

# *Sacred Heart Catholic School*

135 N. Harrison St., Warsaw, Indiana 46580  
Phone: 574-267-5874 Fax: 574-267-5136  
[shswarsaw.org](http://shswarsaw.org)

## PARENT/STUDENT HANDBOOK *2023-2024*

Fr. Jonathan Norton, Pastor  
Mike McClain, Principal

"WHERE GOD AND EDUCATION LEAD THE WAY!"



**Sacred Heart School  
135 N. Harrison St.  
Warsaw, IN. 46580  
574-267-5874**

Dear Sacred Heart School Families,

***“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom***

Welcome to Sacred Heart Catholic School! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of a Catholic Education.

The Parent/Student Handbook reflects the policies of Sacred Heart School for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. By registering your student at Sacred Heart School, you are stating that you intend to abide by the policies of Sacred Heart School during the 2023-2024 school year.

The administration, faculty, and staff of your school look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely,

Mike McClain  
Principal

## **AGREEMENT**

**Parents are required to access the Parent/Student Handbook at [shswarsaw.org](http://shswarsaw.org) to read, discuss with their student(s) the rules & policies stated in Parent/Student Handbook and agree to follow the school policies and procedures as stated.**

**A paper copy of the Parent/Student Handbook is available in the school office and available upon request.**

## **AMENDMENTS TO THE HANDBOOK**

**This handbook may be modified by the Pastor and Principal after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.**

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# **“Education from the Heart”**

## **Sacred Heart School**

Sacred Heart School on the campus of Sacred Heart Church in Warsaw is a PreK3 thru 6th grade Catholic Elementary and contained in the Diocese of Ft. Wayne-South Bend.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Sacred Heart School, we are attempting, through our Catholic lens, to build relationships, get the highest student achievement, and create the greatest culture and climate!

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **HISTORY**

Sacred Heart School opened in the fall of 1958 for grades one through four with 64 students who were taught by an all “lay” faculty. Grades were added yearly until grade six was implemented. In 1967, the School Sisters of Notre Dame became a part of the faculty and administration and remained until 1997. In 1987, the Parish built a new church and the school also added rooms to accommodate Kindergarten and Pre-School. The new church allowed the school to use the old church as the gymnasium. Four new classrooms were added and occupied in January 2009. Additional expansion in Technology, Music, Art and Resource was accomplished. Also, periodic remodeling has taken place throughout the facility!



## **Diocesan Schools Mission Statement**

The mission of the Catholic Schools in the Diocese of Ft. Wayne-South Bend is that “each school will teach the teachings of the Catholic Church and ensure academic success for all students.”

## **Sacred Heart Parish Mission Statement**

We, the family of Sacred Heart Parish in Warsaw, Indiana, of the Diocese of Fort Wayne-South Bend, perceive our primary mission to be one of striving to become one in God’s Love through worship of Jesus Christ who we believe to be our Redeemer, while seeking to come together in a community of faith and love in order to truly fill our parish with the Presence of The Lord.

We take this commitment to community very seriously and strive to fulfill it through a sensitive ministry of evangelization and healing, justice and love, involving open and honest dialogue as we awaken the potential each of us has to do God’s work.

Joining with other Christians, we seek to deepen our personal relationships with Jesus Christ while proclaiming the Good News through effective witness in sensitive service to others.

We shall pursue this mission through the guidance of The Holy Spirit and the application of the gifts and talents of our parishioners in the name of The Sacred Heart of Jesus Christ.

## **Mission Statement of Sacred Heart School**

Sacred Heart Catholic School will provide a differentiated, faith-based curriculum through quality instruction for each student, an environment where all are shown respect for individual gifts, encouraged to take responsibility to develop God-given talents, and a safe and nurturing climate. Sacred Heart School “recognizes the individual needs of all children and teaches **that God and education lead the way for a successful life.**”

## **Philosophy**

Sacred Heart School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Ft. Wayne-South Bend.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program

based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.

3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Accreditation**

Sacred Heart Catholic School is accredited by AdvancEd/North Central Association of Colleges and Schools with top, full five year accreditation. It is also fully accredited by the State of Indiana and maintains high academic rankings.

## **Parental Involvement**

Sacred Heart recognizes the value of the family's role in their children's education. It is highly encouraged that you participate/volunteer at least 6 hours per year. Please sign up for your preference of events or fundraisers in which you would like to participate. The sign up sheet will be in your child(ren)'s Registration Packet or contact the school office. We welcome and encourage any volunteer participation to enhance the educational environment for the children.

## **Catholic School Standards and Benchmarks, Defining Characteristics and Catholic Identity**

To read or download the Catholic School Standards Project, please visit [www.catholicschoolstandards.org](http://www.catholicschoolstandards.org).

# ADMINISTRATION

## **Nondiscriminatory Policy**

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

## **Admissions Policy**

As openings become available, the following priorities will be used to accept students to Sacred Heart School:

1. Active Members\* of Sacred Heart Parish and who have at least one sibling in grades Preschool through six, if class size allows.
2. Active Members\* of Sacred Heart
3. In-active members of Sacred Heart
4. Catholic Members of other parishes
5. Non-Catholic students

\*Active member means weekly Mass attendance and financial support of the parish by “striving to tithe” and using church offering envelopes or Electronic Funds Transfer (EFT).

Once a class has reached capacity as determined by the school’s commission, a lottery process occurs. Please contact the school office for more details.

**Important Admissions Disclaimer:** All financial aid decisions are determined by the priest of Sacred Heart Parish, not the administration of Sacred Heart School.

Children entering Pre-K must be three/four (3 or 4) years of age by August 1<sup>st</sup>. Children must be free of diapers and in total control of bodily functions. Children entering Kindergarten must be five (5) years of age by August 1<sup>st</sup>.

Up to a two week evaluation period may be utilized by SHS for those students whose birthday falls in the month of August or September to determine proper placement for the upcoming school year (K, Kprep4, PreK3, or no placement).

Requirements for all students include:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of ISP/IEP (if applicable)

Students applying for Admission in Grades 1-6 from another school must have the school they are leaving send all school records to Sacred Heart School.

All new students will be given a trial period of one academic period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, the administration may expel the student from Sacred Heart School.

All new students, grades K-6 will be given a placement test to determine academic placement.

Non-Catholic students whose parents accept the philosophy of Sacred Heart School will be accepted on a space available basis.

## **Active/Non-Active Parishioner Status**

As a Diocese of Ft. Wayne-South Bend Parish School, we follow the **Diocesan School Policy 5120** regarding tuition rates for Catholic Schools.

**Active**, registered parishioners of Sacred Heart pay the reduced tuition rate. **Diocesan Policy 5120** states that only **active** registered families are to receive the reduced rate. Those who are not active in the parish are to pay the full per pupil cost to educate a child for one year in our school. This rate is the cost for Non-active Registered Parishioners and non-Catholics who attend our Catholic School.

To be considered an active parishioner basically means two things: to regularly attend Sunday Mass and to give financial support to the parish by using your envelopes or EFT. Your financial contributions should be according to your ability. These two practices are precepts of the church. They are minimal requirements of anyone who call themselves Catholic. In addition, all families are encouraged to contribute, in some capacity, their time and talent to the parish and school community. **The Pastor will determine Parishioner Status.**

## **Financial Obligations**

Please call the school for current tuition rates. Some Financial help is available through School Choice Voucher, SGO, Parish Assistance & HASA assistance.

## **School Choice Voucher and SGO (Scholarship Grant Organization)**

SGO and Vouchers may be available based on family size & household income. Please inquire in the school office.

## **Tuition Assistance**

Parish Assistance & HASA Tuition assistance may be available through Sacred Heart School. Applications are available in the school office

## **Placement Testing**

Sacred Heart School strives to have the best possible education plan for all students. Therefore, our educational program is very prescriptive. Assessments, teacher professional opinion, and progress reports/report cards will be utilized in creating all students' AEP's (Academic Educational Plan). Placement is based upon having the correct program for your child.

## **Title IX**

Sacred Heart School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## **Enrollment/Re-Enrollment.**

- There will be a \$25.00 returned check fee for all checks made payable to Sacred Heart School that do not clear the bank.
- Registration is usually in the middle of July. There is a \$25.00 late fee registering after the scheduled registration dates.

## **FACTS® Tuition Management Service Overview (Tuition Payment Plan)**

- There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family (about \$45.00). This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 10 months (or less) via automatic deduction from a checking or savings account.

