

SACRED HEART SCHOOL
Family Handbook
2024 - 2025



SACRED HEART CATHOLIC SCHOOL

is a Catholic School in the Diocese of La Crosse.

**As a Catholic School we will teach and advocate
our Catholic Faith.**

**All students are welcome in our school, and all
parents and legal guardians must understand that
Catholic Doctrine will be taught.**

**The passing on of our Catholic Faith is our
number one priority.**

SACRED HEART ELEMENTARY SCHOOL MISSION STATEMENT

Sacred Heart School will foster a Catholic atmosphere,

teaching as Jesus did,

enabling children to grow in their relationship with Him,

and becoming responsible leaders of the future

in this world and saints for eternity.

PHILOSOPHY OF SACRED HEART SCHOOL

Sacred Heart School takes its name from the loving Heart of Jesus, the Son of God the Father. Throughout His life, the Son of God showed His love to all by the many miracles He performed to help the poor and needy, and lastly, His greatest sign of love, that of dying on the Cross, so that all may be happy with Him in Heaven.

We believe education is necessary for everyone and today it is a must. We need to be educated to keep up with the advancements in our society. Decisions and judgments require education if we are to make the correct choice. The process of education is a continual one and needs to be encouraged by the educators. Children are highly impressionable and therefore, need the very best influence such as educational, spiritual, and parental in forming right values.

We feel Catholic education offers a unique learning environment to develop a well-rounded view of life. Moral values are stressed heavily in the religious surroundings, partly because of daily religious instruction and the atmosphere of the school staff itself.

Through open communication, respect, encouragement and commitment to education, our school family will continue to grow in its strong tradition of faith.

Sacred Heart School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

ABSENCE AND TARDINESS

Wisconsin statutes state that it is the responsibility of the parents to ensure the regular attendance of the student. Tardiness interferes with a student's progress and presents a disturbance for all members of the class.

Wisconsin statute 118.16 states: *"Truancy means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or legal guardian of the absent student."*

As per Wisconsin Statute section 118.15 (3) (c), a parent or guardian may excuse a child from school attendance for not more than 10 school days in a school year. Such absences include, but are not limited to injury/illness, medical/dental appointments, family vacations, college visits, etc. The parent/guardian is to provide the school with a written (or verbal) excuse for each absence including the date of the absence, the number of days absent, and the reason for the absence before the absence is to take place if possible. To accommodate unexpected absences, parents are asked to provide the school with a written (or verbal) excuse no later than 7:45 A.M. on the day the absence occurs. If a student is absent for 5 days, a doctor's written excuse must accompany the student. A doctor's excuse is also needed when a student has been absent for more than the 10 days allowed by law.

A student is considered truant from school if he/she is absent from school for part or all of one or more school days during which the school has not been notified of the cause of such absence by the parent/guardian and/or the absence is more than the 10 days allowed by law and is not a school approved absence.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, telephone call or mail. Notice by personal contact or telephone call shall be attempted prior to notice by mail.

A student is considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to cause the student to attend school regularly.

It is necessary to call the school office (600-6942) before 7:45 A.M. to report an absence or send a signed note with another child. The other child's words are not sufficient. If no call or note is received, the principal or his delegate will then call home or work to verify the absence.

Upon returning to school, the student must bring a written excuse from a parent or guardian, even though a phone call to the school office has been made. This excuse is to be given to the teacher immediately upon returning. These excuses are kept on file in the school office.

Students are marked tardy if they are not in the classroom by 7:50 A.M., which signifies the beginning of the school day.

If a child is to be dismissed early for any reason, the reason must be in writing and approved by the principal at the start of the school day. No child will be allowed to be dismissed early without a written note, except in emergency cases.

In the case of an extended absence, the teacher is to receive written notice prior to the time the child will be out of school. The school takes no responsibility for students falling behind in their work because of family vacations during the school year. Teachers are under no obligation to give out work ahead of time for such vacations. Teachers, however, are to give students after such vacation a reasonable amount of time to complete missed work.

ADMINISTRATIVE RECOURSE DSP 5901

Any grievance by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students, and their parents/guardian are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student.

