Sacred Heart Catholic School

Parent/Student Handbook
2013-2014

4050 Hubbard Ave N.
Robbinsdale, MN  55422

School:  763.537.1329
Fax:   763.537.1486

www.sacredheartschoolrobbinsdale.org
www.cornerstonesms.org
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PARISH MISSION STATEMENT
Sacred Heart is a Catholic Parish that has grown and developed with the Community of Robbinsdale, since 1910. Our influence in the community has come from our strong Catholic tradition of worship, service and education.

Ours is a community of great diversity. We are a warm, friendly and faith-filled people with a strong sense of moral values. We are witnessed of Jesus Christ in the world.

This parish recognizes that it has multiple ministerial needs, including evangelization, education and formation, outreach, community worship, and spiritual guidance in the life of faith. These needs are met through the active participation and support of all members of the community.

Our vision is to increase awareness of our pastoral needs and to promote spirituality within our parish, archdiocese and the universal church, all in response to the Gospel of Our Lord Jesus Christ.

SCHOOL MISSION STATEMENT

Sacred Heart Catholic School is dedicated to educating children through high academic and moral standards in a faith-based setting. We achieve this goal through collaboration with our families, parish, and local community.

PHILOSOPHY
We believe Sacred Heart Catholic School integrates faith and knowledge in the personal formation of our students by:

- Instructing and modeling the Catholic teachings
- Promoting academic excellence
- Building character
- Developing global awareness
- Serving others

SCHOOL ACCREDITATION  Sacred Heart School has been accredited by the Minnesota Non-public School Accrediting Association since 1990 and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.
## IMPORTANT PHONE NUMBERS

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<tr>
<th>Office</th>
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<th>Hours</th>
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<tr>
<td>School Office</td>
<td>(763) 537-1329</td>
<td>M-Th 7:00-2:45 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>Fri 7:00-2:30 p.m.</td>
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<tr>
<td>Parish Office</td>
<td>(763) 537-4561</td>
<td>M-F 8:00-4:30 p.m.</td>
</tr>
<tr>
<td>School Fax</td>
<td>(763) 537-1486</td>
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## Faculty and Staff Voice Mail Numbers

<table>
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## School web sites:

- **Cornerstone** [http://www.cornerstonesms.com](http://www.cornerstonesms.com)  
  (Report card, attendance, Family personal information, Finance module)

- **www.sacredheartrobbinsdale.org**  
  (School information, Calendars, Teacher web pages, Athletics, Registration forms)

Parish web site:  
[www.sacredheartrobbinsdale.org](http://www.sacredheartrobbinsdale.org)
SHCS Code of Conduct

Mission Statement
Sacred Heart School exists to educate children in a parish community. Catholic values and teachings are integrated into the daily curriculum, which promotes academic excellence. Our goal is to provide for a quality educational experience and prepare students for continued community and church involvement.

Audience
*Students
*Parents
*Teachers
*Staff
*Volunteers

Code of Conduct
Promoting a Catholic education that is an expression of the mission of Jesus

Respect
1. Treat others and their property with respect and dignity
2. Handle matters confidentially, respectfully, and directly
3. Support and follow school rules in order to participate in programs and activities
4. Respect differences in people, their ideas and opinions

Integrity
1. Accept responsibility and accountability
2. Practice honesty at all times
3. Fulfill commitments and assignments
4. Make appropriate Christian choices on a daily basis

Community
1. Contribute positively to the Christian climate of the school
2. Promote a welcoming and safe environment
3. Demonstrate Catholic values in helping others in school and the community
4. Ensure communication and exchange of information

Caring Resolution
1. Maintain an environment where conflict and differences can be addressed with respect and civility
2. Address concerns by listening and sharing
3. Approach situations and conflict positively and with an open mind
4. Work toward fair compromise and resolution
Acceptable Use Policy For Technology Assets and Services

In order to expand and facilitate teaching and learning, Sacred Heart Catholic School (SHCS) supports the use of school-provided technology assets and services, including but not limited to computers, laptops as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, the “SHCS Technology Assets and Services”). SHCS’s goals in providing the SHCS Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

Access to the SHCS Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to the SHCS Technology Assets and Services, SHCS will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the SHCS Technology Assets and Services may result in cancellation of some or all privileges and will result in appropriate disciplinary action, up to and including expulsion and possible referral to law enforcement.

Access to SHCS Technology Assets and Services

At school, students utilizing SHCS Technology Assets and Services must first have the permission of and be supervised by SHCS’s professional staff. Students utilizing SHCS Technology Assets and Services are responsible for appropriate behavior, just as they are in a classroom or any other area of the school. The same general rules for behavior and communications apply.

The following uses of SHCS Technology Assets and Services are not permitted. This list is not exclusive and should be used as a guideline for appropriate use.
- To access, upload, download or distribute pornographic, obscene or sexually explicit material;
- To transmit obscene, abusive, sexually explicit or threatening language;
- To violate any local, state or federal statute;
- To vandalize, damage or disable the property of another individual or organization, including SHCS’s networks and systems;
- To access another individual’s materials, information or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- To attempt to gain access to server information not open to the public;
- To use private or free e-mail services, except for approved use as directed by the Middle School faculty or administration;
- To use chat rooms or instant messaging, except for approved use as directed by the Middle School faculty or administration;
- To use access for political or commercial purposes;
- To reveal identifying information (name, age, address, phone #, photo, parents’ names) for yourself or another without your teacher’s permission;
- To engage in any use that disrupts the educational or administrative goals of SHCS.

SHCS makes no warranties of any kind, neither expressed nor implied, for the SHCS Technology Assets and Services it is providing. SHCS will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in services. SHCS also will not be responsible for the accuracy, nature or quality of information gathered through school-provided Internet access. Further, SHCS will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. Finally, SHCS will not be responsible for unauthorized financial obligations resulting from students’ use of SHCS Technology Assets and Services.

We currently have an internet filter (Sonic Wall UTM appliance). We subscribe to a content filter service that provides “packet level” inspection coming from the internet.

Parent/Student Acknowledgement for the Acceptable Use Policy for Technology Assets and Services

Sacred Heart Catholic School (SHCS) provides SHCS Technology Assets and Services, as defined in the Acceptable Use Policy in the Parent Student Handbook, to students in an effort to further SHCS’s educational mission and
goals. While the school may institute auditing and compliance programs to regulate students’ use of the SHCS Technology Assets and Services, including the Internet, students may find ways to access materials or to use SHCS Technology Assets and Services not in compliance with SHCS’s Acceptable Use Policy.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. While doing school-related research outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, etc. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student’s parent or guardian would be liable.

