

# Sacred Heart School

STUDENT HANDBOOK

2018-2019

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## SCHOOL PERSONNEL

Pastor	Fr. Swamy	507-582-3321
Principal	Mrs. Darlene Boe	507-582-3212
Kindergarten	Miss Mikaela Merten	507-440-5830
Grade One	Mrs. Pam Bamrick	507-440-0630
Grade Two	Mrs. Kathy Heimer	507-582-7741
Grade Three	Mrs. Sandy Johnson	507-481-4393
Grade Four	Mrs. Deb Fasbender	507-582-7848
Grade Five	Mrs. Kelli Popenhagen	507-606-5556
Grade Six	Mrs. Maggie Weis	507-440-4677
Grade Seven	Mrs. Jennifer Smith	507-434-8152
Grade Eight	Mrs. Andrea McKichan	507-440-0572
Physical Education	Mr. Greg Storey	507-438-2412
Music	Mrs. Jenna Steinkamp	507-440-5822
Art	Mrs. Sandy Jones	507-583-2722
Head Cook	Mrs. Jude Waller	507-993-0954
Assistant Cook	Mrs. Shannon Drees	507-440-5427
Secretary	Mrs. Cecylia Shulze	507-481-5378
Bookkeeper	Mrs. Colette Zillgitt	507-584-2226
School Nurse	Mrs. Tricia Nerison	507-437-9731
Special Education	Mr. Sam Klaehn	
Title 1	Mrs. Paula Schmitz	

## BOARD OF EDUCATION

Mrs. Kellie Benning  
Mr. Chad Steinkamp  
Mrs. Lori Jax  
Ms. Mary Koenigs

Mr. Pat Thome  
Mrs. Darcey Reinartz  
Mr. Tim Schneider

## **TO THE PARENTS/GUARDIANS & STUDENTS**

**The purpose of this booklet is to inform parents and students of school policies and to promote understanding and cooperation between the home and the school. Each family is expected to be knowledgeable of these school policies. If you have any questions please contact your child's teacher or the school principal.**

### **SACRED HEART SCHOOL MISSION STATEMENT**

As Catholics who believe Jesus is the Christ and that all creation comes from God, Sacred Heart School pursues academic excellence while living out the Gospel values through the Sacraments ~ especially the Eucharist ~ and in service to others.

### **SACRED HEART SCHOOL PHILOSOPHY**

As teachers and followers of Jesus, the parents, staff, and students of Sacred Heart School form a Catholic community of education. We believe that as the children develop foundational skills, they also develop life-long skills for living.

We support the statement of our mission to live out our Gospel values by teaching, learning, and promoting justice. As the students learn to interact, communicate, and serve one another in school, family, community, and the diverse world, they will become responsible and loving Christians. They will witness the gospel, celebrate the mysteries of faith, and reach out to others.

We strive to develop mutual cooperation with parents in helping students achieve their potential. We seek to adapt curriculum, teaching methods, and technology to provide students with maximum opportunity for growth and development.

Recognizing that each student is a unique person, endowed by God with special talents, we seek to know the message of Jesus Christ through prayer, faith, and liturgical experiences. We believe Christ's message has a positive place in education and the future of our young people.

# SCHOOL PROGRAMS

## RELIGION PROGRAM

Our Religion program accomplishes a number of goals: it develops a love of God; a good sense of who Christ is and what He and His life means to us; it relates Christ's teachings to contemporary issues; it reinforces Christian living; and it leads children to a fuller appreciation of the Catholic Church and its traditions. Sacred Heart School follows the Winona-Rochester Diocese recommendations of religion curriculum.

School liturgies are offered to provide continual reinforcement of the religion program. Children are expected to take an active part in the planning and preparation of the school liturgies.

Our sacramental preparation includes the Sacrament of Reconciliation and reception of the Eucharist in second grade. Our religion program provides continual sacramental catechizes to stress the importance of the sacraments in our lives.

We have a program for the safe environment education of children and young people supported and mandated by the Diocese of Winona-Rochester. This program is called *Circle of Grace*. *Circle of Grace* helps children and young people to understand their own (and other's) dignity in mind, body, and spirit.

## BASIC EDUCATION

Grades K-8 are offered all basic education programs as well as Religion, Title I, and Special Education.

