may participate unless a signed parental/guardian permission slip for the specific event is on file with the school office. Since field trips occur on school days, the students will act and dress as they would at school. Dress may be subject to change due to nature of the field trip as per teacher/principal's request. Use of cell phones and other electronics are not allowed on field trips. If there is an exception the teacher will share that information with the students or put it on the release form.

If you find that the costs of field trips may be prohibitive to your family, please contact the principal. All students should experience these field trips.

Field trips within walking distance of the school require one parental permission slip at the beginning of the year.

Food, Drink, and Gum Rules

Water bottles or sealed drinking containers are required. Outside drinking cups from fountain drinks, such as those from Dunkin Donuts/McDonalds, etc., are not allowed. Energy drinks and Bublr type drinks are not permitted. As a rule, food, drinks (with the exception of a water bottle) and gum are not allowed in classrooms unless the teacher makes specific exceptions. Teachers may create a snack schedule that is acceptable to their classroom's expectations.

Fundraisers

Tuition covers only about one third of the cost of operating our school. To offset the tuition costs, fundraisers may be held to keep tuition down. We ask that all school families participate to the best of their ability. If we had no fundraisers, we would need to increase our tuition by 20%. *Scrip* is just one way to benefit the school.

Homework

It is the responsibility of each parent and child to understand the homework policy as designated by the teacher and complete assignments as directed. In addition to the required class work assignments, homework is an important segment of all students' work in grades 1-8. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be immediately contacted.

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.

If a student has been in close contact with a person having COVID or tested positive for COVID, we will follow the recommendations from Sauk County Health Department, the CDC, and the Diocese of Madison.

Common COVID-19 Symptoms

- Cough
- Fever
- Sore Throat
- Muscle Aches
- Shortness of Breath
- Fatigue
- Nausea, vomiting, diarrhea
- Loss of smell or taste
- Congestion or runny nose

Call a medical professional if symptomatic.

PLEASE DO NOT send a child to school that is exhibiting any signs of illnesses.

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.

All students and parents will receive Technology Policies and Acceptable 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 are 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.

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.

Lunch Program

Children may participate in the school lunch program sponsored by the school or bring their lunch from home. Children's lunches are \$3.25 and \$.45 for milk. Adult lunches are \$4.00. Lunch includes a selection from bread/grains, vegetable, fruit, meat, and milk food groups. A sandwich of the day may be offered instead of the main entrée. A salad bar may be offered as an option. Applications for reduced priced lunch can be obtained any time from the school office. Milk is available to those who bring cold lunch. Juice may be brought from home for students to drink. **Soda, energy drinks and Bublr type drinks** may not be bought from the machine or brought from home for lunch meals.

Provision is made for reduced price on lunches. All information concerning families taking reduced price lunches will be kept strictly confidential. Families may request forms anytime during the school year, and are expected to return the form with an indicated response. 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.

It is the responsibility of the parent or guardian to maintain a positive balance in the family account. 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/OTC)

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 3)**

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 AND 5)**

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)**

Oak/Quinlan Parks

Oak Park may be used for recesses and also for some physical education classes and other school activities. Students with staff supervision may travel to other city parks.

Playground/Recess

SHS furnishes playground balls and other recess equipment for all grades. Other playground equipment may be allowed only if the playground supervisors feel that it is being used in an appropriate manner. Students who exhibit bullying behavior, physically or verbally, or making poor choices will be asked to sit out of group activities. Throwing snow, snowballs, stones, sticks and other non-playground items is not allowed.

Students should dress appropriately for recess weather conditions. Students will not have outdoor recess if temperatures or wind chill factor is below zero degrees Fahrenheit. During the winter months, all students are to wear mittens, hats, boots, and heavy coats. For K-4 students, as well as those in grades 5-8, who want to play in the snow or on the snow pile are required to wear snow pants. For the health of each student, boots and an extra pair of shoes are encouraged for wet and snowy weather.

Programs Available Through Reedsburg School District

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 SHS. 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

The school administration has limited enrollment to 25 students per class. Pre-kindergarten sessions will try to be limited to twenty (20) students per session. Kindergarten class will be limited to twenty (16) students.