As a parent or guardian of a student at SHCS, I have read the Acceptable Use Policy and the above information. I understand that the school reserves the absolute right to access students’ data on computers, computer stations or networks at any time without prior notice or consent. I also understand that all students are required to strictly adhere to the school’s Acceptable Use Policy and that any violation will result in appropriate disciplinary action up to and including expulsion and referral to law enforcement authorities. I agree to indemnify SHCS from any losses, costs or damages, including reasonable attorneys’ fees, incurred by SHCS relating to or arising out of any breach of this Acceptable Use Policy, including any copyright violations.

Parent/Guardian

As a user of SHCS Technology Assets and Services, I understand the school may access my data at any time without prior notice or consent and that any violation of the school’s Acceptable Use Policy will result in appropriate disciplinary action up to and including expulsion and referral to law enforcement authorities. I agree to comply with the rules set forth in the Acceptable Use Policy and to use the SHCS Technology Assets and Services in a constructive and ethical manner.

Acceptable Use Policy for Students at Sacred Heart Catholic School

Sacred Heart Catholic School’s information technology resources, including email and internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school’s technological resources:

Students must:

1. **Respect and protect the privacy of others.**
   - Use only assigned accounts.
   - Not view, use, or copy passwords, data, or networks to which they are not authorized.
   - Not distribute private information about others or themselves.

2. **Respect and protect the integrity, availability, and security of all electronic resources.**
   - Observe all network security practices, as posted.
   - Report security risks or violations to a teacher or network administrator.
   - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
   - Conserve, protect, and share these resources with other students and Internet users.

3. **Respect and protect the intellectual property of others.**
   - Not infringe copyrights (no making illegal copies of music, games, or movies.)
   - Not plagiarize.

4. **Respect and protect the intellectual property of others.**
   - Communicate only in ways that are kind and respectful.
   - Report threatening or discomforting materials to a teacher.
   - Not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works.)
   - Not intentionally access, transmit, copy, or create material that violates the school’s code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass.
   - Not use the resources to further other acts that are criminal or violate the school’s code of conduct.
Student/Parent Handbook

- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Consequences:**

**Minor Misconduct**
Depending on grade level and severity of the offense, possible consequences:
- Missing computer class for a period of time
- Free time not allowed for this student
- In-school suspension
- Removal from class
- Parent/teacher/principal conference

**Major Misconduct**
Misuse of equipment; deletion or violation of password-protected files, computer programs, data or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, downloading, printing or distributing pornographic, obscene, abusive or sexually explicit material; transmitting obscene, abusive or sexually explicit language; vandalizing damaging or disabling the property of another person or organization; unauthorized commercial use or financial gain of the user is prohibited. Improper use may result in the loss of use of equipment. If the conduct at issue constitutes a violation of the harassment, racial, sexual, religious or sexual orientation provision, the consequences provided hereunder will be applied.

<table>
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<tr>
<th>Grade Level</th>
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<th>Third Offense</th>
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<tr>
<td>Grades K-8</td>
<td>1 day suspension</td>
<td>2-3 day suspension</td>
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*Indicates disciplinary action assigned by the building administration

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

**Supervision and Monitoring**
School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.
FOR MORE INFORMATION, SEE: WWW.CYBERCRIME.GOV

***Parents agree to the Acceptable Use Policy for Technology Assets and Services within our Parent/Student Handbook upon signing the tuition contract
Revised 2011

**Achievement Testing**
Students (gr. 1-7) are tested for achievement using the Northwest Evaluation Association’s MAP tests. The main purpose for testing is to help with curriculum planning. Students in first through seventh grade are tested online in fall and spring. Parents/guardians will be notified of the test results.

Students in grades 6th and 8th grade take the SAT 10 achievement test as mandated by the Archdiocese of St. Paul/Mpls. This test is taken online in fall. Parents receive a report via mail.

**Admissions**
It is the policy of Sacred Heart Catholic School to comply with state and federal laws prohibiting discrimination.

Every local effort shall be made to provide each qualifying child to attend a Catholic School regardless of the financial situation of the family. Families should seek the advice of the principal if financial problems arise.
If a waiting list exists, admission to Sacred Heart Catholic School is based on the following criteria:

- Students presently enrolled in Sacred Heart Catholic School (Pre K-8th grade) will have top priority for registration each year.
- New students who are siblings of students in the school.
- New students who previously had brothers and sisters in the school.
- New students who are members of the Church of the Sacred Heart.
- Students who are children of school alumni.
- Students who are members of parishes that support the school.
- Students who are members of a neighboring parish.
- Students who are non-parishioners.

11/1/11

**Athletic Program**

Sacred Heart’s athletic program shall afford the students the opportunity to develop physical coordination, knowledge of the applicable game, the development of friendships through athletic participation, and the development of school spirit.

Students shall represent themselves, their teammates, and their school in a manner consistent with Christian concepts and fair play. Coaches shall conduct themselves and direct their teams in a manner consistent with Christian concepts and fair play, and as representatives of the school they shall adhere to established policies and philosophies.

The planning and implementation of the athletic program, including volunteers and other coaches, shall come under this policy and will be the responsibility of the administrator or athletic director. In addition to the provisions of this policy students, instructors, coaches, volunteers, and administrative personnel shall comply with existing state laws applicable to this area.

Each student on each team will be given an opportunity to participate in the sport. Only members of the school shall be participants in the sport.

Injuries – Doctor’s approval may be required for students to resume practice or play in games.

All coaches are volunteers and may apply volunteer hours for time devoted. Coaches are required to follow NSPSL guidelines and meet with the SHCS Athletic Director to receive a policy handbook and keys prior to the first practice.

All coaches will be asked to fill out a Bureau of Criminal Apprehension background check as required of all volunteers, attend a Virtus session, complete a Code of Conduct form, and complete a concussion training course.

**Concussion Training**

a. All volunteers interested in coaching or assisting a coach for an athletic team must complete a concussion training course before he or she is eligible for the position of coach, assistant coach, or parent assistant.

b. No volunteers will be allowed to function as coach, assistant coach, or parent assistant until he or she has taken the course and submits a certificate of completion to the athletic director.

c. A volunteer’s concussion training certification is valid for the entire school year and/or all athletic seasons.

d. This course is accessible on the Minnesota State High School League website.

e. This training must be renewed annually.

**Athletic Programs**

Opportunities are available for students to participate in various co-curricular activities such as soccer, volleyball, basketball, baseball, softball, and other programs. The mission of the sports program is to reflect the mission and philosophy of the school as well as the following values:

- fair play
- team work
- responsibility
Student/Parent Handbook

• respect for one another
• accountability
• ways to improve skills

The purpose of athletic activities at Sacred Heart School is to:
• develop good sportsmanship
• build relationships between schools
• develop school spirit, physical coordination, and skills.