Language Arts, Reading

Spelling

Grammar

Phonics

Mathematics

Social Studies

Science –Life, Earth, Physical

STEM/Project Lead the Way

Art

Music

Physical Education

Technology

Handwriting – Grades K-3

Physical Growth & Development-Grades 4-6 (By County Nurse)

Substance Abuse, Sexual Abuse, & Career Education

## **SCHOOL VISITS**

You are welcome to visit your child's classroom at any time. We do ask that you please contact the teacher in advance to confirm the date and time. All visitors must stop at the school office and sign in/out with the school secretary and also wear a visitor's badge.

## **TESTING PROGRAM**

Students in Grades K-8 will take the NWEA computerized standardized and cognitive tests in the fall and spring. These tests help to understand the strengths and weaknesses of individual students. We utilize the test results to help plan the curriculum to meet individual student needs.

## **STATE/FEDERAL PROGRAMS AND SERVICES**

State aid for use in purchasing textbooks and testing services are received annually. Access to the county health nurse and guidance services are, also supported by state aid. The Title I aid supplements our reading and math programs. Special Education is available to Sacred Heart School students.

## **ACCELERATED READING ROOM**

Students are permitted to check out books and materials from the Sacred Heart School Accelerated Reading Library. Students are responsible for replacing lost or damaged books. Your child's final report card will not be sent home until the book is returned or the replacement cost has been received. When the book is returned or payment received, the final report will be mailed.

## **FIELD TRIPS**

Grades K-8 are allowed educational field trips.  
Grade 8 also takes one retreat a year in May with the parish priest as the leader.

## **KINDERGARTEN ORIENTATION**

In early spring, the kindergarten teacher has orientation at Sacred Heart School. Letters are sent to all preschool children within the district. The preschool children spend a time with the kindergarteners. Parents/Guardians also have an informational meeting with the Pastor, Principal, and the kindergarten teacher.

## **FUNDRAISING**

Our school is subsidized by approximately 1/3 tuition, 1/3 fundraising, and 1/3 from the parishes. Our school also participates in the collecting of Best Choice labels, Box Tops for Education, Coke caps, and Kwik Trip Milk Moola milk caps and bag labels. The major fundraisers include the Marathon for Nonpublic Schools, the Winter Auction & Banquet, rummage sale and scrip sales. Your assistance and participation at these events is extremely important to keep our tuition affordable.

## **MONEY**

Money sent to the school should be in an envelope with the following information:

- Name of Child
- Grade
- Teacher
- Amount
- Purpose

## **IMMUNIZATIONS**

For the health and safety of all children, Minnesota's school immunization law requires students to be immunized against certain diseases, allowing for specified exceptions. It is the responsibility of the parent/guardian to obtain needed immunizations and provide documentation of immunization status to the school. Forms for exemptions are available from the school office. Students who are not in compliance with the law will be excluded from school. Please contact the school if you have questions.

## **MEDICATIONS**

Medication should be given at home whenever possible. It is school policy that any student requiring medication at school shall be identified by parents to the nurse, secretary, or principal.

- a) Each school year, a physician order/authorization form (available from the school office) must be completed by the physician and parent before any medications will be given at school. This also includes medication that is

short term such as a ten-day course of antibiotics and over-the-counter medications such as Tylenol, cough syrup, cold tablets, allergy medicine, nasal spray, etc.

- b) Parents are responsible for informing the school of any changes in the medication order.
- c) Medications should be brought to the school by an adult. For daily medications, please limit the amount to a one month supply.
- d) Prescription and non-prescription medications will be kept locked in the school office.
- e) Prescription medications must be brought in a prescription bottle, as issued by a pharmacist. Over-the-counter medications must be brought in the original purchased container.
- f) If pills need to be cut in half or fourths, the medication should be brought to school already cut.
- g) The school does not stock or provide any over the counter medication (for example Tylenol) or any emergency medications (for example Epi-Pens.)

All medication, both prescription and over the counter, will be administered by the school secretary. The law allows a student to carry and self-administer certain medications if the doctor and parent agree he is competent to safely do this. The student must be able to demonstrate knowledge about and proper use of the medication. The appropriate forms for self-administration must be completed by the doctor and parent.