Outline of the chain of authority to be followed in resolving disputes:

- 1. Teacher or other school employee**
- 2. Principal**
- 4. Pastor**
- 5. Dean**
- 6. Diocese**

Procedures in the Diocese of La Crosse

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastors of the Church within 30 days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level, and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end, the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in clarifying policies in cases of conflict interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within 15 calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within 15 calendar days from the date the parties in conflict receive the response. If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the diocesan bishop. The dean is obliged to respond to the recourse within 15 calendar days from the date he receives it.

If grievance is against the diocesan bishop, the legislation of the Code of Canon Law is to be followed.

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor or the transfer of a pastor unwilling to be transferred.

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE PROCEDURE

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student, or parent affected. The request can be granted or denied.

AGE REQUIREMENT

Students entering pre-kindergarten must be four years of age on or before September 1. Students entering kindergarten must be five years of age on or before September 1.

Registration packets are to be accurately completed and returned to the school office prior to the children attending school.

BULLYING (Updated 2024-2025)

Bullying is a deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behaviors and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling)
3. Indirect (e.g. spreading rumors, intimidation through gestures, social exclusion)
4. Cyber-sending insulting messages or pictures by cell phone or using the internet

Sacred Heart Catholic School strives to provide a safe, secure, and respectful learning environment for all. Bullying behavior is prohibited in school, on the school grounds, and at school-sponsored activities. Sacred Heart School reserves the right to address bullying that occurs outside of these venues if it affects or is likely to affect the learning environment. Any school staff member or individual who observes or becomes aware of acts of bullying shall report these acts to the principal. Students who are either victims of bullying or aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated.

When bullying is observed or has been reported, the administrator retains the right to adjust the following steps in accordance with the age of the child and his or her developmental level.

1. Teacher or staff member talks with the student who offended– verbal warning. A bullying report form is documented in the principal’s office, and the parent/guardian is notified.
2. A conference is called with staff member(s) and the principal to discuss the particular problem. Written documentation as to changes in the environment and/or supervision will be put into place immediately. A safety plan will be written with the student (victim) and the parents/guardian will be informed of the student’s safety plan.
3. If the bullying continues, the principal will call the parent/guardian. A behavioral plan will be written and signed by the student and parent/guardian(s). Compliance is expected.
4. The principal will call a conference with parent/guardian, teacher, and if deemed necessary, the parish priest on additional measures to be put in place or adjusted for the safety of all students and staff.
5. Failure to meet the behavior plan may result in suspension and/or expulsion.
 - a. In school – under supervision of school personnel but isolated from other students and school activities.
 - b. Out of school – temporary removal from school and school activities.

In either scenario, a plan for completing class work must be documented before readmission.

BUS RIDERS

The Stevens Point and Rosholt public schools provide transportation for the students at Sacred Heart School. Students participating in busing are expected to follow the rules and regulations set up by the district as to behavior while riding the bus. Sacred Heart School will cooperate with the school districts in the disciplining of students who consistently violate the established rules.

Parent/guardian is to notify the school in writing if their child(ren) is/are not to ride the bus. If a notice is not received by the school from the parent/guardian, the student will be put on the bus.

The bus rules are as follows:

- The bus driver is always in charge. However, if a student patrol is on that bus and sees some misbehavior, they may call a student’s attention and/or report it to the bus driver.
- Be prompt in getting on the bus.

- Board the bus quietly. Always remain orderly. Disorder and noise make driving difficult for the bus driver.
- Scuffling, fighting, teasing, and obscene language are forbidden.
- When a bus stops to discharge passengers, remain in your seat until the bus comes to a full stop.
- Keep your head, arms, and hands inside the bus for safety reasons.

Students may ride the school bus within their school districts only. To ride the bus of another district to go to a friend's house or babysitter is prohibited because of insurance reasons of the public-school district. Each school district carries insurance for eligible students in that school district.

In the morning, when the bus arrives, students will enter the front door and go directly to their classrooms. At the end of the day, students who are riding the bus home will line up at the front door and be sent out when the bus arrives.

Please be aware that the Stevens Point Area Public Schools and the Rosholt Public Schools provide the busing and they may establish rules as to proper conduct on the bus. During this difficult time, there may be new rules such as the wearing of masks and assigned seating.