Pre-Kindergarten Registration Policy

Sacred Heart Pre-Kindergarten is open to children who are 3-5 years old, regardless of race, color, or creed. Children must reach the age 3 by September 1st for the year they are enrolled in. All children need to be toilet-trained.

We offer class options for your convenience.

Monday- Thursday 8am-11am

Monday/Wednesday 8am-11am

Tuesday/Thursday 8am-11am

Priority will be given to families in the following order: students currently enrolled in the Pre-Kindergarten program, families with siblings that attend SHS, new families that are active parish members, children of alumni, and general public.

Inquiries may be made at any time through [FACTS](#). All families must re-enroll through [FACTS](#) from January-March. New applicants can apply on [FACTS](#) March-May and will receive more information on enrolling/admissions. These applications will be put in order of priority. Final enrollment will be decided mid-May. 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 trimester. 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 can access their student's progress through *FACTS*: <https://factsmgt.com/>.

Sacramental Program

The Sacrament of Reconciliation is received in second grade. During Advent and Lent, the students in grades 2-8 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 the spring. Study of the sacraments takes place at all grade levels.

Safety Procedures

Doors: For the safety of all the students and school employees, all entry doors in the school are locked during the school day. All visitors are asked to enter the school building through Door #1 by the office. All visitors should stop in the office to sign in. Students will not be permitted to open the doors to let people into the school.

Check 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.

Desk/Cubby Searches: The desks and cubbies are the property of SHS. We reserve the right to search the contents at any time if we feel there is a threat to the safety of our students or school grounds.

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 signed by a parent or guardian if they are planning on riding on the bus to a different location or with a student that normally rides the bus.

School Liturgies

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.

Telephones

Students are not allowed to use school telephones or use personal cell phones except in emergency situations. Forgetting shoes, books, homework, lunch, etc. are **NOT** emergency situations. Students will not be called out of class for telephone calls. Emergency telephone messages will be passed on to the students. After school plans should be arranged before the student arrives at school in the morning. Student use of cell phones during school hours is not permitted. Student cell phones should be in the off position and left in their backpacks or classroom storage areas. They may not be used without the permission of the teacher and/or principal.

Testing

STAR 360 will be given to all students at various times of the year and consist of a basic reading, and mathematics.

Volunteers

The Diocese of Madison requires that all regular volunteers, i.e. coaches, classroom helpers, have a background check and "Virtus" training, review Diocesan documented entitled *A Safe Environment for All: Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment* and *Diocese of Madison Code of Pastoral Conduct* and a complete background check. All of these may be completed online at <https://www.virtus.org>. Anyone who wishes to drive on a school related trip must have a driver's background check performed and have proof of insurance on file.

Weapon-Free Zone

Guns or weapons of any kind are not permitted on or near our school grounds. Students found to be in possession of any weapons or explosives are subject to suspension or expulsion. Any employees found in possession of any weapons or explosives are subject to suspension or termination. Exception to this rule would be dissecting tools or any other tools provided by the school, i.e., Exacto knives, that would be needed for educational lessons and used under the supervision of a teacher. A weapon includes, but is

not limited to: (a) a firearm which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which included any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge or compressed air, carbon dioxide or piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (c) a slingshot, which is a forked piece of wood, plastic or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, pebbles, or any other projectile; or (d) a club, chains or metal knuckles; or (e) a device commonly known as "throwing stars," multi-pointed metal objects designed to embed upon impact from any aspect; or (f) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (g) a dirk, which is a type of dagger; or (h) any device commonly known as "nun-chu-ka sticks," consisting of two lengths of wood, metal, plastic or similar substance connected with wire, rope or other means.

Right to Amend

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

Appendix 1 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 2 Detention Letter

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

DETENTION LETTER

Date _____

Dear _____,

Please be advised that _____

has been issued Community Service or Detention. The Community Service/Detention will be served immediately after school from 3:20-4:20 p.m. on

_____.

The reason for the Community Service/Detention is as follows:

Please acknowledge that you received this letter by your signature and return it to school.

Thank you for your cooperation.