When a medication needs to be administered by injection such as an Epi-pen or glucagon, school employees are permitted to administer the injection if:

- a) the parent advises the staff most directly involved with the student of the situations when the injection may need to be administered (eg. Symptoms indicating that a person is suffering from severe allergic reaction or symptoms of low blood sugar);
- b) staff have been instructed on the basic procedures for administering the injection;
- c) parents of students requiring such injections provide a consent form for emergency injections signed by a physician and the parents;

The school does not stock or provide any over the counter medication (for example Tylenol) or any emergency medications (for example Epi-Pens).

At the end of the school year, parents are responsible to pick up all medications. Any medication left in the school office after this time will be destroyed.



## HEALTH SERVICES

Sacred Heart School contracts with Mower County Community Health to provide school health services. The public health nurse is available for a limited time each week in the school building. Nursing services offered include vision, hearing and scoliosis screenings and referrals, first-aid, medication management, immunization reviews, health education and maintenance of health records for the school.

## ILLNESS/LICE

### MEDICAL CONDITIONS OF STUDENTS:

If your child has a medical condition that requires accommodations during the school day, it is the parents' responsibility to notify school personnel. Parents will work with the school staff to develop a plan of care.

Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition. A child with a fever of 100 degrees F. or more will be sent home. A child who appears ill but whose fever is less than 100 degrees F. may be sent home at the discretion of the staff. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours, without taking anti-fever medication, the student may return to school.

### MODIFICATION OF PHYSICAL ACTIVITY:

When a student is requesting a waiver from participation in physical education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions. The Statement is expected to include a specific time frame for the activity restrictions.

### LICE:

- a) Head lice infestations occur in persons from all socioeconomic levels without relation to age, sex, or personal hygiene. While an infestation can happen to anyone, the goal is to prevent the spread to others.
- b) If evidence of head lice is discovered at school, you will be asked to take your child home.
- c) If live lice are found at school, the parent/guardian will be notified so that the student can be treated at home that day after school. The student may remain in school and ride the bus home as usual. The parent/guardian may choose to remove the student from school if they wish to start the treatment sooner.

d) Once the student has been treated at home, he/she may return to school the next day.

### **TUITION**

	<u>Registration</u>	<u>Tuition</u>	<u>Total</u>	<u>Scrip Facility Fee</u>
One Child	\$175	\$1,660	\$1,835	\$300
Two Children	\$300	\$3,105	\$3,405	\$300
Three or More Children	\$425	\$4,500	\$4,925	\$300

The registration fee is not deductible from tuition. Tuition may be paid in full at the time of registration, or parents may select the method of payment and will be billed accordingly. If your payment agreement is not kept, other arrangements must be made. Tuition assistance is available for families with special needs. The Tuition Aid Grant is furnished via special donations. These are designated donations to be used by families who require partial help in the payment of their tuition. The Tuition Aid Grant is not taken from the budgeted amount within the regular school accounts.

It is your responsibility to pay tuition. Thank you for making this one of your priorities!

### **SCHOOL LUNCH/MORNING SNACK BREAK**

School lunch is served daily. The cost is \$3.00 per student per day. In order to maintain the Hot Lunch Program at Sacred Heart School, it is expected there will be 100% participation; however, a student will be exempt from the Hot Lunch Program for health reasons provided he/she has a written statement from a doctor. Please make checks payable to Sacred Heart Hot Lunch. Hot lunch statements will be sent home at the beginning of the month. If you have a credit balance on your statement, you do not have to send a payment. Reduced or free lunches are available for those who qualify. Applications are available in the school office. Milk is available at morning break for \$.40 per carton. A Healthy Snack Program is available for \$50 per year. If an adult visits school for lunch, their cost is \$4.00.

### **CLOSING OF SCHOOL**

Sacred Heart School follows Southland District's closing or postponing of school. Any announcements will be carried on the following stations: KAUS FM 99.9, KROC FM 106.9 and their website, KAAL TV, KTTC TV, KIMT TV, Sacred Heart School's Facebook page, and the Southland website, [www.isd500.K12.mn.us](http://www.isd500.K12.mn.us). A pre-determined plan should be made for when school is dismissed early.

## ATTENDANCE

Sacred Heart School stresses good attendance. Regular attendance and punctuality are necessary. **When your child will not be in school you must call the office by 8:15 a.m.** If you do not call us, we will call you.