CAR RIDERS (Updated for 2023-24)

Beginning of Day

- Regardless of the mode of transportation, students should arrive at school and be in their classrooms no later than 7:45 A.M. Parents are welcome to enter the building with their child(ren), but please do not linger with your child as that can cause a delay to the start of the day for the teacher and students.
- Students who are dropped off must be taken to the front of the school and will enter through the front door. Once inside, students should get themselves all set to start the day, and then go out for a small morning recess. Parents should park on the south side of Church Street from the telephone pole (located in front of school) east up the street including in front of the convent if necessary.
- Parents need to **BACK IN** as they park to drop off and pick up their child(ren). This allows children to go in and out of their vehicle from the back end and will avoid more of a chance of being hit by another vehicle. It also allows parents to just drive away, being able to see all the other people and vehicles as well as not having a greater chance of backing into another vehicle.
- Students will go directly to their classroom upon entering the building.

Dismissal

- **All students will remain in their classrooms until the dismissal bell.**
- **Those students who are being picked up will line up at their classroom doors. Those students taking the bus will line up at the front door. Bus riders will be dismissed first to allow for the bus to depart before parents depart.**
- **As with the morning drop-off, parents should park on the south side of Church Street from the telephone pole (located in front of school) east up the street including in front of the convent if necessary. Parents should BACK IN. Students will be sent out to their parent's vehicle. Instead of waiting in their cars, parents are welcome to wait outside of the school building to converse with other parents as they pick up their children if they wish. Please, do not park on the north side of Church Street as that is reserved for staff and visitors; it is also unsafe for us to have children cross Church Street unaccompanied.**
- **ANY CHILD BEING PICKED UP BY ANOTHER ADULT THAT IS NOT THEIR PARENT/GUARDIAN MUST HAVE A WRITTEN NOTE FROM THE PARENT/GUARDIAN STATING WHO IS AUTHORIZED TO PICK THE CHILD(REN) UP. Without a written note, we will not allow any child to go home with another non-parent/guardian adult.**

During the School Day

- **If you need to pick up your child(ren) for an appointment during the school day, your child(ren) will come to you in the front entry. They must be signed out as usual. If they are returning, please drop off your child(ren) at the front door and sign them in.**

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is an annual event held around the end of January and the first week of February. The staff of Sacred Heart School and/or the Home and School Association will plan appropriate activities for students and parents to celebrate this week.

CELL PHONE AND PERSONAL ELECTRONIC DEVICES (UPDATED 10/10/2024)

The use of cell phones and all other electronic devices is not allowed at school. If for family reasons a cell phone must be brought to school, cell phones need to be turned off and remain in the student's backpack during school hours. Students found using cell phones during regular school hours will be required to turn their phone into the office until a parent or guardian comes to pick it up. Parents wishing to call their child during school hours should call the school office at 715-600-6942.

In addition, personal electronic devices (including cell phones) are permissible only on field trips that are more than 45 minutes in length. Students are responsible for their devices should they choose to bring them. Teachers, staff, and chaperones are not responsible for personal electronic devices.

CLOSING OF SCHOOL (EMERGENCY, SNOW, OR ICE STORM)

The closing of school due to weather conditions will be determined by the Stevens Point or Rosholt school districts. Sacred Heart School is made up of both districts, so if either cancels school for the day, we are also closed. If the weather warrants school closing, please listen to the Stevens Point radio stations or Channels 7 or 9 for an announcement. Do not call the school or the rectory.

If dismissal is called before the end of the school day because of weather conditions, we trust parents will listen to the radio or TV or designate someone to do that for you and call you. The school will make every effort to call you if there is an early dismissal or use the Remind system because of weather or because of a breakdown in the heating system in the school. Generally, the Stevens Point School District will not dismiss early because of weather conditions because too many parents are not at home. Therefore, we will not be calling the parents who have children that ride the Stevens Point bus. If you, as the parent, want to pick up your child when the Rosholt District calls school off in the middle of the school day, you may do so. However, we want you to know that if there are students who must remain in school until the regular dismissal time, the teachers will remain here as well.

CONFERENCES

Conferences concerning students are scheduled for all students at the end of the first quarter. Other conferences may be scheduled throughout the year when requested by the teacher or by the parent. The principal may also schedule an additional parent-teacher conference day at the end of the second or during the third quarters.