Player Participation and Playing Time

Varsity level
a. Competition is given more emphasis with these teams.
b. Coaches have the prerogative to determine player time based on the coach’s assessment of coach-ability, skill, and commitment demonstrated by the student.
c. Eighth graders will automatically be placed on the varsity team if they attend tryouts and choose not to play at a lower level.

Junior Varsity
Minimum amount of playing time will be determined based on the nature of the sport and league competition.

B-Squad
Participation is given more emphasis, and coaches are expected to strive for equal playing time among all players.

General
At all levels, coaches have the prerogative to decide a player’s field/court positions commensurate to the student’s ability, knowledge, and confidence in the game in particular during tournament play.

Roster Limits
a. An effort will be made to keep grade levels together on corresponding teams. In a case where a student’s athletic skill is below his/her grade level, the option to play on a lower level team will be offered if playing time in games is a priority for the student.
b. As the numbers dictate Varsity and JV coaches may offer try-outs to fill spots on their team, which are open to all eligible students. Attendance at try-outs is mandatory for all interested players 6-8 grade.
c. When the number of players exceeds the number of spots on a team, 5th graders will be the first cut to maintain appropriate team size.¹

d. Recommended minimum and maximum numbers for teams are as follows:

<table>
<thead>
<tr>
<th>Sport</th>
<th>min.</th>
<th>max.</th>
<th>Sport</th>
<th>min.</th>
<th>max.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer</td>
<td>14</td>
<td>17</td>
<td>Basketball</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Volleyball</td>
<td>8</td>
<td>12</td>
<td>Baseball</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Cross Country</td>
<td>5</td>
<td></td>
<td>Softball</td>
<td>12</td>
<td>15</td>
</tr>
</tbody>
</table>

Eligibility
All participants represent our school and parish community.
As representatives to the school and community the students who participate in sports agree to abide by the following:

A. Absences/Attendance:
• If a student is absent from school during the day, he/she will be excluded from practice and/or game that night.

¹ Sacred Heart chooses to allow 5th graders to form teams in a league that is structured for 6th, 7th, and 8th graders. Thus, 5th graders will fill spots on teams as needed.
B. Academics:
   - Academic progress will be reviewed periodically. Any indications of missing assignments/work or lack of progress in content areas may result in a temporary or permanent removal from the sport until work is adequate.
   - Any failing grade (F), and/or two D's in subject areas, an Incomplete or Unsatisfactory received as a trimester grade or any time during the trimester, will result in immediate suspension.
   - All suspensions will be for a minimum of one week. All work must also be brought to completion and passing before the student will be reinstated.
   - No student may participate at practices or attend games as a team member during removal period.
   - Parents and coaches will be notified in writing of action taken school administration and/or faculty.
   - Once a student has been suspended and reinstated for the academic reasons stated above, he/she may not be reinstated a second time within the same athletic season. If work is not made up in a two week period, student will not be reinstated.

C. Behavior:
   - Inappropriate behavior by a team member and/or his/her parent/s is an option for suspension from the team or removal from the premises.
   - Behavior guidelines apply to all school related activities or events.

Sacred Heart has established these standards to insure the best possible performance by students, and family members, who represent our community. All final decisions will be made by the school principal and athletic director. Revised: June, 2012.

Arrival/Dismissal Procedures
There is no outside supervision in the morning prior to 7:15 a.m. Students should not be on school grounds before bus arrival and/or 7:15 a.m. Grades K-4 students enter through the school door near the convent and students in grades 5-8 enter through school door near the church at the first bell. Students who are driven to school must be dropped off on 40 1/2 Ave. N. and walk to the front of the building. Students are to line up in the grade line before entering.

K-5, walkers and riders dismiss at the first dismissal bell. Riders are to be picked up at the main entrance door by 2:05. There is NO parking in front of the school due to the loading of the buses. All bus dismissal is in the front of the building. Bus dismissal is at 2:05-2:10 p.m. Riders must be picked up 2:15 p.m. or they will be sent to Kids Club. Fees will be charged. Students must have a written note from the parent if a child is going home on a different bus otherwise the bus driver will not let him/her on the bus. The district mandates that the note must also be signed by the principal. There will be no exceptions. In case of emergency dismissal please speak with the school secretary before 1:00 p.m.

A written sign out is required from the custodial parent/legal guardian before any student is allowed to leave school prior to dismissal times. The sign out indicates the reason for early dismissal as well as the identity of the person who is signing him/her out of the building.

Principals/teachers should never dismiss students to strangers or callers without using necessary precautions to obtain approval of the student’s parents/guardians.

Students are expected to go directly home since the school grounds are not supervised after school. School doors are locked at all times. No student should remain in the building after dismissal without parent/teacher approval. Students are not to remain unsupervised on the school grounds for extra curricular activities after school dismissal.
Student/Parent Handbook

Attendance/Absence/Truancy

The official school day is 7:30-2:10 p.m. Students are not to arrive at school earlier than 7:15 a.m. We will begin letting students in the school at 7:20 a.m. We ask that families comply with this request. There is no supervision outside of the school before this time. Students will be marked tardy after 7:30 a.m.

Absenteism

It is Sacred Heart’s policy that it will adhere to all State of Minnesota regulations concerning school attendance. Absenteism from school, whether unforeseen in illness or foreseen in extended vacations, causes problems for students and teachers beyond missing daily assignments or doing “make-up” work. The student misses class instruction as well as the interaction and exchange of ideas with classmates. We ask that you adhere to the following policies:

• Parent/guardian will call the school each morning of a student’s absence/tardy by 7:15 a.m. to the sick line. Voice Mail 297
• Those students arriving after 7:25 a.m. or those who are leaving school early, must sign in/out at the reception desk with the parent.
• If your child is sick for one day, please do not call for make-up work. Let the child rest, recover and return to school to get his/her work for the following day.
• If your child is sick more than one day, please contact the teacher to request make-up work. Homework for grades 4-8 will be posted on the web site.
• If your child has been ill and is well enough to return to school, please do not ask that he/she be kept in during recess or noon hour.
• Any absence not called in will be recorded as an unexcused absence.

If absence is due to work, travel, or some other reason, parent/guardian should notify the school prior to the absence. Work will not necessarily be issued ahead of time for students who anticipate being out of school. The homework missed by students who were absent must be made up as soon as possible after returning to school.

Make-Up Work for Absences

It is the student’s obligation to procure and complete work missed during the absence.