Sincerely,

Teacher or Principal's Signature

Parent/Guardian Signature

Appendix 3 Parent/Guardian Medication (PRESCRIPTION) Consent Form
(Please type or print)

Name of Student _____

Medication _____

Dosage _____ Time of Day to be Given _____

Starting Date _____ Ending Date _____

Reasons for Medication _____

Name of Doctor _____ Phone _____

I hereby authorize the above medication to be given as indicated to my son/daughter. I will furnish the medication in the original package. It will be labeled with the name of the medication and the amount to be given. The physician's name will be on the label along with any special instructions. All over the counter medications will be in their original packaging. The school will not assume responsibility for illness or injury resulting from the above treatment.

Signature of Parent or Guardian

Date

Appendix 3--Parent OTC (NON-PRESCRIPTION) Medication Form

Date _____

Re: Administration of Medication to: _____

Name of Medication _____ Dosage

Frequency _____ Time of Medication

Administration Reason for Medication _____

I authorize the following individual(s) to administer medication to the above referenced student in the school setting according to the directions stated above. I agree to hold the school, its employees and agents who are acting within the scopes of their duties harmless in any and all claims arising from the administration of medication at school. Sacred Heart Catholic School Office Personnel: Karen Marklein and/or April Duvalle.

I understand that the Over the Counter Medication must be in its original container with dosage directions clearly visible on the container. This medication will be kept and dispensed in the school office. Medication that is not in its original container (including cough drops) will not be dispensed.

I understand that a record of medication administration will be kept in the school office.
Parent's

Signature

Date

Appendix 4-5 Physician’s Order for Medication Administration

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: Sacred Heart Catholic School Office Personnel: Karen Marklein and/or April Duvalle.

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 the 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. Please feel free to call the school if you have any questions.

Thank you,

Karen Marklein
Principal

(over)

Appendix 5-Medical Provider Authorization Form

To Be Completed by Physician

To: Sacred Heart Catholic School Office Staff

Name of Student _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Name of School _____ Grade Level _____

Physician's Name _____ Phone Number _____

Diagnosis: _____

Medication/dose/route/frequency: _____

Medication/dose/route/frequency: _____

PRN Medications: _____

PRN Medication Directions: _____

Physician's Signature _____ Date _____

Clinic _____

Parent's Signature _____ Date _____

Appendix 6-Asthma Inhaler Administration Authorization Form

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 district 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-Financial Assistance Application

Sacred Heart Catholic School Financial Assistance Application

Sacred Heart Parish, in continuing its commitment to Catholic education in the Reedsburg community, offers tuition assistance to families who may need additional support to send their children to Sacred Heart Catholic School. The amount granted under this program is under the discretion of the Pastor and Principal. Awards are contingent on available funds and may be less than the requested amount. All information is kept confidential.

The tuition assistance will be determined upon careful review of the applications received, along with the requested documents indicated below. Failure to provide the documents requested may be a basis for rejecting the application. The criteria to be used are as follows:

- Application
- A brief explanation of current circumstances
- \$100/Student (Postdating check for deposit is acceptable) which will be used towards tuition payment
- Completed Free and Reduced Lunch Form—This form must be picked up at school or through [FACTS](#) Family Portal
- Copy of Page 1 and 2 of Federal and/or State Tax Forms

Applications for assistance may be completed at any time throughout the school year due to unexpected financial circumstances.

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 program.

Student/Family Information

Student Name(s)

Age or Grade Level

Parent/Guardian 1

Parent/Guardian 2

Name: _____

Name: _____

Email: _____

Email: _____

Occupation: _____

Occupation: _____

Employer: _____

Employer: _____

Income Information (please attach a copy of pages 1 and 2 of your tax forms)

Adjusted Gross Income (last line on Page 1 of IRS Form 1040, 1040A, 1040EZ)

Child Support Paid or Received (please indicate which): _____

Untaxed Income or Benefits (SS, Unemployment): _____

Tuition Amount

All families are asked to pay \$100/student. Postdating checks are acceptable.

Tuition Amount that You Would Be Able to Pay: _____

How would you like the tuition scholarship dispersed if you would receive assistance?

_____ All eligible payments

_____ First eligible payment

_____ Last eligible payment

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 are now available.**

***All scholarship recipients must pay a portion of tuition using ACH.**

Signature of applicant: _____ Date: _____

Please note that the funds used for financial 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

2023-2024

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 2023-2024

Sacred Heart Catholic School Family Handbook.

Complete the following or use [on-line acknowledgement form](#).

_____	_____
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.