- Your enrollment with FACTS® must be completed before registration.
- All families not selecting the FACTS® tuition plan in their registration packet will be expected to make direct payment to Sacred Heart School at registration.

## **Withdrawal Policy**

- If a family has pre-enrolled for the upcoming year and paid a deposit, the deposit is nonrefundable. The only refund given is if the family is moving out of the Sacred Heart area, due to job, etc.
- During the school year, families must notify the school in writing if a student is withdrawn from the school.
- Book and Registration Fees will not be refunded once a student is registered with Sacred Heart School.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records or final report cards for any students who have an outstanding balance (ie. Tuition, book fees, lunch account).

**A FEE OF \$25.00 WILL BE ASSESSED FOR ANY RETURNED CHECKS WRITTEN TO SACRED HEART SCHOOL.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 574-267-5874.**

## **BOOKS/REGISTRATION FEES**

A breakdown of these fees are sent in the registration packet. These fees cover registration materials, rental of hard-cover textbooks, consumable workbooks, assignment books, art materials, physical education equipment, some field trips, etc. This DOES NOT cover some field trips, athletics, (basketball, volleyball, soccer, etc.) or other after school activities. Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

*These fees are nonrefundable after a student has registered with the school.*

## Pre-enrollment for the Next School Year

Pre-enrollment for current Sacred Heart Students begins every year during Catholic Schools Week. Our student families are given first opportunity to pre-enroll and save a spot for the upcoming school year. Each year, we set a deadline for our families to enroll before we open spots to the public. After this deadline, your child's spot will not be guaranteed and you could lose your spot in the class. A \$100 non-refundable deposit, per family, is required to hold a child's spot in a classroom. This fee will be applied towards the upcoming year's tuition. **Starting with the 2024-25 school year, all families will be required to pay the \$100 deposit, including Choice Scholarship recipients.**

## School Office Hours

The school office is open on all school days from **7:30AM – 3:00PM**.

## School Hours

PreK3 and KPrep4: 8:15 a.m. – 11:00 a.m. or 12:30 p.m. – 2:45 p.m.

Grades K - 6: 7:45AM – 2:45PM Tuesday through Friday

8:30AM – 2:45PM Mondays

Students not in their seats at 7:45AM (or 8:30AM on Mondays) are considered tardy. **No student should arrive prior to 7:30a.m. There is no supervision for students arriving prior to 7:30a.m.**

Every Monday, due to Professional Learning Communities with our Faculty and Staff, school will start at 8:30am. If needed, students in grades K-6 may come to school starting at 7:30am and they will be supervised by School Staff, in the gym, until school begins. There is no charge for this service. Viking Watch will be available for Preschool students, who are enrolled in Viking Watch, beginning at 7:30am at the normal hourly rate.

If there is a 2-hour delay on a Monday, the Professional Learning Community will be canceled and school will start at 9:45am.

At Sacred Heart School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building ***on their own*** each morning. Various classes invite parent involvement or visitation on particular occasions.

It is ultimately up to the parents/guardians to determine if they should send their child(ren) to school during inclement weather.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 3:05PM will receive:

1. a phone call reminding you to pick up your students on time
2. any parent who is consistently arriving after all students have been picked up, or who are called more than three times in a semester that their child is waiting, will be assessed a \$25.00 fee for each notification thereafter.

## **2 Hour Delay Plan**

MORNING PRE-K: 9:45-11:45AM

AFTERNOON PRE-K: 12:45-2:45PM

Grades K- 6: 9:45AM-2:45PM

## **"Viking Watch"**

Extended-Day Preschool ~ 7:30am-5:30pm Monday thru Friday. Available if we have at least 4 students enrolled for this service. (additional fees apply)

After School Care ~ K thru 6<sup>th</sup> grade students ~ 2:30pm-5:30pm  
(additional fees apply)

Please contact the school office for information about this program.

## **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 2:45 PM dismissal unless accompanied by an adult. Students who choose to return to school after 2:45PM, without an adult, will have their parents called unless they are enrolled and are attending "Viking Watch".

An adult, with the permission of the Principal, must supervise any activity that is taking place after school hours, on the school premises. Students may not stay after-school for a later practice that doesn't start right after school. Siblings may not stay after-school with a student who is practicing or participating in an event.

## **Office Records**

It is the responsibility of the Parents/Guardians to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that the office records



are accurate, complete, and up-to-date, as well as continued receipt of vital communication.

## **Transfer of Students**

Notice of withdrawal of a student must be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until School Office accounts have been settled.** An Exit Form must be filled out for the withdrawal of students. This form is available in the school office.

## **Student Records**

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or fax. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Sacred Heart School Office for distribution. Completed forms will be sent via the U.S. Mail or fax.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## **School to Home Communication**

In order to assure that all communication from school reaches home in a timely manner, Sacred Heart School uses a folder system. Although all students have the folder, some information is sent home only with the oldest child in the family via “backpack” mail. Official school-wide communications and school newsletters, etc. are sent using the school e-mail system or texting system.

## **Viking Notes (Text Messages)**

For the most up-to-date information, cancellations, delays and alerts, we use a texting notification system. We register all parents in the Viking Notes system when their student begins at SHS. If you are not receiving the texts or have opted out in the past, we ask that on your cell phone you text the word **Vikings to 84576** and follow the prompts to sign up for this service. You will immediately be set up to receive the latest information from the school.

## Student Directory

A Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses will be available in the school office by the end of September. The Student Directory's purpose is to acquaint parents with the names of their children(s) classmates and parents. These directories cannot be **used** or **sold** for other purposes. Stop in the office if you are interested in a directory.

## Phone

A phone is available for use by students only in the event of an **emergency**. Students will not be allowed to use the phone without permission from their teacher. **Students may not use the phone to get permission to go to someone's house after school or to change after school plans. No students are to have or use cell phones or other communication devices (such as smartwatches) during school hours.** Please assist your child with developing organizational skills so that he/she will be properly prepared for class, lunch and extra-curricular activities. School personnel or students will not be called to the phone during school hours unless it is an emergency. Phone messages are discouraged, but will be taken by school personnel and delivered prior to dismissal.

Permission to use the telephone must be obtained from the school secretary, principal, or teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's classroom is for the use of the teacher. A student may only use the classroom phone if it is an emergency and the teacher has granted permission. **Forgotten homework, athletic equipment, water bottles, casual clothes, etc. do not constitute emergencies.**

## Cell Phones / Other Electronic Communication Devices

If a student needs a cell phone or other communication device after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone or device to the office upon arrival in the morning and turn the cell phone off for the day. The cell phone or device may be picked up at the office by the student at dismissal. At no time during the day should a cell phone be in a student's backpack or in his/her possession. The same rules apply to smartwatches and all other electronic communication devices.

## **School Security**

All doors into the school building will remain locked at all times for security reasons. All visitors should use the church doors (DOOR NUMBER ONE) when entering the building. All visitors will need to be acknowledged by a SHS staff member before being buzzed into the building.

A security system at the school entrance (by the school office) will be activated daily at 7:45AM until the end of the school day. As a courtesy, please do not go to your child's classroom without requesting a conference time with the teacher. After the first week of school, parents should not accompany their child to the classroom. If you are delivering items for the classroom or your child, the office will be happy to assist you.

When students are at recess, adults and students will be instructed to report any unusual activity. Students will be instructed by school personnel on how to act and react to such behavior while on the playground.

Parents should not attempt to pick up or communicate with students while on the playground without first seeking permission through school personnel at the office and accompanied by school personnel to recess area.

## **Social Networking and Email Policy for Parents and Students**

If you utilize social networks (ex: Facebook and Twitter), we ask that you be considerate in regards to other school and church members. If you have an issue or a concern with any aspect of SHS, please contact the school. We appreciate you not putting concerns or issues on any Social Networking sites. Sacred Heart does not condone negativity within these social media outlets and asks parents and students to be respectful of others. Should you have any problems, concerns etc., rather than emailing, please call the school and set up an appointment with the staff or person involved. Violation of this policy may affect your student(s) continued enrollment at Sacred Heart School.

## **School Visitors**

For the protection and security of the students in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the school. The log kept in the office will be used in the case of emergency to check that all persons have exited the building. It is necessary that all visitors sign in and out on the registry. Parents cannot interrupt teachers while class is in session,

or go directly to the classroom door to drop off or pick up a child. If you have a need to speak with a teacher, please contact the office for an appointment. The only access to the school is through the doors near the Main Office. Please do not ask a student to let you in any other door. Arrangements for access at another door may be made through the School Office.