Illness During the School Day

The principal or the school health assistant dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student. If your child is sent home with flu/flu-like symptoms (i.e. vomiting, diarrhea, fever of 100 degrees or greater) it is necessary that your child stay out of school until they are fever-free for 24 hours without the help of medicine - over the counter or prescription.

Tardiness

A student is considered tardy in the morning if he/she is not in their homeroom by 7:25 a.m.

• A student who is tardy without a parent signing him/her will be marked as an unexcused tardy.
• The school administration will be notified of students who are chronically tardy.
• Children arriving late must report to the school office to receive a tardy slip to be admitted into class.

Truancy – Policy and Procedure at SHCS

Truancy occurs when a student is absent without being excused by the administration. For a student under the age of 18 years who has seven or more school truancies, the administrator and teacher will conference with the parent and/or make a referral to Hennepin County Juvenile Court for students in grades 6-8 and Educational Neglect for students in Kinder-5th grade through Hennepin County Human Services. Additional consequences may be imposed by the administration. Students that arrive after 7:30 a.m. will be marked tardy.

Three tardies = 1 unexcused absence.

Excused absences are for reasons of illness, medical or dental appointments, religious holiday, family death or vacation or appointments that cannot be made outside the school day. Examples of truancy/tardy include missing the bus, oversleeping, didn’t feel like going to school, sleepiness, boredom. A pupil, regardless of age, who has
been absent from school for 15 consecutive days during the regular school year without receiving instruction in the home or hospital shall be dropped from the school and classified as withdrawn.

**Habitually truant**
Students are considered habitually truant under the Minn. Stat. 260C.007 if absent from instruction in a school without a valid excuse within a single school year for:
- Seven (7) school days if the student is in elementary school; or
- For one or more class periods on seven (7) school days if the student is in middle school

**Consequences of Habitual Truancy**
Minnesota Statute 260C.007, Subd.4(14), declares a youth who is habitually truant is a child in need of protection or services. Accordingly, the principal shall refer a habitually truant student and the student’s parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Ch. 260A.

**Leaving School Early**
Students leaving early should bring a note from the parent to their homeroom teacher to receive an early dismissal slip to give to their homeroom teacher. Students need to be signed out at the reception desk by a parent or guardian. All students are to be picked up at the school office during the day. Please do not have your child meet you at any other place.

**Visits to high schools**
We ask that our 8th grade students visit schools during scheduled vacation days.

**Band**
Band will be offered through Schmidt Music Program for grades 4 - 8. Information is distributed in September. Students will participate in an individual/group lesson and band lesson during the school day.

**Book/Media Review Policy**
**Procedure for Reevaluation of Instructional Materials**
In the event that resources in Sacred Heart School are challenged for possible withdrawal, the materials will remain on the shelf or in the classroom during the process that is outlined in the following paragraphs. When the concerned person has discussed his/her concerns with the faculty person responsible for the use of the material in question, and those concerns have not been satisfied, the Standard Operating Procedure adopted by Sacred Heart School and stated below will become effective.

**Position Statement:**
It is understood that the school Administration has delegated to appropriate professional personnel the authority for selection of learning materials. All types of resources in the school media center and classrooms shall be recommended for purchase by the professional personnel of the media center and classrooms. Resources may be selected for consideration by committees composed of faculty, administration, and/or students.

The criteria used for selection of these resources are based on the written objectives to be found in the mission and philosophy statement of the school and in the curriculum directive. The entire policy “Sacred Heart Policy and Procedure for Reevaluation of Resources: is located in the administrative office.

**Birthday treats**
If a student wishes to bring a birthday treat, we mandate that he/she refrain from bringing a food/drink on his/her birthday. Other options could include pencils, stickers or a book donated to the classroom or the library in the child’s name commemorating their special day. We will celebrate birthdays by announcing over the intercom and acknowledging in the classroom. Each month, we honor student birthdays in the lunchroom and the student may be out of uniform on this selected day.

Because we are a small school and wish to maintain an inclusive environment, we ask that birthday invitations be mailed and gift giving take place outside school. A class list may be requested at the school office.
Bullying Policy and Procedures

**Policy:** Sacred Heart School strives to maintain a safe and welcoming environment for every student in our community. Bullying behavior negatively affects our community and each member in it and is therefore unacceptable.

**Definition:**
Bullying is defined as **repeated** and **systematic harassment** of a victim or victims by individuals or groups of individuals. It can take the form of physically hurting someone, verbally using words to hurt or humiliate someone, (such as teasing), or rejecting someone socially and encouraging others to reject them as well.

**Procedure:**
Any member of the school community who experiences or witnesses harassment or bullying is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. Our expectation is that the bullying behavior ceases.

If the individual does not feel comfortable dealing with the situation, or if a request to stop is not respected, written documentation must occur. The student and/or parent must complete the Sacred Heart Bullying Reporting Form to the supervising adult. Report forms are located in each classroom and the school office.

Once a form of bullying is reported to an adult, the Principal will assume responsibility for investigating the complaint.

Based on the information gathered, the Principal will take appropriate action, which may include but not be limited to:
- Talking to the student(s) named in the incident and providing skill instruction
- Contacting the parent
- Developing a written plan for correcting the behavior

Severe violations, and/or failure to change the bullying behavior, may result in:
- Parent/principal conference
- Behavior contract
- In-school suspension
- Expulsion

The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include loss of privileges removal from class, suspension, or expulsion of a student.

A record of the report, investigation and outcome will be kept on file in the school.

Approved: 3/09

**Bussing**

**Role of the Public School District** - Bus transportation is available within District 281 at no cost to students within Sacred Heart School boundaries. For information contact District 281 Transportation Office (763-504-8000 and ask for transportation) or call the school office (763-537-1329). Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc.

**Instruction and Training For Bus Safety** - Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

**Misconduct on the Bus** - Denial to ride the bus may be given for misconduct on the bus. Parents/Guardians are notified when such action is necessary.
Bus behavior is guided by school and district guidelines. Inappropriate behavior will be reported by the bus driver to the principal. Continued behavior that may cause harm/injury to others may result in loss of bus privileges. The guiding principle is the safety of all bus students and driver.

District bus rules include:
- Follow instructions of the driver
- Be courteous, keep noise level down, no yelling.
- Once seated, REMAIN SEATED. No moving from seat to seat.
- Respect personal property
- Insure safety by: no sharp objects, no throwing of any item, no fighting of any kind.

**Change in Transportation - If a student is not taking the normal mode of transportation home, a parent note must accompany your child to school. No phone calls will be allowed.**

**Camp-Wolf Ridge**
As a part of the curriculum, eighth grade students participate annually in a five day environmental camp to Wolf Ridge located 1 ½ hours north of Duluth. This trip takes place in November and students fundraise the money during their seventh grade year to offset costs of the trip. Chaperones include teacher(s) and parents. The fees are approximately $350.00.