Students who are dropped off, walk or ride a bike must enter the building at the east entrance upon arrival at school. Bus students are dropped off at the west entrance. Students are not allowed to leave the premises without written permission from their parents.

School hours are as follows: 8:15-1:15 Grades 7-8  
8:15-3:10 Grades K-6  
2:55 Early Bus Dismissal  
3:10 Late Bus Dismissal

Students will be marked tardy if arriving after 8:15 a.m. A written excuse to explain the tardiness is required. Tardiness is accumulative. Every three unexcused late starts (tardy) will count as one full unexcused absence from school. Excessive tardiness will result in ISS or detention. Students who leave before the dismissal time will be marked as ½ day absent. Students need to be signed in or out of school at the office, when they arrive late or leave before 2:55 p.m.

Parents are urged to have medical and dental appointments arranged outside of school hours.

Any absence from school requires a written explanation. Absence from school without permission is truancy. A student who is truant will face disciplinary action. "Habitual truant" means a child under the age of 16 is absent from attendance at school without lawful excuse seven (7) days if the child is in elementary school. A student who is determined to be a habitual truant will have a truancy petition filed with the county court system.

(1) three days if the child is in elementary school; or

(2) three or more class periods on three days if the child is in middle school.

Upon a child's initial classification as a continuing truant, the school official shall notify the child's parent or legal guardian, by first-class mail or other reasonable means, of the following:

- (1) that the child is truant;
- (2) that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- (3) that the parent or guardian is obligated to compel the attendance of the child at school pursuant to section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under section 120A.34;
- (4) that this notification serves as the notification required by section 120A.34;
- (5) that alternative educational programs and services may be available in the district;
- (6) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- (7) that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C;
- (8) that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privilege pursuant to section 260C.201; and
- (9) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

### **HOMEWORK/MAKEUP WORK**

Homework is important in the development of good study habits. The student is responsible to put extra effort into their studies to be properly prepared for school. If a parent or guardian feels that a child is spending too much time on homework, they are encouraged to contact the teacher with that concern.

If homework is assigned, the following is a guideline for each grade:

K/1	10 minutes
2 <sup>nd</sup>	20 minutes
3 <sup>rd</sup>	30 minutes
4 <sup>th</sup>	40 minutes
5 <sup>th</sup>	50 minutes
6 <sup>th</sup>	60 minutes
7 <sup>th</sup>	70 minutes
8 <sup>th</sup>	80 minutes

When a student has been absent all class work must be made up. The teachers will do all they can to help the student by assigning work covered during this absence.

When a student is absent the parent/guardian should request assignments from the teacher, in advance, so the materials will be ready.

### **STUDY HABITS**

Parents can do much to enhance their child's good study habits:

- Display the attitude that home study is important
- Provide a suitable time and place for study
- Provide a quiet atmosphere
- Insist the child take responsibility for his/her assignments
- Check that assignments are complete
- Discuss school activities, current events, etc.
- Provide books and periodicals in the home

### **REPORT CARDS AND CONFERENCES**

Student report cards are issued four times a year. Conferences are required first quarter and optional 2<sup>nd</sup> and 3<sup>rd</sup> quarter by request of the teacher or parent/guardian. Conferences can be arranged, at any other time, if there are concerns from either the parents/guardians or the teacher(s).

Parents of students in grades 5-8 can utilize the website TeacherEase to check the status of their child's grades throughout the school year. A welcome e-mail will be sent at the beginning of the school year detailing how to access your child/ren's grades.

## **DRESS CODE**

Shorts may be worn in September and in May and June, unless other information has been sent home in a newsletter. Please help your child in picking out shorts for school so they are a respectable length. Length of shorts should be no shorter than your child's fingertips when held at their side. No short shorts are to be worn.

No bra straps or undergarments must ever show

No spaghetti strap tank tops, sun tops

No racer back shirts/ tank tops

No crop top shirts above waistline

No tube tops

No mini-skirts

No suggestive words, phrases, or pictures on clothing

No pajama pants

No caps/hat to be worn in the school

Dresses must be modest and Catholic School appropriate

Student's dress is to indicate an awareness of Christian values.