**Emergency Drills** ~ State Law requires that emergency drills be held monthly.

Fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Earthquake drills are held periodically. The procedures are:

1. Rise in silence when notification is announced;
2. Walk to the assigned place by the staff member;
3. Return to your seat when the drill is over.

Lockdown drills are held periodically. The procedures are:

1. Students go to a designated spot in the classroom and remain quiet.
2. Until the all-clear is given, students remain quiet
3. Students return to regularly scheduled activities once the all-clear is given.

Relocation drills are held once or twice per year. The drill(s) will be planned and parents will be notified in advanced. The procedures are:

1. All students will participate PreK3-6<sup>th</sup> grade along with all faculty and staff members.
2. All students at SHS will walk together to the Warsaw Police Station, our designated relocation spot.
3. When everyone is safely inside the Police Station, the school staff will address the students then we will walk back to the school, as a group.

## **Crisis Plan**

Sacred Heart School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and parents will be notified where students are taken via email.

## **Weather Emergencies**

If it should be necessary to delay or close the school because of weather conditions, (we generally follow Warsaw Schools) an announcement will be made via our text messaging system. Please make sure to update new phone numbers with the school office. We will use the same text message system to notify you of an early dismissal. Please do not call the school. We want to keep our phone lines open for emergencies.

## **eLearning**

Inclement weather & poor road conditions could force us to pivot into eLearning. SHS K-6 will be doing eLearning on the same day we cancel school.

- Assignments will post by 9:00 am on days that we cancel school right away. They will post by 11:00 am on days that we do a 2-hour delay then cancel school.
- Assignments will post in the following locations:
  - Kindergarten & 1st grade: Seesaw
  - 2nd - 6th grade: Google Classroom
- We will send home school-issued devices the afternoon before the eLearning day if the inclement weather can be predicted. However, if the weather surprises us & we do not get the devices home, we will still have eLearning on that day.
- Students have 3 days to complete the assignments to get credit for the assignments & be counted as “present” on the e-learning day. Failure to complete the assignments within the three days will result in an unexcused absence.
- SHS will host after-school study halls for one hour after school each of those three days for whoever needs them. These must be coordinated with the student’s teacher beforehand.

- Teachers will communicate their “office hours” when they will be available for questions.
- Students are responsible for their devices & will be held accountable for any damage incurred on eLearning days. Students must abide by the terms of the “eLearning Devices checkout” form & the “Computer, IPAD, & Internet User & Parent/Guardian Permission Agreement” signed at the beginning of the year.
- If the weather gets really bad for multiple days in a row, we would only do 3 eLearning days in a row. We would then take a day off & add an in-person day to the calendar if necessary.

## ATTENDANCE

### Tardies

Students must be in their classrooms when the bell rings at 7:45AM to avoid being marked tardy on Tuesdays, Wednesdays, Thursdays, & Fridays. On Mondays, students are to be in their classrooms by 8:30AM.

While recognizing that students do not have the ability to drive themselves to school, an accumulation of:

- **Four tardies in a grading period, an email message may be sent to the family as a warning.**
- **Five tardies** in a grading period, a conference with the parents may be held.
- **Six tardies** in one grading period (and all subsequent tardies in the same grading period) may result in the assignment of a detention along with the loss of participation in the next after school event. Example: all sports' games, club meetings, etc.
- **Seven tardies** in a grading period may result in another detention and may put the student in the position of recommendation to terminate attendance at Sacred Heart.

### Absence

When a student is absent from school, a parent should call the office by **9:00AM** each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Sacred Heart students.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent **a parent may call the office by 9:00 AM** to arrange for homework assignments. Homework assignments may be picked up at the school office after school is dismissed.

Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

## **Excused & Unexcused Absences**

School attendance is extremely important for student learning. However, we understand that there are times where a student must be absent from school. Doctor's appointments, funerals, illness, and other professional appointments are all examples of reasons that a student may need to be absent from school, and it is expected that the student would be gone no longer from school than absolutely necessary. Those absences would generally be considered "excused."

All other absences from school will generally be considered "unexcused."

- 7 accrued unexcused absences will result in an email notification
- 10 unexcused absences will result in the student being considered "habitually truant", per state law. For habitually truant students, the school is required to form a remediation plan. The plan will be formed at a meeting with the principal, parents, student, & other appropriate school personnel. Also, the office of the prosecuting attorney for Kosciusko County will be notified.

## **Vacation Absences During School**

Students that will be missing days of school due to planned vacations, must submit a completed "Vacation Request" form at least one week prior to the absence. This gives the teachers the opportunity to gather some of the

academic material the student will miss while on vacation. Forms are available outside the main school office. The absences are still considered unexcused for attendance.

## **Absence During the School Day**

Students needing medical/dental appointments during school hours require a doctor's note upon returning to school. Parents are required to sign out & back into school in the office by the parent.

Students are expected to miss no more school than is absolutely necessary for the medical/dental appointment.

# **BEHAVIOR**

## **Student Conduct On and Off School Grounds**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action and/or item if any doubt arises.

Items such as, but not limited to, questionable books and pictures, play knives, play guns, matches, radios, toys, pagers, cell phones, smartwatches, laser lights, etc., or items that will detract from a learning situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

The administration of Sacred Heart School reserves the right to discipline its students for behavior that is not in line with behavior expectations of its students during the course of the school day. This includes any and all school related activities after school hours.



## **Drugs, Alcohol and Weapons**

The use or possession of weapons, drugs, alcohol, tobacco, “look-alikes” of such, or substances injurious to the health of the student is forbidden on Sacred Heart School premises or at Sacred Heart’s events, at home or away. A student found in possession of any of the above items faces immediate suspension and probable expulsion from the school. A student who shows through writing, drawing, or in conversation, a fascination with drugs or alcohol will be warned and a parent conference will be initiated to prevent difficulties. A student may also face suspension or removal from school.

Parents who are concerned about their student and the possible use of drugs, alcohol or acts of violence, may request possible sources of community or church resources through the office of the Pastor or the Principal.

## **School Safety**

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) may face detention, suspension, and/or expulsion.

## **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior may face detention, suspension, and/or expulsion.

## **Bullying, Cyber Bullying and Other Online Behavior**

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats, including the issuance or completion of challenges, made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) may face detention, suspension, and/or expulsion. Cyber bullying on online social networking, including, Tik-Tok, Instagram, Discord, You Tube, Twitter and Facebook, etc., but not limited to multi-media websites, online communities, and any form of instant messaging is prohibited.

## **School Property**

The parent of a child who carelessly destroys or damages any chromebook, iPad, furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## Computers

Students may only access their own saved files. Students may not type any other internet addresses in the address bar other than the address given by the teachers. Students may use Google Search. Chat rooms, blogs and social networking sites are forbidden on school computers. Examples are, but not limited to: You Tube, Facebook, etc.

## Electronic Devices

Students are allowed to bring electronic devices to school **for educational reasons only**. The student must obtain the teacher's permission before using the device in class. If a student does not follow this policy, (ie. Playing games, or any kind of social networking), the teacher has the right to take the device and contact the parent. Parents and students will be held responsible for their property. Please understand that the school does not accept responsibility for devices that are lost, stolen, broken, or otherwise harmed.

# Discipline

## Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. If your student participates in sports, he/she will not participate in the following game, however, he/she should attend the game and sit with the team. If your student is not an athlete but participates in any other after school activity (Chess Club, LEGOs, etc.) they will not participate in that next activity. Detentions are 30 minutes in length, usually on Wednesdays, from 3:00-3:30pm.**

## **Suspension**

Students who are given an in-school suspension will be required to report to school each day. If a substitute teacher needs to be hired, the suspended student's parents will be required to pay a substitute teacher's salary of \$70.00 per day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

## **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sacred Heart School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be expelled from Sacred Heart School.

# **Academic Information**

Report cards and all assessment results will be sent to the legal guardian or a transferring school.

## **Curriculum**

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas.

**Sacred Heart School offers students opportunities for growth in the following major subjects:**

## **Fine Arts**

Sacred Heart students have opportunities in Music, Visual Arts, Art, and Performing Arts.

## **Handwriting**

Students in Grades 3 through 6 are expected to comply with the teacher's requests regarding the submission of all handwritten work, be it, in cursive or

print using the traditional handwriting method, unless the staff has made an assignment where technology is involved.