**Cell Phone Policy(includes electronic games/cameras, etc.)**
Students are permitted to have cell phones in school buildings, on school buses, and at school-sponsored activities after school. However, students may NOT have cell phones ON once they enter the building (ex. before homeroom, during school hours, in locker rooms, lunch/recess, or in bathrooms). Use of cell phone includes, but is not limited to, 1) making or receiving calls, 2) accessing and using the internet, including email; 3) sending or receiving text messages; 4) taking photographs; 5) making sound or video recordings; 6) taking photos. All cell phones must be powered OFF at all times during the school day. Cell phones MUST be kept in the school locker inside the backpack, not coat pocket. Other electronic devices not allowed include but not limited to iPods, cameras, CD players, etc.

1st violation-Result in confiscation of the cell phone or other device, which must be picked up in the school office by the parent.
2nd violation-Confiscation of the cell phone or other device for the one week or purchased back for $25 by the parent.
Each violation after 2nd violation, increases the fee to an additional $25/per violation. The money will be donated to our technology fund.

Forgetting to turn off or conceal a cell phone is not an excuse.

If a student uses a cell phone, picture phone or other photographic device in a manner compromising, embarrassing or hurtful to another, will result in loss of privileges, removal from class, or an immediate meeting with the parents and/or suspension and/or expulsion.

**Change in Family Information**
Please notify the school, as soon as possible, of any changes to: address, phone/cell phone, email address or emergency contact information. Parents may update family information on the Cornerstone website.

**Child Abuse/Neglect**
The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:
Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.
Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance; abuse can be physical or sexual abuse, or emotional maltreatment

Class Size -
Class size at Sacred Heart School will be limited to 28 students (some exceptions will be made). For admittance purposes, consideration will be given in this order:
1) All actively enrolled students, Pre K – 8, (parishioners and non-parishioners).
2) Sacred Heart School parishioners with children formerly enrolled in the school
3) Sacred Heart School parishioners new to the school
4) Neighboring parishioners new to the school
5) Non-parishioners new to the school

Classroom Placement
Teachers take into account a student’s educational and behavioral needs when determining homeroom assignments for a new school year. Teachers who taught the student the previous year are involved in determining homeroom assignments for the next school year.

If a parent wishes to express specific educational or behavioral needs of their child, which they feel their child’s current teachers are not aware of, they must submit their request in writing for this purpose. This must be completed and returned to the school office by May 25. Completing a written request does not guarantee your request will be granted.

Contacting the School
The school’s office hours are Mon.-Fri. from 7:00 a.m. to 2:45 p.m. After these hours the answering machine/voice mail is available for any messages. Someone will contact you as soon as possible.

Criminal History Background Checks
Mandatory Criminal Background Check Policy. All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. The following positions are subject to a mandatory background check: -administrators, teachers, substitute teachers, specialists, tutors, athletic coaches, extracurricular advisors, paraprofessionals, food service personnel (by Dist. 281), custodians, child care supervisors

Background checks for employees include:
1. Pre-Employment Screening Questionnaire and Release
2. 123B.03 Informed Consent
3. Tennessen Warning
4. Previous Employer Background Information Release
5. Summary of Rights under the Fair Credit Reporting Act

Closing Due to Inclement Weather/Emergency
In case of emergency or severe weather, please listen to WCCO or KSTP for school closings. No announcement means that school is in session. It is the rule that Sacred Heart School is closed if the local public school district, #281 Robbinsdale, is closed because of severe weather conditions. Watch/listen for Robbinsdale Schools to be listed. Sacred Heart School will not be listed separately.

Communication with Parents/Guardians
The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school’s mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).
Parent/Student Handbook
The Parent/Student Handbook is issued at registration/orientation in August to new families. The Handbook is also posted on the school web site.

SHS Newsletter
This will contain school news, events, and pertinent notices. The newsletter will be emailed to parents twice a month.

Sacred Heart School Web Pages
www.sacredheartschoolrobbinsdale.org
www.cornerstonesms.org

Parish web site  www.sacredheartrobbinsdale.org

Communication Guidelines
Sacred Heart School will post all-school information to ALL parents in Pre K -8th grade regarding health and safety concerns/information. Information will be posted in one or more of the following:
1. School web site under “Important Announcements”
2. Parent letter sent home with child and/or School Newsletter
3. Parent letter mailed to families

We will disseminate as much information as possible for each individual case. Data privacy laws and police investigations may hinder the release of certain information. Information will be posted to parents as soon as possible. Some legalities may hinder prompt release of information.

Communication Procedure
To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:
• If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
• If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
• If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the pastor.
• If still not satisfied, a written statement may be filed with the Grievance Committee of the School Education Committee, who will decide whether to pursue the concern. **Refer to the Grievance Policy in this handbook.**

Cornerstone
Cornerstone is our new web site that will be utilized this school year. Announcements, school information, and lunch count balances will be posted along with the teacher grade book for grades 4-8. Watch for more information throughout the school year.

Conferences
Parents may arrange for a conference at any time if they have questions about their child’s progress.
• A parent/teacher conference is scheduled during the 1st trimester
• During the 2nd trimester, a second conference is scheduled. Students in grades 4-8 host a student-led conference with the teacher. Students in grade K-3 are teacher-led.

Conflict Resolution
If a parent or student has a question concerning classroom procedure, the teacher is to be contacted. IF further discussion is needed, then the principal should be called to confer with the parent, student, and teacher. (See Grievance Policy).
Counseling Opportunities
Counselors may see a middle school student up to three times without parental notification and consent. After the third visit, parents will be notified. Counselors help students with organization skills, monitor homework, address issues with peers, address issues at home, etc. Parents may also request the counselor to talk with their child. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Parents are welcome to contact the counselor at any time. All information stays confidential unless the students are harmful to self or others. Counselors are provided through Robbinsdale District 281.

Curriculum
Curriculum is defined as “everything that take place during the school day”. All areas of the curriculum basic to a child’s education are taught. Our curriculum includes religion, language arts (reading, literature, writing, spelling, and grammar), math, handwriting, social studies, science, technology, music, art, Spanish, physical education. Sacred Heart School’s curriculum maps and learner outcomes are based on a careful and thorough review of national and archdiocesan standards. Learner Outcomes have been established for each area in each grade level and can be viewed with the classroom teacher or in the school office.