Parents/guardians' judgments are respected; however, we reserve the right to expect clothing exemplary of Christian morality, subject to the discretion of the Principal.

## **SAFETY PATROL**

A school safety patrol is organized under the directions of the Sixth Grade teacher to provide protection and safety for the children. All children must observe the patrol and respond according to the direction of the safety patrol rules.

Adult patrol guards are provided in the morning and the Sixth Grade patrol with an adult in the afternoon.

## **SCHOOL WEBSITE/FAMILY FOLDERS**

A school newsletter is updated on the school website every week. Teachers also use the website to post important information. Please use the website to check any important information about your child's class. Also, month calendars featuring menus, birthdays, masses and scheduled events can be found on the site. To stay informed, these publications need to be read at [www.sacredheartadams.org](http://www.sacredheartadams.org). The school newsletter will also be in the church bulletins at Sacred Heart and St. John's.

## **STUDENT NOTES**

If students are going to places other than their usual destination or leaving school early, they must have a permission note from their parent/guardian. If someone other than their parent/guardian is picking up the child(ren), the school must be informed. All parents/guardians/others must report to the office if taking a child out of school during school hours. This includes early dismissals. The student must be signed in/out on the appropriate sheet, in the office, before the student may leave.

## **BIKES**

Bikes must be parked in the bike rack. Bikes are not to be used during school hours. Bikers and walkers will be dismissed at 2:55 p.m.

## **BUSING**

**Students are bused by Southland School District. Each fall the students review the following rules:**

- Pupils shall remain well back from the road while awaiting the arrival of the bus. They should refrain from throwing things or playing at the bus stop.
- Pupils shall enter the bus in an orderly manner and go directly to a seat and remain seated until destination is reached.
- Younger pupils should be permitted to enter first.
- Pupils shall be at the bus stop on time.
- Pupils shall obey bus driver at all times.
- Pupils shall remain in seat at all times when bus is moving.
- Pupils shall not change seats.
- Pupils shall keep their hands, arms, and heads inside the bus.
- Pupils shall not throw things on the bus.
- No pop is allowed on route and shuttle buses.
- All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
- The emergency door must be used for emergency only. Children shall not touch safety equipment on the bus.
- Pupils who must cross a road at a bus stop shall not cross until they receive a signal from the bus driver. All crossing must be in front of the bus, with the constant view of the driver.
- Pupils shall not smoke at any time on a school bus.
- Pupils shall report bus damage to the driver immediately.
- Pupils responsible for damage to buses will be required to pay for repairs.
- Misconduct on the bus may be cause for suspension of riding privileges.

## **ACCIDENTS**

When an accident occurs, it is to be reported to the teacher on playground duty or to the homeroom teacher and also the Principal. If serious accidents occur, parents/guardians are contacted to make necessary decisions. Accident reports must be filed for all accidents by the teacher on playground duty. Reports will be kept in the office for use in filing insurance claims.

## **LOCKDOWN, FIRE AND TORNADO DRILLS**

School emergency plans must include five lock-downs, five fire drills and one tornado drill per school year. A notice is posted in each classroom indicating the procedures for each.

During a tornado drill, everyone goes to the church basement to their assigned places. During a fire drill, everyone goes outside to the sidewalk around the church and school.

## **SACRED HEART SCHOOL DISCIPLINE POLICY**

Sacred Heart School, a Christian faith community, considers Jesus to be the reason and the role model for mutual respect. Everyone must be willing to accept responsibility for creating an atmosphere for teaching and learning. Students are expected to obey the rules and policies governing school behavior, respect authority of all school personnel, and act in a Christian and morally responsible manner. Students will cooperate with the teachers and classmates, play respectfully with fellow students; study and work to the best of their abilities; and practice courtesy at all times. Failure to show respect for self, for others, and for property will result in an immediate response.

Infractions occur for incidents of conduct, which disrupt the rights of others including the right to an education and their right to be treated with respect. Conduct, which endangers persons or property, will also lead to disciplinary action.

### *Options for Disciplinary Action*

The severity of the offense will determine the course of action, which may include any of the following;

- Teacher and student(s) discuss the problem and suggest solutions. The parents and Principal may be informed at this time.
- The problem may be brought to the Principal and the parents will be notified.