The school sees value in the child attending the conference along with the parent and teacher. The reasons for this are as follows:

- All the parties are present, thus decreasing the possibility of the student “playing” one against the other.
- It shows that the parent and the teacher are working together for the benefit of the student.
- It is a matter of justice that we communicate openly and freely with students

Between conferences, parents are notified about their child’s progress through the assignment/behavior slips that are sent home periodically by the teacher. Parents are asked to pay attention to these reports so that there are no surprises at conference time. These progress slips are always to be signed and returned to school.

If a child has a behavior problem or is not progressing, parents will be notified.

CORRESPONDENCE

Periodically, memos, notes, or announcements are sent home with students. This correspondence contains information on activities and upcoming events. Please check your child’s backpack and folders and read the information sent home. Correspondence may also be sent via email.

CUSTODY AGREEMENT

If there is a custody situation in family, parents must have on file at Sacred Heart School, a copy of the portion of the legal custody agreement that specifically indicates custody of the children. Technically, students are not officially registered at Sacred Heart School without this.

DAILY SCHEDULE

*School Doors Open	7:15 A.M.
Classes Begin	7:45 A.M.
Student School Mass – Thursday	8:15 A.M.
Lunch/Recess	11:15 A.M.
Classes Resume	12:15 P.M.
**Student Dismissal	2:35 P.M.

* The front door will not be unlocked until 7:15 am. Please do NOT drop your child(ren) off at school any earlier than 7:15 am. Teachers are getting ready for the

day and need that time. Please do not take advantage of the teachers and staff by bringing them to school sooner than 7:15 am.

****The students are dismissed at 2:35 pm and are expected to ride the bus, have a ride waiting, or walk home. Teachers have work to do after school: they may be assisting students who have planned for help, they may have a meeting scheduled, they need to be planning lessons or correcting assignments/tests, or they may just need to be straightening up their classrooms. For liability reasons, we must supervise all children on school grounds until picked up. Again, as stated previously, please do not take advantage of the teachers and staff by leaving your children after school to be cared for.**

DAMAGE TO SCHOOL PROPERTY AND MATERIALS

Parents are responsible for all damage done to school property or materials by their child(ren). This includes, but is not limited to, paying for:

1. Damage done to books
2. Replacement of damaged or lost books and materials, and
3. The replacement of destruction to the school building, playground equipment, or lunchroom items

DISCIPLINE

Sacred Heart School places a high value on respect, self-discipline, and good behavior. Therefore, Sacred Heart has established the following guidelines regarding discipline.

THE FOLLOWING BEHAVIORS ARE UNACCEPTABLE:

I. Verbal Abuse

- A. Verbal Disruption in the Classroom
- B. Verbal Disrespect for Teachers and Students
 1. Talking Back
 2. Name Calling
 3. Rude and discourteous language
- C. Foul Language

II. Bodily Contact

- A. Pushing or Shoving another Person
- B. Tripping, Pinching, or Kicking
- C. Fighting

III. Disrespect for Property

- A. Removing hats, scarves, or other items belonging to another**
- B. Stealing or Destroying**
 - 1. School Supplies**
 - 2. Lunchroom Items**
- C. Vandalism**

IV. Disobeying Established Classroom, School, or Bus Rules

- A. Each teacher has their own policy with consequences for disobeying classroom rules.**
- B. Consequences for disobeying school rules may include but are not limited to withholding of privileges, such as participation in recess or special school events, restitution, repair, suspension, or expulsion.**
- C. Bus rules can be found under “Bus Riders.” Consequences for any misbehavior is given by the appropriate bus garage.**

DRESS CODE

Good standards of dress and appearance reflect much of an individual’s personality and help to create a business-like and purposeful atmosphere in the classroom. Insofar as education has for its primary purpose the development of the entire student, dress and appearance become important. Students of Sacred Heart have a discretionary, open dress code. However, responsibility for appropriate dress begins with the parents.

STUDENTS: Elementary Students: Dress

The same excellence and standards pursued in academics, discipline, and religious formation should be mirrored in a student’s attire in a Catholic school. Dress codes should emphasize neatness and high standards in this regard. The Diocese of La Crosse strongly supports any school that would require uniforms for students.