Custodial and Guardianship Issues
Parents/Guardians will be asked to supply custodial and guardianship information at the time of registration. In the case of divorced parents, it will be presumed that both parents have full custodial rights and equal rights to custody of the student unless a judicial decree stating otherwise is supplied to the office. Written notification should be provide regarding to whom, besides the parents/guardians, the child would be allowed to be released to during the school day.

Daycare
Sacred Heart has two daycare houses for children that is open year round from 7:00-6:00 p.m.
Toddler house: 12-32 months
Pre K house: 33 mos.-school age (Students may attend our Pre K program in the school).
Please inquire in the school office for availability and costs.

Development Committee
This committee has been developed to help keep tuition costs at a minimum. All parents are welcome to join this committee. The committee is responsible for the following: Taste of Learning Wine Tasting, Annual Campaign, Family Fun Night, and publishing the alumni newsletter. We are always looking for new ideas.

Discipline Philosophy
Sacred Heart Catholic School believes in Discipline with Purpose, a development approach to teaching self-discipline. The program is based on 15 self-discipline skills that provide adults and students with a common way to talk about growing and becoming self-directed. The skills are developmentally appropriate to show how they can relate to one another in a positive manner. SHS believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. The goal of Discipline with Purpose is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of Sacred Heart’s philosophy of discipline. Students are to behave in a manner, which is morally responsible and brings credit to themselves, their families, and the school. Parental support is an important part of the school’s discipline policy.

The Fifteen Self-Discipline Skills

<table>
<thead>
<tr>
<th>Basic skills</th>
<th>Prompted at birth-K</th>
<th>Internalized Gr. K-3</th>
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<tbody>
<tr>
<td>2. Following Instructions</td>
<td></td>
<td>5. Exhibiting Social Skills</td>
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<tr>
<th>Constructive Skills</th>
<th>6. Cooperating with Others</th>
<th>7. Understanding the Reason for Rules</th>
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8. Independently Completing a Task
9. Exhibiting Leadership
10. Communicating Effectively

11. Organizing Time, Space, People Things
12. Resolving Mutual Problems
13. Taking the Initiative in Problem Solving
14. Distinguishing Fact from Feeling
15. Sacrificing/Serving Others

Grouping the Skills

The first five skills are called the Basic Skill. They are difficult for children in kindergarten through the end of grade 3 to demonstrate on their own without help. The most basic of all skills is listening. The symbol for Basic Skills is the handshake. It reminds us that people need people in order to get along in an institutional environment.

The second of five skills are called Constructive Skills. Children in grades 4-7 are developmentally ready to learn these 5 skills. The symbol to represent the second set of skills is the liberty bell, since learning the rights and responsibilities expected of members of our society requires citizens to use Constructive Skills.

Five additional skills are learned from grade 6-High School. The last five skills are called Generative Skills. The demonstration of Generative Skills requires a more comprehensive world view. People are motivated to demonstrate these higher level skills when the needs of others can be recognized and are considered to be important. The symbol of the transmitter reminds us that people who want to make changes in the institutional or democratic environments must transmit what they know to transform the world in which we live.

Three school wide goals that all students will follow:
1. Respect yourself, others, and things
2. Contribute to the learning environment
3. Follow school and classroom procedures

Positive Reinforcement/Rewards

It is important to have vehicles in place that promote and celebrate good behavior and student success. Positive reinforcement for appropriate behavior and academic progress/success may include but is not limited to the following: praise, award certificates, merits, stickers, honor lists, post cards, hallway banners, etc.

Infractions

Uniform violations
If students are out of uniform, a verbal warning will be given and if further violations occur, a written uniform violation form will be sent home. Students may lose non-uniform privileges and/or special dress days for repeated violations. It is the parent’s responsibility to make sure students is in compliance of our dress code.

Minor Misconduct
Your child’s teacher will establish guidelines for classroom behavior and the classroom teachers will manage discipline for minor misconduct or infractions. Discipline for minor misconduct may include verbal warning, demerits, written warning, and detention. Samples of minor misconduct include but are not limited to:
• Unprepared for class
• Violation of personal space
• Language
• Disrespectfulness
• Disruptive behavior

Repeated occurrences may result in detention, suspension, or expulsion.

Major Misconduct
Student conduct, unbecoming of a student in a Catholic school, which in the opinion of the school constitutes major misconduct, will result in detention, removal from class, out-of-school suspension, or expulsion. Major misconduct includes but is not limited to the following:
• Theft
• Threats/Harassment
• Property destruction or vandalism.
• Leaving the school grounds without permission
• Fighting/assault
• Cheating
• Insubordination
• Inappropriate or profane language
• Vandalism
• Technology and Telecommunication misuse
• Any willful conduct, which violates or may violate any rule of conduct or school policy.
• Any willful conduct, which disrupts or threatens to disrupt the ability of others to obtain an education.
• Any willful conduct that endangers or has the potential to endanger the student or other students, faculty, administration, or the property of the school.
• Other conduct or behavior on the part of the student, which, in the opinion of the school, adversely affects the desirability of continued enrollment.

The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. The Principal will refer to District 281 Discipline Policy published each year. It is available for review at www.rdale.k12.mn.us/dist/
Revised: 8/10

Lunchroom Procedures
Sit in assigned area.
Conversational tone of voice.
No sharing of food.
Clean up space.
No running.
No taking of food out of the lunch area.
Stay seated until dismissed.
No pop allowed

Definitions: Detention, Suspension, Expulsion

Detention: Time spent in the school as a disciplinary consequence in addition to the regular school day. Detention is served after school. Serious, continued, inappropriate behaviors warrant detention. Detention will be served at 2:15-3:00 p.m. on Thursday. After school care is available if you cannot pick up your child. The Drop-in rate will be charged. Parents will be notified regarding detention. Behavior consequences will be used in place of detention when possible. Detention is given for continued, and/or serious inappropriate behavior and should be taken seriously. If three detentions are given in a trimester, a parent phone call/conference will result. If a 4th detention is received, more serious consequences will result, which may include but are not limited to:
• In-School suspension
• Parent/Teacher/Administrator conference
• Removal from privileged activities (field trips, sports, special events, etc)
• Behavior Contract
• Non-uniform days eliminated

Please note: Parents must come in to school to pick up their child or a note must be sent to school regarding the child's dismissal.

Removal from class: Removal from class is any action taken by a teacher, administrator, or school to prohibit a student from attending his/her classroom or activity period for a period of not more than one day, due to disruption, etc. Work will be assigned and must be completed by the student for any credit. A letter sent home with the child and signed by the parent is required the following day, for return to class.

In School Suspension – A student may be removed from the classroom for being disruptive, disorderly, etc. While removed from the classroom, work will be assigned and must be completed by the student. A student may be
suspended for repeated and/or serious violations of school rules and policies. A letter is sent home and must be
returned for readmission into the classroom.