- If the behavior continues, the student will spend time at ISS (In School Suspension). The parents may be required to provide for supervision.
- Out of school suspension will be the decision of the teachers and Principal. Parents will be required to be in attendance at this meeting.
- Expulsion will be the decision of the Principal and Pastor.

### **RULES GOVERNING STUDENT BEHAVIOR**

Respecting the rights of any person in the school building is necessary for a safe and healthy learning environment. Respect for teacher's rights to teach and students' rights to learn are also necessary. Disobeying rules will result in disciplinary action as set forth in the Discipline Policy.

#### **General Rules:**

- Keep the school and grounds looking nice
- Speak to and treat others with kindness
- Keep hands and feet and other objects to yourself
- Walk in school buildings
- No gum or candy (candy and pop are permitted for parties of special occasions)
- Treat school property with respect (i.e., books, chairs, desks, etc)

#### **Hall Rule:**

- Walk quietly in the hallway
- Shut lockers quietly

#### **Classroom Rules:**

- Listen to each other and the teachers
- Raise hand to speak
- Work quietly
- Follow directions

#### **Lunchroom Rules:**

- Respect the right of all students and teachers to eat lunch in a quiet and relaxing atmosphere by talking quietly and eating with manners.

#### **Playground Rules:**

- Respect the rights of all students and teachers to enjoy a pleasant and safe recess by:
  1. Including everyone.

2. Play nice in the playground area and in school; do not run, play tag or throw balls through the playground equipment (play fair, share, and take turns).
3. Students are expected to play on the playground equipment in a safe manner according to the rules of the school, which are taught by classroom teachers. No tag or balls on the playground equipment.
4. No crack-the-whip. No tackling. No rough play. No throwing snowballs, ice or dangerous objects. No ice sliding or “king of the Mountain”.
5. Only softballs are allowed when playing on the playing field/diamonds.
6. No sleds of any kind are permitted.
7. No roller blades or roller skates are permitted.

### **SCHOOL PROPERTY DESTRUCTION**

Students will respect all school property in and out of the classroom.

Ex: Technology equipment, desks, chairs, bathrooms, and playground equipment. Consequences and actions will be relevant to the destroyed school property and parents will be contacted.

### **ELECTRONIC DEVICES**

Cell phones and other electronic devices may not be used between the start of the first period and the end of the last period each school day unless they are part of the instructional content of a course under required teacher supervision. Students are not allowed to record content or conversations in the classroom or to take any pictures of people without their consent. No texting, social media (Facebook, Instagram, Snap Chat, etc.) during school hours, all other policies and consequences are explained in the technology agreement. Doing so will result in the authorities being notified and legal action will follow. Cell phones will **not** be permitted in bathrooms.

These items interfere with the educational mission of the school at times and serve as targets for theft. **Our lockers are not secure.**

***\*\*Failure to turn over the cell phone will result in disciplinary action.***

1<sup>st</sup> Offense: Confiscate electronic device and return the following school day.

2<sup>nd</sup> Offense: Confiscate electronic device and parents will be required to pick them up.

3<sup>rd</sup> Offense: Confiscate electronic device until the end of the school year.

## **TELEPHONE**

Student use of the telephone is permitted only in emergencies with the permission of the teacher. Students are not permitted to use cell phones during school hours unless an emergency.

## **ENVIRONMENTAL ISSUES**

Perfume/cologne and hair spray should be used in non-aerosol form only. Permitted use is in bathrooms only.

## **HARMFUL INSTRUMENTS**

Students are not permitted to bring any type of weapons, including pocketknives, to school. Water guns, water balloons and super balls are not permitted. Any items of this nature may be confiscated by the faculty/staff.

## **SUBSTANCE ABUSE** **(Alcohol, Drugs, Tobacco)**

The use of any illegal substance, in any form, by Sacred Heart School students during school hours, on school grounds, while riding the school bus, or while attending any school sponsored function will result in disciplinary action by the Principal as follows:

1. Immediate suspension from school will occur, with notification of parents/guardians.
2. A disciplinary conference with student, parents/guardians and the Principal.
3. Continued abuse of illegal substances may result in expulsion from Sacred Heart School.

## **SACRED HEART SCHOOL ACCEPTABLE USE POLICY 2017-2018**

### **I. Purpose**

Sacred Heart School has adopted this Acceptable Use Policy (AUP) to cover the ethical code of behavior in regards to technology.