## **Language Arts**

The Language Arts block consists of Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

## **Mathematics**

The mathematics program consists of all mathematic skills, and Pre-Algebra.

In order to allow teachers to meet students' individual needs in mathematics instruction, students are placed into math groups.

Math teachers place students into instructional math groups. Student math averages, assessments, and teacher recommendation based on observations of student skills, effort, and ability determine placement. All math groups will complete the curriculum and standards. Each group may work at a different pace or be given different homework assignments or enrichment as needed. Students in the accelerated groups will have the skills of pre-Algebra as part of their 6<sup>th</sup> grade coursework.

## **Library**

SHS has an engaging and well-curated library. Students are encouraged to use the library for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in good condition.

## **Digital Media**

The Digital Media class curriculum is derived from the Indiana Computer Science standards. We will cover computer skills, such as typing, word processing, powerpoints, spreadsheets, etc., integrated with curricular subjects.

## **Physical Education**

The physical education program is designed for appropriate fitness for each grade.

## **Science**

SHS Science Curriculum covers core concepts in Life, Physical, and

Earth/Space and Engineering sciences with in-depth investigation and hands-on exploration. Each grade completes two PLTW (Project Lead the Way) modules each year that align to state science standards, and other STEM curriculum from EiE (Engineering is Elementary) and Mystery Science is also incorporated. Students in Grades 4-6 participate in collaborative capstone projects, examples of which include animal dissections (Life Science), Science/STEM fair (Physical Science), and planetarium visits (Earth/Space Science).

## **Social Studies**

History, Geography, Economics, Indiana History, Government and Current Events are studied at various grade levels.

## **Religion**

The religion program consists of the teaching of Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

All school masses are held on Wednesday and Friday of each week.

## **Religion Classes and Prayer**

Each school day begins with the students and faculty joining in prayer. Religious instruction holds a prominent place in the daily schedule. The purpose of this instruction is to foster the knowledge and practice of the faith. Parental interest and participation in this instruction is encouraged. Through religious experiences, it is hoped that our students will come to a personal knowledge of Jesus to learn to actively participate in the faith that unites our community. Students and parents are invited to send a special intention to be included in the Morning Prayer.

## **Sacramental Program**

Sacramental preparation is one of the primary duties of our school, and is an on-going process for all students. Students in grade two will be prepared for the Sacrament of Reconciliation and the Sacrament of Holy Eucharist. Throughout the year, special meetings will be held for the parents of children in grade two. These meetings are mandatory, and will provide much vital information regarding how parents share in the responsibility for preparing children for the reception of the sacraments.

## **Spiritual Activities**

1. **Mass** - All student and teachers participate in the celebration of the Eucharist. They attend Mass several times a week, with the older children having "Mass Buddies" with the younger children. In addition, opportunities are provided for special school Masses and Prayer Services throughout the year. Students have a rich prayer life at SHS. Every morning begins with all school prayer. During the day there are multiple times for prayer with their classmates, whether in the classroom or in chapel. They begin in preschool to learn many of the traditional prayers of the Catholic Church. During the year they come together to pray the rosary, attend Adoration (including an adoration club), and receive the sacraments.

2. **Service Projects** - Students have many ways to learn giving back to their community and the needy around the world. They participate in "drives" for shoes, coats, food, and "Bowls of Kindness." They also collect funds for the world missions during Advent and Lent. There are many opportunities to support their sister parish/school in Haiti. Parents and students are invited to help cook and serve at the Community Meal. Students also remember our parish shut-ins and those in nursing homes with cards and small gifts. .

3. **Mission Activities** – Throughout the year, students are asked to participate in Advent and Lenten Share/Care Programs. Parents are asked to discuss with their children what a reasonable donation should be, and how the child might “earn” their personal donation. Programs such as these will encourage responsible stewardship in their adult life.

## **Special Needs**

Students experiencing difficulty with the academic program can receive individual attention. Adjusted programs may be implemented after assessment in the classroom. Upon review and recommendation of the Building-based Student Assistance Team, a student may be referred for further evaluation to determine appropriateness of an ISP (Individual Student Plan) or School Service Plan. Students needing academic assistance may be given individual or small group assistance through Viking Ventures, Homework Help, classroom teachers, teacher's assistants, or volunteers.

Special Education Services such as speech therapy, and psychological testing are available to Sacred Heart School by the Warsaw Community Schools. To initiate these services, a request must be made in writing to the principal.

The special education cooperative receives referrals from a variety of

individuals who may have a concern that a particular child has special educational needs. In the school setting, the child's teacher or building principal may initiate the referral. Parents who are concerned about their child's educational performance may also initiate a request for evaluation. Once a referral has been made, appropriate steps will be taken.

Preschool age children, who are eligible for special education services, may be provided with direct/consult services from special teachers, therapists and speech pathologists at the site of the private school.

Students who are eligible for services because of a communication disability will receive their speech/language services at the site of the private school.

School age children who are eligible for special education services due to other disabling conditions will be provided with consultation support from a public school special education teacher or other specialized staff.

For students who need direct, regular contact from a special education teacher or service provider, services will be available at the public school. Usually these direct services are provided at the public school where the student would normally attend, if they went to public school.

## **Counselor**

A school counselor serves the needs of students and parents through class and individual consultation.

## **Academic Needs**

Sacred Heart School is committed to providing the best possible education where all academic needs are met. We strive to teach all the Indiana Academic Standards, along with the A.C.E. Curriculum (Alliance for Catholic Education), focusing on individual abilities ranging from remediation to enrichment.

## **Homework**

Homework is an integral part of student life and a serious responsibility. It is assigned as a means to help pupils preview, drill, comprehend, and enrich subject matter taught in the classroom. Only neat and complete class work and homework will be accepted by teachers. The quantity of the homework given will be dependent upon the age, needs, and ability of each child. Students are expected to complete homework assignments at home and not in school during other class periods. Students generally have time in class to begin their homework assignments. This is important in the event that a

student needs additional help from the instructor in order to complete the assignment properly. Homework will be completed at home in addition to completing any assignments not finished during the school day. It is the responsibility of the student to return completed homework to the teacher. Failure to complete homework, including eLearning, may result in teacher-assisted help during the school day or recess. A Homework Notice will be sent home to the parents when homework is not turned in. Parents are to review, sign, and return this notice as well as any papers that are sent directly to their attention. This is essential to keep parents abreast of a student's progress.

## **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities. Including, but not limited to: all sports, Chess Club, Choir, Student Council, Green Team, LEGO's Club, Tumbling & Twirling Club, Robotics Club, Science Discovery Club, Ultimate Frisbee Club, etc. Academic Probation may result when a student receives **two D's or an F in any subject or exhibits unacceptable behavior.**

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat may face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

## **Assessments**

The NWEA is given to students in grades K thru 6.

The ILEARN is given to students in grades 3 thru 6.

Star Reading and Star Math assessments are given to grades 1 thru 6 and Kindergarten second semester.

IREAD Tests are given to students in grade 3 and as needed in grades K thru 2.

The ARK (Assessment of Religious Knowledge) is given to grades 2 - 6.



## Grading Scale Grades 3 - 6

A+=97-100    A=93-96    A-=90-92  
B+=87-89    B=83-86    B-=80-82  
C+=77-79    C=73-76    C-=70-72  
D+=67-69    D=63-66    D-=60-62  
F = 59 or below

## Grading Scale Grades K - 2

O=95-100  
S+=87-94  
S=80-86  
S-=70-79  
N=60-69  
U=59 or below

## Report Cards/Progress Reports

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Parents of students in grades 1-6 can view their student(s) grades in Powerschool. These are accessible 24/7 at <https://www.fwsbpowerschool.org/public/> .

Grades are a reflection of the work the student has accomplished in a particular subject area. They are a combination of written and oral work, classroom participation, homework, effort and test scores. In addition to grades for particular subjects, students will be graded on completing assignments, effort and conduct.

## Promotion and Retention Policy

Advancement to the next grade in Sacred Heart School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. The final decision on promotion and retention is ultimately up to the principal.

## Field Trips

1. Uniforms are required on all field trips unless designated by the teacher.  
NO DRESS PASSES ALLOWED.
2. Field trips are designed to correlate with teaching units and to achieve curricular goals.
3. All grades do not always have the same number of field trips.