Out-of-school Suspension A student may be suspended for repeated and/or serious violations of school rules and
policies. In the event of suspension; parents are notified, a conference is scheduled with the parent(s) and a
readmission plan is implemented.

Note on suspensions: All suspensions are permanent record of the student’s CUM file. These records will be
transferred when a student leaves Sacred Heart School.

Expulsion: Expulsion means the permanent removal of a student from school. Expulsion may occur after repeated
suspensions, serious violations against school rules and/or policies, or the breaking of laws. The pastor and School
Advisory Board are informed of the situation by the administration and a decision regarding expulsion is made.

Smoking/Tobacco: It is a legal offense for minors to use tobacco products. Disciplinary action will result.

1. Notification to parents/proper authority.
2. Conference
3. Establishment of guidelines for school reentry, probation, or expulsion.

Alcohol/Chemical/Drug Abuse: Buying, selling, or using mood altering chemicals (any substance such as drugs or
alcohol that changes behavior) is prohibited. Immediate suspension will result. During suspension the following action will be implemented:
1. Notification to parents/proper authority.
2. Conference with referral to counseling agency for evaluation.
3. Establishment of guidelines for school reentry, probation, or expulsion.

Vandalism: Defacing, cutting or damaging property, technology or telecommunication equipment, (computer,
printer, phones) that belongs to the school, other students, staff members or other individuals is prohibited.

Grades K – 5:  
1. First Offense  Restitution
2. Second Offense 1 – 3 Day Suspension & Restitution
3. Third Offense  3 – 5 Day Suspension & Restitution

Grades 5 – 8  
1. First Offense  Restitution and Possible Police Referral
2. Second Offense 5 Day Suspension & Restitution; Police Referral
3. Third Offense  Suspension, Recommendation for Expulsion,
   Restitution, Police Referral

Restitution is the act of paying back for what has been damaged.

The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at
his or her discretion.

Class Expectations-Middle School
We want your child to be successful in the middle school and we want to work with you as a team. Please read
the following expectations for students, parents, and teachers.

Classroom rules
1. Respect others
2. Respect school property.
3. Promote a positive learning environment

Homeroom rules
1. Use AM and PM time appropriately
2. Be on time
3. Bring assignment notebook with merit/demerit card to homeroom.
4. Turn in card the last day of each week.

Student responsibilities:
1. Use assignment notebook on a daily basis by bringing to every class and recording all assignments
2. Carry the merit/demerit card at all times in assignment notebook
3. Complete all assignments on time
4. Check PowerSchool weekly to keep on top of grades
5. Follow classroom rules
6. Take responsibility for own learning and accept consequences for actions
7. Return signed notices to teacher

Parent’s responsibilities:
1. Check homework of my child to keep informed of what my child is learning
2. Check the assignment notebook
3. Use PowerSchool on a weekly basis to check the status of grades and announcements
4. E-mail or call the teachers as needed
5. Return signed notices promptly (envelopes for trimesters, progress reports, tests, etc.)
6. Help students take responsibility for their own success

Teachers will:
1. Periodically monitor the assignment notebook
2. Use positive reinforcement and give consequences as needed
3. Record tests and projects on class web page and write a brief paragraph of class highlights
4. Help students take responsibility for their own success
5. Post grades on PowerSchool on a weekly basis
6. Contact parents as needed

Late Assignments will not receive full credit. If an assignment is not in class the day it is due, the assignment is due the next day for not more than 50% credit. If it is two or more days late, the student will receive 0%.

Early Entrance to Kindergarten
Any child not 5 years old by September 1 may be admitted to kindergarten under the following guidelines:
• An evaluation by a psychologist of Independent School District #281 who shall give consideration to a child’s age, in relation to the entrance age, mental ability, physical development, and social and emotional maturity. You must call your local district school for information. Based upon the recommendation of the above-mentioned evaluation, results will be reviewed by Sacred Heart School and a determination will be made.
• If recommendation allows for early entrance, the child will be admitted on a trial basis for the first academic quarter. At the end of that quarter, the school will make a decision regarding the child’s continued placement. The decision of the school is final.

Revised 3/07

Eighth Grade Graduation
Eighth grade graduation is a culmination of the strong academic program. Students are eligible for graduation if:
• They have received passing grades (C- or better) for two or more quarters in each core subject area.
• They have worked up to their ability and have shown a desire to learn.
• All tuition, fundraising and fees must be fully paid. Diplomas will not be issued until all accounts are paid in full. (See Delinquent Tuition Policy)

Those failing to meet the academic requirements may receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony.
At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/guardians should be notified as soon as possible that their child might not graduate. The school will work with the student and parents/guardians in an effort to achieve graduation status.

Entrance to School
In compliance with the State of Minnesota, all children between the ages of 7-16 years must be in school.
Kindergartners must be 5 by the first of September of the calendar year in which they intend to enroll. First graders must be 6 by the first of September of the calendar year in which they intend to enroll or have attended
kindergarten. The school will deal with each case on an individual basis. Sacred Heart School has final discretion in all decisions and will look at the best interest of the student and class as a whole.

Revised 1/05

Entrance to Middle School
After parents submit the tuition contract and registration fee, Sacred Heart will implement the following process for entrance of new middle school students. New students wishing to apply must send the following information:

- Report cards from last two years
- Standardized testing results
- Letter of recommendation from current school year teacher

We will review the records and then possibly set up a time for the student to:

- Interview with the middle school teachers
- Interview with the principal

All new students, gr. K-8, are on a probationary period of three months. At any time during these three months, the student's academic and behavior record may be reviewed and a determination made as to whether the probationary period will be extended. After the probationary period, another determination may be made as to whether the student is able to abide by the rules of the school and/or whether the school needs can meet his or her academic.

Revised 2/07

Field Trips
Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified as soon as possible of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS OR WRITTEN NOTES TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance.

If not dressed appropriately for a field trip, such as outdoor gear for an outdoor activity, the student will not be allowed to participate.

Fundraising
Fundraising is an integral part of our school community and its continued success. Fundraising opportunities are pre-determined and new fundraising efforts are approved by the school principal and Pastor after consultation with the School Advisory Council and Parish Finance Committee. This process eliminates scheduling conflicts and insures compliance with the Parish/School’s mission statement and philosophy. Archdiocesan and legal regulations are also considered when planning fundraising programs and events.