Catholic elementary schools must have at least minimum standards in the area of dress for these reasons:

- 1. The manner of dress helps the students to grow in the virtue of modesty which is at the foundation of their self-respect and their respect for others.**
- 2. The dress code safeguards and promotes the Christian learning environment.**
- 3. Students’ and teachers’ expectations are raised in a positive manner by a dress code – students coming to school dressed differently than at home realize even more that they come to school for an important reason: to receive an education.**

4. **A dress code minimizes differences among the students of different social classes.**
5. **School dress codes are economical and practical for families today, for they eliminate the need of a variety of clothes and decisions regarding the coordination of colors and patterns of clothing.**
6. **Decisions regarding what to wear are less time-consuming.**
7. **A dress code minimizes and eliminates the danger of gang identification and other inappropriate or harmful symbols on school dress, which is an increasing concern today.**
8. **A dress code is easier to enforce consistently when an explicit policy is in place.**
9. **A dress code creates a feeling of oneness and belonging; a dress code fosters immediate identification with fellow students and inspires unity.**
10. **A dress code permits non-students and strangers to be more easily recognized.**
11. **Because the dress code allows for choices within certain limits, it does not stifle creativity and individuality.**

Minimum standards for dress in all the Catholic elementary schools in the Diocese of La Crosse are as follows:

1. **No T-shirts are permitted as primary wear during the school day.**
2. **Sweatshirts, if worn, shall be plain or have the school logo only.**
3. **No outerwear is to be worn within the school building during the regular school day without special permission of the principal. This includes jackets, windbreakers, ponchos, etc.**
4. **Hairstyles must be clean, cut to a reasonable length, and be reasonably natural in color. Boys are not permitted to wear ponytails or braids. Earrings are not permitted for boys.**
5. **Shirts that are made to be tucked in are to be tucked in.**

6. **Shorts are seasonal wear from May 1 to October 1. Exceptions to this rule will be decided upon by the principal pending weather forecasts. Shorts must be modest in length and fitting.**
7. **The following types of pants/slacks are not permitted: oversized or ill-fitting, sweatpants, athletic wear, leisure wear, blue denim, pajama bottoms, or similar wear. Pants must be in good condition and are not to have holes or be frayed.**
8. **Tie shoes must be worn during the school day. Any type of footwear that is considered beachwear is not permitted. Shoes that have laces are to be tied. Boots are not to be worn in the classroom. This includes Carolinas, cowboy, or snow boots.**
9. **Any accessory that draws undue attention to a student is not permitted. This includes makeup hairstyles, long looping chains, body jewelry, and excessive piercing in the ears.**
10. **Body art (tattoos) is not to be publicly visible.**
11. **Shirts that can be buttoned are to be buttoned appropriately. Shirts or blouses must cover the midriff during all movement and activity.**
12. **Hats, caps, bandanas, or other types of headwear are not to be worn in the school building during the regular school day.**
13. **Skirts, skorts, shorts, etc. are to be of appropriate length to model the virtue of modesty to all students. Dresses will not be strapless nor have spaghetti straps. Should girls wear these types of dresses, their shoulders need to be covered by a sweater or shawl. This again is to model the virtue of modesty.**
14. **When there is a need for special occasion dress, all dress must fit within the school's guidelines for modesty. The principal reserves the right not to allow participation in these activities if, in the judgment, the dress does not measure up to the school's own standards.**
15. **These directives apply to all students for the entire school year. Exceptions are to be granted for special days, occasions, or grades according to the principal's discretion.**

THE FOLLOWING INCLUDE SOME PERMITTED STYLES:

- **Shirts may be pull over sweatshirts, hooded or no hoods. (No zipper sweatshirts in the classroom as this are considered outerwear. The hoods on hooded sweatshirts will not be worn in the classroom.**

Sweatshirts will not have any sports advertising or any department store advertising, e.g. Under Armor, Old Navy)

- Polo shirts – white or colored (any logo no more than 2 inches)
- Shirts with stripes or flowers (no cartoons, sports advertising, or department chain advertising)
- Dress shirts
- Pants may be corduroy, khaki, carpenter, black jeans, white jeans (no blue jeans), dress pants, and plaids (no flannel)

DRUG ADMINISTRATION

“The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a student under this law by any means other than ingestion.

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student’s parent or guardian. Administration of a prescription drug requires written consent from the student’s parent or guardian.” DSP 5505

The administration of medication is not normally a function of education. However, some students may require prescription medication during the school day. Only in cases where failure to take prescribed medication would jeopardize the student’s health and/or education will have authorized school officials administer medication. At Sacred Heart School, the principal/teacher can administer prescription medication. No medication is to be kept in the student’s possession while at school. Teachers may administer over-the-counter medication such as Tylenol and cough drops. In some cases, prescription or non-prescription, written permission is required.