4. Costs of field trips may increase due to any number of reasons. The school may require the difference in the cost of the field trip.
5. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission or a telephone call cannot be accepted in lieu of the proper field trip permission slip. Permission slips are due in the office by the due date written on the permission slip.
8. A generic field trip permission slip is available on our website. This is the only format that may be used to allow a student to leave school during school hours for a field trip, unless a special exception has been approved by the administration. If your child fails to bring his/her permission slip home, you may print a copy of the form. Call the school if you need information to complete the form. Note: a faxed *signed* permission slip may take the place of an original signature.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will still be required to attend school and will be given assignments.
10. Students who are participating in the field trip must ride to and from the field trip with their class.
11. All monies collected for the field trip are non-refundable.
12. If a field trip must be re-scheduled due to inclement weather, the original permission slip will be considered valid for permission for the student on the re-scheduled date. Every attempt to notify parents of the re-scheduled event will be made.
13. **Student cell phones are not allowed on field trips** unless otherwise directed by the teacher and/or administration.
14. **No younger siblings** may accompany the chaperone on a field trip. Anyone other than the chaperone must be pre-approved by the administration.
15. Anyone wanting to chaperone a field trip or a change the driver (the other spouse will drive instead) **must be made at least 48 hours in advance.**
16. No student will be refused attendance for a field trip due to the inability to pay the field trip cost. Please notify the teacher or principal, and an arrangement will be made for your student's attendance.

17. All chaperones must have successfully completed the Diocesan mandated training, which includes viewing the Safe Environment video, have a current criminal background check on file, and if driving, provide proof of insurance. Drivers must be over 21 years of age, have adequate car insurance coverage (liability, medical, & uninsured motorist), not smoke or consume alcoholic beverages during the field trip, show only G rated movies, and have appropriate seating adaptations as outlined by Indiana State Law\* for children 80 pounds or less. Chaperones should not text or use cell phones while driving.
18. Chaperones should not make extra stops, buy anything extra for their own children or passengers and should not give extra food to the students in their vehicle (due to food allergies).
19. The principal/administration shall have the right to prohibit, for any reason, a proposed chaperone from transporting students on a field trip.

**Please remember that you are in charge of your group for the duration of the field trip. Before leaving, get the classroom teacher's cell phone number in case of emergency. It is also helpful to give the teacher your cell phone number as well.**

## **Sacred Heart School Car Seat Policy**

**Sacred Heart School requires that all children ride properly fastened by a child restraint, which is a belt-positioning booster seat, until their 8<sup>th</sup> birthday.**

### **CHILD SAFETY SEAT GUIDELINES**

Forward Facing Only Seat:	From over one year of age and 20-40 pounds
Belt-Positioning Booster Seat:	From 4-8 years of age <b>and</b> 40-80 pounds <b>and</b> up to 4'9" tall. Never use with lap only belts
Vehicle Lap/Shoulder Safety Belt	From 4'9" in height <b>and</b> 80 pounds.

**Children 13 and under ride in the back seat according to Indiana State Law.**

**EVERY CHILD AND ADULT RIDING IN A VEHICLE FOR SCHOOL TRANSPORTATION MUST FOLLOW THESE GUIDELINES, UNLESS A WAIVER**

TITLED "CHOICE OF CHILD PASSENGER RESTRAINT" IS SIGNED AND FILED WITH THE ADMINISTRATION.

## Extra-Curricular Activities

Sacred Heart School sponsors a number of extra-curricular activities including but not limited to: six sports teams, cheerleading, Chess Club, Choir, Student Council, etc. Students must maintain average grades in academics and conduct to participate in these "extra-curricular activities." Two D's or one F in any subject area, including conduct and effort, will make a student ineligible to participate in extra-curricular activities. All school rules apply at these extra-curricular events. Faculty members, sponsors, and chaperones with just cause have full authority to admit, refuse admission to, or dismiss any student from an event.

If a doctor sends in a note to school to excuse a student from gym for any reason, that student **will not** be able to participate in outdoor recess nor any extra-curricular sport/physical activities, until such a time as released from their doctor.

**A student must have attended a minimum of a half a day of school in order to participate in or attend the activity.** If a student is absent or is sent home ill from school, they can not participate in or attend any after school activity.

Each individual case will be evaluated and the Principal has the authority to determine if a student is eligible to play or attend the activity.

Activities taking place in individual homes, such as parties, are not school-sponsored functions. Any problems arising at these events should be referred to individual parents and not to school authorities.

## Athletics

A variety of sports activities for students in Grades Four through Six are offered at Sacred Heart. Given sufficient interest and qualified coaches, the following activities are available: Boys – Soccer, Basketball, Track, Cheerleading; Girls – Soccer, Volleyball, Basketball, Track and Cheerleading.

In order to participate in any athletic activities, students must maintain their academic standing and conduct. The athletic eligibility requirements are the same that are required of all students in extra-curricular activities. A student athlete's academic eligibility will be reviewed at the first mid-quarter or report card that occurs during the season. If a student has two D's or one F, the student will be ineligible and will be prohibited from practice and/or

from play at games. This will enable the student to gain extra study time. A student may go in and out of eligibility, academic probation, or academic ineligibility. Any student who receives a detention or suspension during the school week may not participate in the next athletic or other extra-curricular event following the detention. Each individual situation may be reviewed, and the type and degree of restriction will be determined by the principal.

*Participation in athletics should develop character, make a person courageous, as well as help one to be both a good loser and a gracious winner. It should also teach young people the value of endurance and perseverance. Taking part in sports, then, is not simply for the purpose of physical development and exercise alone. It should teach the need for teamwork and communication, and how to subordinate one's own success for a common goal. Being an athlete should help one achieve their highest goal, namely the service and praise of our Creator, for it is God who gives us our minds, bodies, and all the physical talents that are loaned to us.*

## **HEALTH SERVICES & MEDICAL INFO**

### **Health Services**

The school nurse will maintain health records and administer vision, hearing, and any tests mandated by the State of Indiana, along with routine height and weight measurements. Regular dental and physical check-ups are the responsibility of the parents and should make every effort to not schedule appointments during school hours.

Grades 1, 3, and 5 are tested annually for vision (IC 20-34-3-12). Grades 1 and 4 are tested annually for hearing (IC 20-34-3-14). Any parent not wanting any of these screening procedures must send a signed, written statement to office personnel stating your refusal.

A student suspected of having head lice will be sent to the nurse for an evaluation. If a child is detected with head lice, parents will be called to pick up the child so that treatment may be started.

### **Immunizations**

All students are to be properly immunized according to Indiana State Board of Health guidelines. No student shall be permitted to attend school for more than **20 days** beyond the opening date of the school year without

furnishing a physician's certificate of having received the proper immunization. It is the responsibility of the parent/guardian to provide a copy of the original immunization record at registration.

The State of Indiana recognizes only 2 reasons for non-immunization of children. Objection to immunization may be only for 1) medical or 2) religious reasons. A physician is the only health care provider to sign the form for medical reason. A parent/guardian is to sign the form for religious reason. These forms must be signed annually and turned in to the school office by the first day of school. IC 20-34-4-2; IC 20-34-4-5

## Illness

**Any illness or medical concern requiring special attention should be reported on the enrollment form and reported to the office by the parents each year. For the 20'-21' school year, parents are asked to take temps and screen children for the symptoms related to Covid-19. (See the Covid-19 Screening for Parents form)**

We encourage perfect attendance, but your child should *remain at home* when the child has had a very bad cough, any contagious disease or exhibits any symptoms associated with Covid-19. If your child has been absent because of a contagious disease they should have a release note from the doctor.

**Reminder: please call the school office 267-5874 Ext. 200) by 9:00 a.m. each day stating the reason for absence.** Any child that has, verified by a physician, a contagious disease should notify school personnel at once so necessary precautions can be taken by all concerned if necessary.

### IF YOUR CHILD HAS THESE SYMPTOMS...

1. **FEVER:** 100 degrees Fahrenheit or higher, the student will be sent home and should remain home **72-hours fever free without fever reducing medications.**
2. **DIARRHEA:** Occurance or more than one episode at school and/or with additional symptoms. **A Preschool student will be sent home after one episode of diarrhea.** The student can return to school after 24-hours symptom free.
3. **VOMITING:** Occurance of more than one episode of vomiting **and** associated with other symptoms. **A Preschool student will be sent home after one episode of vomiting.** The student may return to school after 24-hours symptom free. The nurse will assess the symptom(s)

to distinguish between regurgitating food and vomiting due to illness.