### **II. General Statement of the Policy**

The AUP is a guideline for how the internet and other technology users should behave.

### III. Educational Purpose

Technologies at Sacred Heart will be used for educational purposes and will follow the school's mission statement.

### IV. Technology Use as a Privilege

Using the Internet, the cloud and other technologies are privileges given for the main purpose of engaging students in learning and collaboration.

### V. Code of Conduct with Unacceptable Uses

A. Users will not use technologies at Sacred Heart to access, review, upload, download, store, print, post or distribute:

1. Pornographic, obscene, or sexually explicit material or material that is harmful to minors.
2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
3. Images that are inappropriate in the educational setting.
4. Materials that promote violence or discrimination.

B. Users will not use technology to bully others and will report any suspected acts of cyberbullying.

C. Users will avoid the unauthorized use of games, chat rooms, etc.

D. Users won't knowingly post false information, harass, or engage in personal attacks.

E. Users must follow all local, state and federal statutes and laws.

F. Users must respect all technology equipment, those owned by the school and those owned by other individuals. Users won't tamper with or modify the set-up, software or hardware at Sacred Heart.

G. Users will not use the internet to gain or post the private information of others. Users will not share personal information about themselves. Users will not repost private messages without the permission of the sender.

H. Users will only log on to their own personal accounts and not share their account usernames or passwords with others.

I. Users will respect copyright laws, licensing agreements, and the property of others.

J. Users will not buy, sell or advertise anything over the internet.

### VI. Consistency with Other School Policies

Use of technologies must be consistent with other school policies and our mission statement.

### VII. Limited Expectation of Privacy

Use of school technologies is not private and all activity is subject to review by school officials.

## VII. Internet Use Agreement

Parents, school staff and students must work together to see to the proper educational use of the internet. Students and parents must sign the Acceptable Use Agreement before using the internet at school.

The school uses an internet filter to limit access to inappropriate content. The filter is not foolproof and users must try to avoid inappropriate information and immediately report any accidental access.

### I. School Liability

Technology use at Sacred Heart is at the user's own risk. The school is not responsible for damages to technology or data. The school is not financially responsible for obligations acquired through unauthorized access.

### II. User Notification.

Each user will sign an Acceptable Use Agreement before internet is allowed. The Agreement outlines the policies stated in the AUP. The AUP is available on the school website.

### III. Parent Responsibility

Outside of school, parents assume the responsibility for supervision of internet use, following the same guidelines.

### IV. Implementation and Policy Review

The technology committee develops the guidelines and procedures of this policy. The principal, superintendent and school board approve the AUP and review it annually. If revisions are needed, the AUP is revised by the technology committee.

### V. Violations

When a suspected violation of the AUP is identified, the user will suspend use until the allegations can be verified or dismissed by the principal, teacher and/or technology coordinator. If a violation has occurred, the principal will administer a penalty.

## SACRED HEART SCHOOL BULLYING & HARASSMENT POLICY

**What is bullying?** Bullying is defined as *intentionally aggressive behavior, repeated over a period of time that involves an imbalance of power.*

A behavior must meet each of these criteria to constitute bullying.

### **How will bullying be handled at Sacred Heart School?**

When bullying is reported, Sacred Heart staff members will take the following steps to intervene:

STEP 1: Listen to the reporter and validate the reporter's story

STEP 2: Separately interview all involved parties including bystanders and witnesses

STEP 3: Contact school administrator (either principal or priest)

STEP 4: Contact parents of both student bullying and the student being bullied.

STEP 5: School staff will document all conversations including those with staff, students and parents.

STEP 6: Other school staff will be alerted to the situation and advised to watch for additional incidents/behaviors

### **What actions will be taken as a result of bullying?**

In any bullying event, parents will be notified and the student will complete a **Think About It** form.

Depending on the severity of the situation, consequences may include written apology, loss of privileges, detention, in-school suspension, out-of-school suspension, expulsion, or other consequences decided by Sacred Heart School Safety committee.

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**Sacred Heart School Safety Committee is comprised of school faculty and administrators and is dedicated to creating to creating a safe and positive learning environment for everyone.**

**What is harassment?** Harassment is a *serious, one-time* occurrence that will be dealt with according to Sacred Heart School's Harassment Policy.