If a child is on medication and the parent wishes to come to school to administer the medication, they may do so. If, however, they wish the school personnel to supervise the child taking any medicine, the rules must be followed. The school will provide a safe storage for the prescribed medicines and will keep a basic record in any drug administration.

- 1. Medication will be delivered to school in a container appropriately labeled by the pharmacist or physician.**
- 2. Written orders shall be received from the physician (Forms may be obtained at the physician’s office or from the school office.)**

3. **Written permission shall be received from the parent.**
4. **Only enough medication shall be sent to school in a container appropriately labeled for that day or week.**
5. **Notification shall be received when the drug is discontinued.**
6. **During the first week of school, permission forms to administer Tylenol when needed, and cough drops will be sent home for the signature of a parent.**

DRUGS AND ALCOHOL

The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member can develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety and welfare of all students in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol. DSP 5508

The Administration and Staff of Sacred Heart School support the policy of the Diocese of La Crosse regarding the presence and abuse of drugs and alcohol in and around the school. Sacred Heart School will educate students and parents on drug/alcohol abuse. The educational activities will include multimedia presentations for students and/or speakers. Also, included in drug-free education will be classroom guidance activities.

ENROLLMENT AND REGISTRATION (Updated for 2022-23)

Annual enrollment of current students will occur at the end of Catholic Schools Week. Enrollment of new students for the upcoming school year may be made at any time between February 1st and the first day of school (usually in late August) by inquiring to the school administrator or the school secretary who will inform the administrator. A school registration packet will be sent to the inquiring family. School registration packets are available in the school office as well as on our website at www.sacredheartpolonia.com. A student is not considered enrolled and may not attend Sacred Heart School without completing all required paperwork.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office, the following information:

- 1. Parent(s) or guardian name(s)**
- 2. Complete and current address**
- 3. Home phone and work numbers of parent(s)**
- 4. Emergency phone number of friends or relatives**
- 6. Medical alert information**

This information is filed at the beginning of kindergarten or with the transfer of a new student. Parents are to notify the school immediately when there is a change of any kind on the emergency information card.

FIELD TRIPS AND OUTINGS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcome of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. Field trips are a privilege. DSP 6325

All field trips and outings must be approved by the school administrator. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent should include the basic information on the trip such as where they are going, times, chaperones, and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school principal. DSR 6325

The cost of trips, including admission fee and bus fee, are supported by the Home and School Association and parents.

Volunteers and chaperones who wish to drive to the area of the field trip are welcomed. This is a service to the school without reimbursement for gas. Children who are not currently enrolled at school may not come on school field trips with chaperones. Four-year-old kindergarten children must be accompanied by at least one parent or guardian on any field trips.

There is no accident coverage in force for the school or the Diocese of La Crosse. Each family must cover medical payments incurred at school or on field trips.

FUNDRAISERS

Fundraising is a vital part of our existence at Sacred Heart School. Every family is expected to participate in each fundraiser by helping with the event, whether it is bingo, a bake sale, or selling a product. Our success lies in 100% family cooperation.

HEALTH CARE

Every student should come to school healthy, eager, and in good spirits so that he/she will have a successful school day. Above all, each student should develop good health habits. Sufficient sleep, three well-balanced meals and good personal habits of hygiene are most important to a student.

Many illnesses, including colds are communicable. Children should be kept at home at the start of an illness. Likewise, students with temperatures of 100 degrees or more, vomiting, and/or diarrhea will be sent home with parents after notification and remain home for 24 hours after the event has ended. Should any child receive a head or face injury at school, parents will be notified.

Should the school have a need to call 911 and request ambulance service for any child, the cost of the services falls upon the family.

HOMEWORK

Home study is an extension of the structured class period and should not be used as busy work. It reinforces a lesson and enables parents to know and see progress. Homework is important and should be returned the following day, or as instructed by the teacher. Homework should be used for students who need extra help or for work that was not able to be accomplished during regular school hours. The following guidelines for the administration of homework include:

1. Homework is not to be given over the holidays unless it is an extended assignment.
2. For an average child, the amount of total time spent on homework should not exceed:
 - Grades 4K – 5K 5 – 10 minutes
 - Grades 1 – 2 10 – 20 minutes
 - Grades 3 – 4 30 – 40 minutes
 - Grades 5 – 6 50 – 60 minutes
3. The above time allotment does not include long-term assignments.