4. **RUNNY NOSE:** Students who **cannot** control their secretions and/or have green, yellowish-brown mucus need to remain home until symptoms improve.
5. **COUGHING:** Excessive coughing that contributes to the inability of the student to participate in class or is disruptive to other students. **Any Preschool student with a persistent cough needs to stay home from school.**
6. **RASH:** A rash, of undetermined origin, will need to be assessed by a doctor before coming back to school. The school nurse will call the parent to inform them that their child has a rash and will need to be picked up from school. **Please seek medical advice regarding the rash and inform the school/nurse of the medical diagnosis.**

In the event that a student becomes ill at school or an accident takes place, parents will be notified immediately. For this reason an **EMERGENCY FORM** indicating pertinent information regarding your child's health and listing phone numbers of where you can be reached during schools hours will be kept on file in the Nurse's Office. Any change in data should be reported **IMMEDIATELY** so as to insure the health and welfare of your child at all times.

Any illness or medical concern requiring special attention should be reported on the enrollment form and reported to the office by the parents each year.



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick  
Superintendent of Public Instruction

*Working Together for Student Success*

## How Sick is Too Sick?

This information sheet is designed to be used as general guidance.  
If you have a medical question, please consult your physician.

Symptom	Send to School	Keep at Home
<b>Fever</b>	During the past 24 hours, the student’s temperature has been below 100 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student’s temperature has been more than 100 degrees.
<b>Diarrhea</b>	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
<b>Vomiting</b>	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
<b>Eyes</b>	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
<b>Cough/Runny Nose</b>	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
<b>Rash</b>	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
<b>Asthma</b>	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

### For More Information, Contact:

Deanna Paddack, Chief Nurse Consultant, Indiana State Department of Health, [dpaddack@isdh.IN.gov](mailto:dpaddack@isdh.IN.gov)

Jolene Bracale, Student Health Services Specialist, Indiana Department of Education, [JBracale@doe.in.gov](mailto:JBracale@doe.in.gov)

Lisa Truitt, State Attendance Officer, Indiana Department of Education, [LTruitt1@doe.in.gov](mailto:LTruitt1@doe.in.gov)



## Accidents

If a minor accident occurs at school, first aid will be administered without the permission of parent or other authorized person.

In the event of a serious accident, emergency first aid will be administered immediately. The family doctor or paramedics will be contacted to insure the health and safety of the child as deemed necessary by the school nurse. The parents or other authorized persons designated on the student's Emergency Form will be contacted.

## Medication

Employees of the school (i.e., school nurse, principal, school personnel) may administer prescribed medications including injectable insulin, or blood glucose test by finger prick only if **written permission is obtained from the physician and parent or guardian**. The school will provide this form. A new permission form must be obtained at the start of each new school year. School staff will be trained by the nurse on proper technique of medication administration and blood glucose test. This administrative regulation is in compliance with the policy of Indiana Statutes. Oral medication will be administered between the hours of 7:30 a.m. to 2:30 p.m. No exceptions.

- **Medications must be brought to the nurse by the parent and will be kept under lock and key maintained and in the school nurse's office.**
- **Students must not have any medications with them unless exceptions have been cleared by the nurse with the cooperation of the family physician and parent.**
- **Although office personnel attempt to be certain students take their medicine, it is the student's responsibility to come to the office at the proper time. By law, school personnel are prohibited from dispensing any medication except under the direction of a physician.**

The school principal or designee is authorized, at his or her discretion, to remove any medication temporarily from the possession of any student, and to keep the medication for the student in an appropriate place, at any time when, in the judgment of the school administrator, possession or use of the medication in the school by the student is inappropriate or is interfering with school functions, regardless of whether the student has the required parental permission and a proper prescription of the medication.

## **Physician Prescribed Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be brought in to the School Nurse in the container received from the pharmacy and must have on its label the following information:

1. Child's name
2. Name of doctor prescribing the child's medication
3. Frequency
4. Dose
5. Date
6. Herbals and vitamin supplements will only be administered by school personnel if there is a written form signed by the student's physician and parent, on file in the school/nurse's office.

## **Over the Counter/Non-Prescribed Medication**

Over the counter medication can be given only with written permission of the parent or guardian.

All non-prescription medication, including cough drops, should be taken to the School Nurse with the following information:

1. Child's name
2. Frequency
3. Dose
4. Date

## **Sports or Activity Related Injuries**

If your child becomes injured with a sport or activity related injury, please send in a note describing the injury and any care instructions. Any use of elastic bandages, arm & shoulder sling, or crutches need a written order from parent and/or a doctor. The student will not participate in gym class, sport practice, or a game without a written activity instructions. Seeking medical advice is always the best solution for an accurate diagnosis and treatment of an injury.

## **Communicable Disease**

Any student who contracts a communicable disease (e.g. lice, scabies, measles, mumps, fifth disease, chicken pox, mononucleosis, impetigo, pink eye, etc.) may be removed from the school by the nurse or school administration until the contagion passes. A doctor's permission, or that of the school nurse, is necessary for reinstatement to the classroom.

## **Allergy Policy**

Sacred Heart School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated once a year.

### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins Sacred Heart Catholic School, parents are asked to submit a child's medical record. All parents of children with asthma are given an Asthma Action Plan to give to their child's pediatrician to complete and return to the school. From this information the school keeps its asthma register which is available for all school staff. Action Plans are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma.

#### **4. Food Allergy Policy**

Sacred Heart School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Sacred Heart School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

#### **5. Training**

In order to minimize the incidence of life threatening allergic reactions, Sacred Heart School will provide training and education for all Sacred Heart School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.

#### **6. Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

#### **7. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the classroom and in the lunchroom, a "nut-free" table will be established and maintained as an option for students with nut allergies.

## **8. School Field Trips**

The school nurse will recommend to the administration the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

# **TRANSPORTATION**

## **Parking Lot Procedures**

### **HANDICAP PARKING**

Please respect handicapped parking spaces. These are not drop-off or pick-up spots and should not be used as such. If parking in these spots, you must display a handicapped placard or license plate.

## **MORNING ARRIVAL**

**Doors open for student arrival at 7:30a.m. There is no supervision prior to 7:30a.m. so be certain you do not drop your children off before that time. There is no Viking Watch presider until 7:45am!**

### **1. Drop Off Procedures**

All vehicles should enter Sacred Heart School grounds on the north (Ft. Wayne St.) west drive, which is the main entrance #1 to the Church. The drop-off line forms a line along and around the corner of the Church, from Fort Wayne Street around to Lindberg Drive **and if necessary turns west onto Main Street rather than continuing out to Center Street.** Please remain in the line that forms. All students should be dropped off as the traffic stops under the portico. The students should exit the car and proceed to the nearest door. Any person who needs to accompany the students into the Main Office should park in the areas east of the main church entrance or in the lot across the street. (DO NOT PARK IN THE HANDICAP PARKING SPACES.) Please drive slowly and carefully in the lot since many children may be out on the parking lot. All vehicles should exit the east exit of the main drive, or the east exit onto Harrison St. near the Rectory.

***PLEASE DO NOT HAVE YOUR CHILD WALK ACROSS ANY OF THE PARKING LOTS OR IN FRONT OF CARS WITHOUT AN ADULT.***

### **2. 3:15pm Pick Up Procedures**

All vehicles should enter the parking lot across the street from Sacred Heart School from the Lindberg St. entrance. The staff members on duty for dismissal, will dismiss the students. Each parent should have their school supplied name tag visible in the front window so the student's name may be called. As you approach the staff member on duty, he or she will give you a number (1 through 4) and you will cross the street and stop by the bright orange post with that number on it. Your child(ren) will be waiting beside that post for you to pick them up. If you have an appointment with a teacher or are coming into the office, you must park in the east lot or in the lot across the street and come into the office. If you must come into the building to pick up your child(ren) for any reason, you will be required to leave the school with your child(ren) through the east-end door (#4) and will not be able to exit the front doors once dismissal is in progress. Any children still waiting in the school at 3:30pm will be brought to the office to wait or sent to Viking Watch if enrolled. After that point, the parent must then park and come into the office to sign the child out. No child will be left outside or in the school lobby

unattended. All cars should exit the parking circle using the east drive on the Ft. Wayne St. side.