Harassment includes *verbal or nonverbal offense based on nationality, origin, race, color, religion, gender, sexual orientation, age, disability or appearance.*

## **How will harassment be handled at Sacred Heart School?**

When harassment is reported, Sacred Heart staff members will take the following steps to intervene:

STEP 1: Listen to the reporter and validate the reporter's story

STEP 2: Separately interview all involved parties including bystanders and witnesses

STEP 3: Contact school administrator (either principal or priest)

STEP 4: Contact parents of both student bullying and the student being harassed.

STEP 5: School staff will document all conversations including those with staff, students and parents.

STEP 6: Other school staff will be alerted to the situation and advised to watch for additional incidents/behaviors

## **What actions will be taken as a result of harassment?**

In any harassment event, parents will be notified.

Depending on the severity of the situation, consequences may include written apology, loss of privileges, detention, in-school suspension, out-of-school suspension, contact of law enforcement, expulsion, or other consequences decided by Sacred Heart School Safety committee.

## **SACRED HEART SCHOOL GRIEVANCE POLICY FOR PARENTS**

Sacred Heart School has established a procedure to address a complaint, dispute or disagreement of any parent with a teacher, school staff person or administration.

This procedure has been stated to:

1. The pastor to determine if it is workable for the school community.
2. The School Board to establish the procedure as a policy of the school;
3. The parents for information and is to be included in the parent/student handbook.
4. Any complaints to the school board concerning personnel or curriculum should be referred to the administrator for resolution.

### **STAGE 1**

If at all possible, complaints, dispute or disagreements should be resolved on a **person to person** level.

### **STAGE 2**

If this cannot be accomplished, the person seeking relief should take the following steps:

1. If a teacher and/or school staff conflict cannot be resolved, contact the administrator to discuss the problem. After discussion, thought and prayer, if there is no resolution, then
2. Discuss the problem with the pastor of the school.

#### **EXAMPLE I**

1. **Parent to teacher.** If no resolution,
2. **Parent to administrator.** If no resolution,
3. **Parent to pastor.** If no resolution,
4. **Parent requests in writing** to the administrator to begin local conciliation.

#### **EXAMPLE II**

1. **Parent to school staff.** If no resolution,
2. **Parent to administrator.** If no resolution,
3. **Parent to pastor.** If no resolution,
4. **Parent requests in writing** to the administrator to begin local conciliation.

#### **EXAMPLE III** (if conflict with the administrator)

1. **Parent to administrator.** If no resolution,
2. **Parent to pastor.** If no resolution,
3. **Parent requests in writing** to the administrator to begin local conciliation.  
After discussion, thought and prayer, if the problem remains unresolved, the person seeking relief is entitled to begin the next stage of the local conciliation procedure.

#### **STAGE 3**

1. The request to begin the next stage of the local conciliation procedure must be made in **writing** by the person seeking relief to the school administrator or pastor based upon examples I-III outlined in STAGE 2. This must be done **within 10 working days** after conferring with the last level of administration.
2. The **local conciliation committee** will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period **not to exceed 15 working days** of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought and prayer), the committee will write a summary of the meeting. In this summary, the committee **will make recommendations in writing** to



the administrator (or pastor, as appropriate) who, in turn, will determine that no parish and/or school policies have been altered or amended by the recommendations. The written recommendations will then be forwarded to all concerned parties.

5. The local conciliation procedure should be completed **within 25 working days**. It is the **responsibility** of the person seeking relief and the respondent to **follow the recommendations** of the local conciliation committee.
6. If the complaint, dispute or disagreement is not resolved to the satisfaction of either party at the local level, a referral to the Winona-Rochester Diocesan Superintendent of Education may be made.

*[Jesus said,] “And the king will say to them in reply,  
‘Amen, I say to you, for whatever you did for these least  
Brothers of mine, you did for me’” Matthew 25:40*

# HANDBOOK SIGNATURE OF ACCEPTANCE:

I, \_\_\_\_\_, Certify that I have read and understand the Sacred Heart School's Handbook and will adhere to its policies.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*All families must submit a signed copy of this acknowledgement to the office to place on file by the end of September. \*\***