4. When possible, teachers should give students a chance to begin homework in class.
5. If students are absent from school, they will be given 2 days to make up schoolwork for each day of excused absence. The students may receive more time at the discretion of their teachers.

INSURANCE

The school carries no insurance to cover injuries to children while on the school grounds. Parents should check their own health insurance to see if their children are covered while at school. (See last paragraph of “Field Trips”)

INTERNET

Sacred Heart School computers are equipped with the internet. Each student needs parental consent before being allowed on the internet. Sacred Heart abides with Diocesan policy on internet usage. **DSP 6420**

LIBRARY

The library is a resource center set aside for reference and/or leisure reading. Books are checked out of the library by the students. Responsibility should be exercised to return the book according to the date due and to care for the book properly. Students who do not return books on time or lose a book will receive notices and be charged full payment for the book.

LUNCH PROGRAM (Updated for 2023-24)

A daily hot lunch program may be available and served in the church hall. The program is run jointly by the parish and school and is not affiliated with the National School Lunch Program or the Wisconsin Department of Public Instruction.

An application for free or reduced-price lunches will be sent home prior to the start of school or may be obtained at any time from the school office. The school uses an online program from www.mymealorder.com to handle the lunch menus and payment.

If there is no hot lunch program, students will need to bring a cold lunch including a beverage. Meals from home should be nutritious and contain no “junk food”. Soda is not allowed as a beverage.

NON-CATHOLIC STUDENT PARTICIPATION - DSP 6225

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

NONDISCRIMINATION

Every Catholic school in the La Crosse Diocese respects the dignity of each individual and, therefore, will not discriminate based on race, nationality, or sex regarding enrollment. DSP 5101

PHYSICAL EDUCATION PROGRAM

There is a physical education program for all grades. Participation is mandatory. Students need a written excuse to be excused from participating in a physical education class. Students will need gym shoes. Wind pants or sweatpants may be worn for gym class. A change of shirt is recommended for the students in grades 3 – 6. No sandals or clogs are permitted for gym class.

RECESS

After lunch, the students will engage in an all-school recess period. This time is spent outdoors when the weather permits. During the days of inclement weather (rain or the wind chill factor is below zero), students will have recess in the church hall or in the classrooms. The principal or teachers may send the students outside for a 5 – 10-minute recess even if there is a wind chill and if they deem the students can tolerate the cold and need that fresh air and exercise for a short time.

Parents are responsible for their child(ren) being dressed adequately for all types of temperatures. Fresh air and physical activity are important for a child’s well-being. No child is allowed to remain indoors for recess except in case of injury or if requested by a teacher. If a child is sick, a note should be sent to school requesting that the child stays indoors for recess. The adult on recess duty will deal with

situations that sometimes arise during play. This may include giving a student a time out or sending a student to a teacher or principal.

The following playground rules are in effect:

1. Do not hurt others
2. Remain in the supervised playground area.
3. Use equipment properly, in such a way that no one gets hurt.
4. Do not bring any dangerous items that could cause injury. This includes laser lights which are forbidden.
5. No gum chewing, or food allowed during recess.
6. The throwing of snowballs is forbidden.
7. No student is allowed to leave the playground without the permission of the adult on duty.
8. The bathroom facilities are to be used before going out.
9. At the first sound of the bell, students are to line up quickly, properly, and quietly.

PRE-KINDERGARTEN PROGRAM

The pre-kindergarten program for four-year olds runs two days a week, Tuesday and Thursday, starting at 7:45 A.M. until 2:35 P.M.

RELIGION PROGRAM

The religion program of Sacred Heart School entails receiving religious instruction in the Catholic faith, participating in liturgical worship and prayer, reading and studying the Bible, taking part in prayer services, sharing faith life, and sacramental confession. Christian values are integrated throughout the curriculum. Students in grade two are prepared for the Sacrament of Reconciliation and First Holy Communion.

REPORT CARDS

As partners in the education process, parents need to be kept informed of the progress their children are making. The customary method of reporting student progress is a quarterly report card.