*If someone else is picking up your child, please let office personnel know in writing. All transportation changes need to be called in no later than 2:00pm to ensure enough time to notify the student.*

Any student, who walks or rides a bike, will be dismissed after all cars have exited the area. All students must chain and lock their bike to the bike rack.

*For the safety of everyone, it is important that each person follows the same drop off & pick up procedures. Please get in the pick up line, in your car, to pick up your child(ren).*

*We ask that you do not walk up to the door to pick up your child(ren) unless it is absolutely necessary. We want to prevent our front entryway from becoming congested with parents who are walking up to the door. For security as well as a safety measure for staff to know with whom children are leaving, we are asking for your support and cooperation. In order to expedite pickup, we will dismiss the bus riders first, the parents in the car line second, and the walk-up parents and students who are walking or riding a bike will be dismissed last.*

This plan was created with the safety of all children in mind, and may be amended if circumstances or church events (i.e. funerals) might jeopardize the safety of students arriving or dismissing.

## **Car Pool**

All cars must have a name clearly displayed in the front windshield on the driver's side of the car. Name signs are provided by the school. The name signs will be handed out to the students on the first day of school. Students

will be called to the appropriate pick-up area by their name. It is important that students are aware of their carpool or bus service.

The area for morning drop-off and afternoon pick-up: the circle drive by the door on the Ft. Wayne Street side of the building by the Office door.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

## Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through

School Belles, Inc.®

Phone 1-800-548-3883

Or order online at [www.Schoolbelles.com](http://www.Schoolbelles.com)

In addition, uniforms may be purchased from any local outlet matching the uniform standards.

Students, PreK3 through Grade 6 must be in uniform every day. Some Mondays of every month will be “Casual Monday” starting in September. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **Dress passes may not be used on a School Mass Day. Students must bring the dress pass with them in the morning, or they will be sent to the office to call home. Students in grades 4, 5, & 6 will be refused entry to class until their parent brings their uniform or their dress pass to school. If the parent is unable or unwilling to bring the dress pass or uniform to school within 30**



**minutes, a uniform will be provided to the student from the uniform exchange.**

Sacred Heart School sweatshirts (no hoodies), which can be worn with both the P.E. uniform and the school uniform, can also be ordered at registration or through Designs by Kim.

## **Physical Education Uniform**

Students in KPrep4, K – 2nd do not need to purchase gym uniforms. They should wear their school uniform on P.E. days. Girls may take off their jumper and wear appropriate shorts with their uniform shirt.

There is a special uniform for P.E. classes for grades 3-6, to be ordered at registration.

Sneakers must be worn with socks. High top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.

## **Uniform Guidelines**

***Uniforms are required the first day of school.*** One day of every month starting in September will be “Casual Day for a Cause”. On this day a student may dress in casual clothes for a \$1 donation. All “Casual Days for a Cause” will be designated by the principal. These days will be noted on the monthly calendar. Please note, uniforms are required on all field trips unless specified by the teacher. *No dress passes allowed.*

### **1. Boys' Attire**

- Navy blue uniform pants, corduroy or twill, pleated or plain front sized according to appropriate waist measurement and length (No oversized, baggy, or flair legged are allowed or cargo pockets. No pants are to be worn below the natural waistline.) Navy blue shorts (above standards) are acceptable August through Fall break and after Spring break through the end of the school year, and must be fingertip length.
- Red or white knit polo shirts, or white oxford/cotton shirts, long or short sleeved. Shirts must be tucked in, not rolled.
- Navy blue, brown or black belt. Belts are required for grades 1-6 and are preferred for grades PreK3, KPrep4 & K.
- White, black, or navy blue socks.
- Brown, navy or black dress shoes, penny loafers, deck shoes, bucks, saddle shoes or **solid** white, black or navy low-top tennis shoes are

acceptable footwear. There should be no striping, or flashing lights, wheels, or designs on the tennis shoes. If the shoe has a stripe design, it must be the same color as the shoe. Soles must be solid color of black, white, brown, or navy. No above the ankle hiking or construction type boots or crocs.

## • 2. Girls' Attire

- Grades PreK3-3rd – Plaid Jumper (PreK can also wear a solid red or navy knit dress)
- Grades 4th-6th – Plaid Jumper or Skirt. **Note: Modest length, no more than three inches above the knee when kneeling (fingertip length). Excessively short skirts will result in an Out of Uniform Slip.**
- Navy blue trousers, corduroy or twill, pleated or plain front sized according to appropriate waist measurement and length. No cargo pocket pants, oversized, baggy or flair legged pants. Navy blue shorts (above standards) are acceptable August through Fall break and after Spring break through the end of the school year, and must be no more than 3 inches above the knee.
- Navy blue, brown or black belt if pants have belt loops. Belts are required for grades 1-6 and are preferred for grades PreK3, KPrep4 & K.
- Red or white knit polo shirts, or white oxford/cotton/Peter Pan collared shirts, long or short sleeved. Shirts must be tucked in, not rolled. Only top collar button may be open. No ruffles are permitted.
- Plain white, black, or navy blue socks, knee socks, or tights, exclusive of decoration must be worn. Solid navy or black, ankle length leggings or shorts may be worn under a jumper or skirt.
- Hair bands, ribbons and bows must be navy, red, black, or white (or the school plaid which can be purchased through Schoolbelles.) Beads, or other hair ornaments not of the above plain colors, are unacceptable.
- Brown, navy, white or black dress shoes, penny loafers, deck shoes, bucks, saddle shoes or **solid** white, black or navy low-top tennis shoes are acceptable footwear. There should be no striping, or flashing lights, wheels, or designs on the tennis shoes. If the shoe has a strip design, it must be the same color as the shoe. Soles must be solid color of black, white, brown, or navy. NOTE: No platform shoes, crocs, dress boots, clogs, sling-back or open-toed sandals or neon colored styles. No heel should exceed 1½ inches.

**SPECIAL NOTE: FOR EITHER BOYS OR GIRLS, ANY APPAREL OR HAIRSTYLE DISTRACTING TO EDUCATION IS NOT ALLOWED. Spray hair coloring and/or permanent dyes are not acceptable. Highlighting must be subtle and look natural. Sunglasses, hats, and bandanas are not to be worn in the building. (Exceptions may be for “Spirit**

Days”)

### 3. Boys' and Girls' Options

Red or navy dress sweaters or sweater-vests (no logo necessary), and red or navy sweatshirts or fleece with the Sacred Heart logo are acceptable. Oversized, ripped, written on, or otherwise untidy sweatshirts are unacceptable and will not be allowed. Any Sacred Heart shirts or sweatshirts are acceptable any day, however the sport shirts or sweatshirts are only to be worn on prearranged days which will be decided by the principal.

Garments viewed as “outer-wear” should be removed and are not to be worn during the school day.

### Play Shoes

The pea gravel on our playground will be a hard on your child's shoes, therefore, students may bring a second pair of shoes to school to wear on the playground. Please remember, it is still required to wear solid color shoes in school, however, plays shoes may be any color.

### Snow Gear

Boots, snow pants, and other winter gear are required during bad weather. Students are expected to bring snow gear (hats, gloves, snowpants & boots) and take snow gear home **daily**, beginning December 1<sup>st</sup>. **Students without boots or appropriate snow gear, will be required to stand in a designated black top area of the playground during recess.** They will be required to go out during recess but will not be able to play, due to the wet grass and snow, so it is important they have boots and snow gear beginning December 1<sup>st</sup>. This December 1<sup>st</sup> policy will be in effect until spring break or earlier, as determined by the principal.

### Other Uniform Guidelines (applies to Casual Days also)

**All students** – hair should be neat with bangs above the eyebrows. Boy's hair should not hang over the shirt collar and should be no longer than mid ear. Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. Extreme hair coloring and bleaching is not permitted. No beads or scarves should be worn in the hair.

No cosmetics, lip-gloss, colored chapstick, nail polish, or artificial nails may be worn.

No visible tattoos of any kind.

No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear one pair of earrings not larger than a dime and without hoops. Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring per hand and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and given to the parents.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus. Belts must be worn at all times.

No 'ripped' clothing at all.

**American Heritage Girls** - Students may wear the AHG uniforms on meeting days.

**Club shirts** may be worn on that club day.

**Sports Shirts** may be worn on the day of the competition.

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

## Casual Day Guidelines

### *Students may wear:*

- \*jeans
- \*jogging suits
- \*sweatshirts
- \*skorts
- \*tennis shoes
- \*nail polish
- \*jewelry
- \*slacks
- \*shirts or dresses must have sleeves
- \*shorts no shorter than three inches above the knee**
- \*skirts no shorter than three inches above the knee**
- \*all students **must** always wear socks

### *Students may not wear:*

- \*flip-flop, sandals or crocs
- \*no open back shoes
- \*hats
- \*tank tops or spaghetti straps
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*make-up
- \*pajama pants
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*ripped Jeans or clothing
- \*no yoga pants, spandex (form fitting stretch pants)

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

## Miscellaneous

## Personal Belongings

The school provides coat racks, “cubbies” and desks to accommodate the personal belongings of students. Sacred Heart School is not responsible for items of considerable worth or excessive amounts of money that are brought to school by students. Parents are urged to monitor what their children bring to school with them. Please note that glass containers are unsafe and must not be sent to school. Student's who choose to bring CELL PHONES or SMARTWATCHES to school are to check them in at the school office in the morning and pick them up as they leave for the day. The school is not responsible for the safety of these checked items.

The administration reserves the right to inspect all areas mentioned above at any time. Students are to keep their individual areas clean, neat, orderly, and free of any types of graffiti. The parent of the offending student must compensate for damage to school property, or the property of another person, and the student(s) responsible will be subject to disciplinary action.

## Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

## Picture Day

School pictures are taken annually in the fall and spring. The fall pictures will be taken in **uniforms only**. These pictures will be used in the yearbook and on the large all school picture in the hallway. To be fair to all students, clothing changes will not be permitted during fall pictures. For the spring pictures, students are not required to wear their uniforms. They are to wear clothing as designated in the Handbook under “Casual Day.”

Every student will be photographed on both picture days. All student pictures will be printed in the yearbook. Purchasing school pictures is optional for both fall and spring.

**REMINDER: If your student would like a yearbook, it must be ordered with the fall pictures.**

## Student Photo Usage (Photo Release Form)

Sacred Heart School may post pictures to the web site, bulletins, school brochures, fliers and local newspapers. If you choose not to have your

student photographed, you must indicate this on the Photo Release Form which is included in your registration packet. Please understand if you choose 'NO' your student will not be included in any group school photos (for example field trips, clubs, sports). The school cannot be held responsible for pictures published by outside sources. This photo release does not pertain to the yearbook.

## Lunch Program

Sacred Heart School offers a hot lunch program daily provided by Classic Cafe. Meals are prepared through the services of this outside vendor. Parents may make payments on the student lunch account through the school office and view the student lunch account balance through PowerSchool. The cost of each meal will be deducted from the family's oldest student's PowerSchool Lunch Account.

Students must place their order for a hot lunch on a quarterly basis through Powerschool. Those choosing not to purchase hot lunches may bring a cold lunch from home. Milk is available to all students. The consumption of caffeinated drinks and soft drinks is prohibited. **As a courtesy for all students, "Fast-food" lunches are not to be brought into the school cafeteria. If your student has a fast-food lunch, he or she will have lunch outside of the school cafeteria.** If you would like to take your child out for lunch, you may sign him/her out for the lunch and recess period. Parents are responsible for checking account balances and assuring that the balance is sufficient to cover ordered school lunches. Student's whose lunch balance reaches **negative \$10.00** must carry lunch until the balance is positive.

Students are to remain seated and orderly in the cafeteria. Courtesy, respect, and dignified conduct are expected at all times. Students who are continually corrected will lose their cafeteria privileges. Quiet conversation and proper table manners are mandatory. All students are responsible for cleaning up after themselves and throwing away their own garbage. No food or beverages are allowed outside of the cafeteria. Cafeteria workers and supervisors are to be obeyed at all times. Students not obeying cafeteria rules will be subject to disciplinary action.

## Treats/Rewards

When bringing a treat to school for students, please keep in mind that we prefer healthy treats and we ask that you limit the amount of candy. Some suggestions might be; stickers, pencils, erasers, "Viking Vendor Cash", or religious trinkets. This includes parties.

## **Birthday Observances**

Birthday treats to be shared with classmates may be brought to school by parents or guardians for students, please discuss this with your child's teacher. **If there are any deliveries of presents, balloons, flowers, etc., these items will be delivered to the classroom at 2:30pm to help prevent classroom disruption.**

## **Child Abuse Laws**

Sacred Heart School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected/reported abuse and/or neglect be reported to Child Protective Services.

## **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines distributed at classroom parties should include a Valentine for each student in the class.

## **Fundraising Plan**

***Please note that participation in any fundraiser is optional***

I. These fundraisers benefit the school.

- A.       - Restaurant Give Back Days – 5 per year
- Walk-a-thon
- Culture Fair
- Book Fair
- Burger King Booklet Sale
- Next Big Event
- Carnival
- Monsignor Wolf 5K Walk/Run

Fundraiser Dates & Times to be announced

- B. New fundraisers must replace an existing fundraiser
- C. New fundraisers will be discussed at HASA Officers Meeting with the Principal, then go to the Pastor and the Finance Committee.
- D. Current people who chair a fundraiser continue to chair the next year, if they so desire.

- II. These fundraisers benefit causes outside the school
- A. Casual Day – These are for a Cause typically once a month
  - B. MDA
  - C. Cancer
  - D. Haiti
  - E. Jump Rope for the Heart
  - F. Additional fundraisers may be added as special situations arise at the discretion of the Pastor & Principal.

## Parties

Students are permitted three class parties a year: a Fall Party, a Christmas Party, and a Valentine’s Day Party. Room parents may assist the classroom teacher with these two parties. Treats need to be *store-bought and individually prepackaged*. No younger siblings may attend any classroom parties.

## The Viking Vendor

The Viking Vendor is a small school supply store in which the students can purchase items such as: pencils, erasers, paper, index cards, folders, pencil pouches, etc. The times that the Viking Vendor is open varies depending on daily activities. “Viking Vendor Cash” is available and works great for stocking stuffers or rewards. Contact the school office to purchase.

## Clubs

There are a variety of after school clubs available for students. Some of the clubs we may offer are: Green Team, LEGO Club, Scouts, Chess Club, Robotics Club, Tumbling & Twirling, Adoration, Spanish Club & Ultimate Frisbee.

At the end of a club meeting, parents should line up in front of the school in their cars and wait for their child to be dismissed. Please do not come into the school to pick up your child.

Note, some of these clubs may not be offered due to lack of participation or leadership. We are always open to new Club suggestions.

## Volunteers

All individuals who volunteer in the school must complete all of the Diocesan mandated background check requirements before volunteering in



the school. The school will not contact the individual volunteers to inform them of their incomplete requirements.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

**Siblings are not allowed to accompany parent volunteers to school or on any fieldtrip. Volunteers need to be aware they are there to attend to the school students.**

## **Seclusion & Restraint**

The Seclusion & Restraint Policy of Sacred Heart School can be viewed on our website, [shswarsaw.org](http://shswarsaw.org). If you have any questions, please contact the school.

## **Staff Email Addresses**

Staff email addresses can be found on our school website at [shswarsaw.org](http://shswarsaw.org).

## **Parent Teacher Organization**

HASA, Home and School Association, works to support and enhance the educational ministry of the school. Fund-raising, parent and student education, and building community are goals of this organization.

By-Laws for HASA are available.

### **1. Parents As Partners**

As partners in the educational process at Sacred Heart School, we ask parents:

1. To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch money or nutritional sack lunch every day.
  
2. To actively participate in school activities such as Parent-Teacher Conferences.
  
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

4. To notify the school with a written note when the student has been absent or tardy.

5. To notify the school office of any changes of address or important phone numbers.

6. To meet all financial obligations to the school.

7. To inform the school of any special situation regarding the student's well-being, safety, and health.

8. To complete and return to school any requested information promptly.

9. To read school notes and newsletters and to show interest in the student's total education.

10. To support the religious and educational goals of the school.

11. To support and cooperate with the discipline policy of the school.

12. To treat faculty & staff with respect and courtesy in discussing student problems.

## **2. Parent's Role in Education**

We, at Sacred Heart School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---spiritually, academically, physically, mentally, emotionally, and psychologically. Your choice of Sacred Heart School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Sacred Heart School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 6), your child needs constant support from both parents, faculty, and staff in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers

remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and faculty/staff will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming!

Thank you for entrusting your students to us at Sacred Heart School,  
“Where God and Education Lead the Way!”

***Sacred Heart School  
Parent/Student Handbook***