All students at Sacred Heart School, in grades 1 – 6 are graded on the same scale.

93 – 100	=	A
87 – 92	=	B
76 – 86	=	C
70 – 75	=	D
Below 69	=	U

RETENTION / ACCELERATION

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teachers and parents. The school administrator is the individual responsible for making the final decision. DSP 5210

SCHOOL RECORDS

If a student transfers from Sacred Heart School to another school, his/her records are sent to the receiving school upon the receipt of a request for records and sent to the receiving school. School records are not given to parents but mailed to the receiving school or hand-delivered by the principal. Also, students transferring into Sacred Heart School are to have their records sent to Sacred Heart School.

SCHOOL VISITS

Parents and children are always welcome to visit the school but should plan with the school beforehand. Anyone entering the school building must stop at the office to identify themselves and state their matter of business at the school. All visitors entering the school during school the school day are to sign in. This procedure ensures security for the students. During a pandemic, visitors, including parents, will be kept to only necessary visits.

SEXUAL HARASSMENT - DSP 5512

All students at the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

- 1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct**

- of sexual nature. *“Unwelcome verbal or physical contact of a sexual nature”* includes but is not limited to, *“deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”*
2. No student shall be subject to sexual harassment as a Catholic school student.
 3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
 4. Any student who believes that he or she is being sexually harassed shall immediately report such information for the school principal.
 5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

SPEAKERS, OUTSIDE PROGRAMS, AV MATERIALS (including movies and videos), AND LITERATURE

All outside speakers, programs, AV materials, and literature used in the school are to have prior approval of the principal. Care should be taken to see that movies, videos, CDs, and literature are appropriate for the grade level and age of the student, and the values of Catholic Schools.

SPECIAL PROGRAMS

Health Program:

The Portage County nurse will focus on the physical well-being of the students. Vision and hearing screening will be done at the beginning of the school year. Screening of the spine for signs of scoliosis may also be done. Dental hygienists may be invited by the staff to promote good dental health.

Cadet Program:

Students in grades 5 and 6 are eligible to participate in the safety cadet program. The purpose of the program is to ensure the safety of the children on the playground. Through the cadet program we hope to encourage a sense of responsibility.

Mission Program:

Monetary assistance for foreign missions is encouraged by the students. This appeal is made through a Lenten collection and weekly Jean's Day donations.

Scrip: Gift cards may be purchased after Masses or weekends at the church entrance or ordered online. During the week, Scrip may be purchased at the office.

TECHNOLOGY

Sacred Heart School has Google Chromebooks for the students. Software includes educational materials as well as games that help in the learning process. The school does not allow students to take home any school computers.

Students may not have personal electronics during school hours including, but not limited to, cellular phones, iPods, Game Boys, electronic games, trading cards, etc., are prohibited. If used during school, these items will be confiscated. We realize that some older students may have a cellphone provided by parents for emergency use only. If that is the case, it is to remain off and out of sight. It is not to be taken out during school hours.

TESTING

Achievement testing is administered to the students in Grades K – 6 during the school year. We currently are using the FASTBRIDGE online program.

TUITION

Tuition at Sacred Heart is set by the Finance Council. Please contact the school for the current tuition schedule.

The parish subsidizes the operational cost of the school and the teacher salaries through a generous percentage. All parents are automatically members of the Home and School Association when children are enrolled in school. The benefits of the Home and School include cost of the bus for field trips, meals for families during Catholic Schools Week, and much more. The Home and School Association assists with the financial needs of the school.

VEHICLE SAFETY POLICY

Any volunteer driver who transports students must complete an Employee/Volunteer Driver Form according to the directives of the Diocese of La Crosse. All volunteer drivers must be at least 25 years of age.

VOLUNTEERS

Sacred Heart School welcomes parent volunteers to assist in the classrooms, library, and playground/recess duty. Each volunteer must agree to the Diocesan policy and procedures for Safe Environment.

WATER BOTTLES (UPDATED 2023-2024)

Students are encouraged to bring a water bottle to school to drink water throughout the day. Even though we encourage students to drink water, students should not continuously “suck” on their water bottles. Water bottles that have a straw ARE NOT allowed. The water bottle can have a pop up drink spout.



ALLOWED



NOT ALLOWED

***Please be advised that the principal makes the final decision as to the interpretation of all policies and regulations.**