Annual Sacred Heart Fundraising Requirements
All Sacred Heart families are responsible to fundraise a total of $225.00 per student. This fundraising amount is built into the annual budget and helps keep tuition affordable. Families may either choose to add the $225.00 per child to the tuition contract at the beginning of the year or families may fundraise the $225.00 per child through any or all of the following events:

1) Annual Marathon for Non-public Education (October). Sacred Heart keeps 100% of proceeds. $150.00 per child recommended minimum.
   The Marathon is Sacred Heart Catholic School’s main fundraising event. Many families fulfill their fundraising requirement through this fundraiser alone.
2) 52 Club Raffle OR Catholic United Financial Raffle (dates dependent on which raffle is chosen*).
   The 52 Club Raffle is a sweepstakes raffle that allows for 52 weekly chances to win a monetary prize of $100.00 and is the school’s second largest fundraising event. The weekly winner is announced each
Sunday, published in the weekly bulletin and in the School Newsletter. The 52 Club Raffle tickets are sold once a year in Nov/Dec. The tickets are $10.00 each and families are asked to sell 7-10 tickets per child. *The Catholic United Financial Raffle is a raffle in which schools are chosen each year by Catholic United Finance to participate. Raffle specifics and details may vary year to year. Tickets sold Jan/Feb/March.

3) **Gerten’s Plant Sale** (March) 35-40% of the proceeds benefit the school and qualify towards fundraising dollars.

4) **Magazine Drive** (dates dependent on raffle choice) 40% of the proceeds benefit the school and qualify towards fundraising dollars.

Optional Additional School and Community Fundraising Events and Opportunities

There are additional School and Community fundraising events that Sacred Heart Catholic School participates in throughout the year. These fundraisers do not qualify towards the $225.00 fundraising requirement per child but are necessary in providing needed additional fundraising dollars throughout the year as well as providing Sacred Heart families a chance to come together, stay connected and have fun. These additional school and community fundraising activities are listed as follows:

1) Food 4 Thought (Held many times at local restaurants throughout the year)
2) Family Fun Fest (September) This is our main parish fundraiser
3) Give to the Max Day (November)
4) Book Fair (January) Money raised helps purchase new books for our school library.
5) Fish Fry (Fridays during Lent)
6) Family Fun Night & Live Art Auction (Spring)
7) Wine Tasting Event (July)
8) 7th grade Wolf Ridge trip-Our 7th graders fundraise for their 8th grade trip by selling poinsettias, butterbraids, etc.

The average annual combined amount for the above events for the last 3 years has been $125,000. This would not have been possible without the continued efforts of our Sacred Heart families. These funds help keep tuition affordable to all families.

Sacred Heart Catholic School encourages and welcomes all families to participate in the above fundraising events. Sacred Heart families will be notified through the School Newsletter and emails with specifics regarding each fundraising event/activity.

Schedule of Fundraisers for 2013-2014

**Fundraisers that qualify for the $225 fundraising commitment per student**

<table>
<thead>
<tr>
<th>Fundraiser</th>
<th>Month</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fun Fest Raffle Tickets</td>
<td>September 7-8</td>
<td>Parishioners of Sacred Heart</td>
</tr>
<tr>
<td><strong>Marathon</strong></td>
<td>October 5</td>
<td></td>
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<tr>
<td>Give to the Max Day</td>
<td>November 14</td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Magazine Drive</strong></td>
<td>November</td>
<td></td>
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<tr>
<td>Scholastic Book Fair</td>
<td>January 24-26</td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Catholic Finance Raffle</strong></td>
<td>January-March</td>
<td></td>
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<tr>
<td>Family Fun Night</td>
<td>March 1</td>
<td>Optional</td>
</tr>
<tr>
<td>Fish Fry Dinners</td>
<td>March 7-11</td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Gerten’s Plant Sale</strong></td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Wine Tasting</td>
<td>July 10</td>
<td>Optional</td>
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<tr>
<td>Campbell Soup Labels</td>
<td>Ongoing</td>
<td>Optional</td>
</tr>
<tr>
<td>Box Tops for Education</td>
<td>Ongoing</td>
<td>Optional</td>
</tr>
<tr>
<td>Target “Take Charge of Education”</td>
<td>Ongoing</td>
<td>Optional</td>
</tr>
<tr>
<td>Wolfridge Trip Fundraisers-poinsettias, butter braids, plant sales, etc.</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Service Projects-Pennies for Patients, Food Drives, etc.</td>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>

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Grievance Policy
The grievance process must occur within the given school year that the grievance occurred. If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher and/or administrator (respondent) to discuss resolution of the grievance.

2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator).

3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.

4. The Grievance Committee will be made up of three persons: one designated grievant by the pastor, one designated by the respondent, and one designated by the grievant.

5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.

6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.

7. The pastor or his designate will then decide the grievance.

8. The grievance procedure should be completed within 30 days.

9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due process procedures.

10. Either party to consent to conciliation or arbitration under the Archdiocesan Due process procedures.

Health Services
Sacred Heart received “Health Services” through Robbinsdale Public Schools. The Health Office is staffed by a first aid/CPR trained Health Services Assistant. The assistant provides first aid, administers medications, assists with vision/hearing programs, and processes immunization forms.

A licensed school nurse is available to consult with parents upon request. The nurse will assess individual student health needs, plan for students with disabilities and chronic health conditions, and participate in health education programs.

Emergency Information
An emergency form on each student is sent home in August of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

Health Records
Health records are required for each student. It is recommended that the student have physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up-to-date.

Immunizations (Archdiocesan Policy #5810)
Sacred Heart School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70).

All immunization dates are to be submitted to the school prior to the first day of school. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as the
Student/Parent Handbook

family’s physician administers them to the student. Conscientious exemption: No student is required to have an immunization, which is contrary to the conscientiously held beliefs of his/her parent or guardian.

Minnesota statutes Section 121A.15 requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, peruses, polio, measles, mumps, rubella, and hepatitis B* allowing for certain specified exceptions.

There are two circumstances under which evidence of immunization are not required.
• A physician may submit a signed statement to the administrator of the school or childcare facility stating that an immunization is contraindicated for medical reasons or because of laboratory confirmation of adequate immunity.
• A child's parent or guardian or an adult may submit a signed and notarized statement to the administrator of the school or child care facility stating that the person has not been immunized because of conscientiously held beliefs. The immunizations(s) objected to must be specified in the statement.

Medication During a School Day (Minnesota Statute 126.202)
A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing school personnel from liability should reactions result from the medication.

Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label.

Aspirin, cough drops, and similar over-the-counter medications should be considered the same as prescription medication.

Medication Procedures
(Follow District 281 guidelines:)
For the safety of your student it is essential that the following be observed when medication is to be given during the school. It is usually possible to manage medication at home (medicine prescribed three times per day can be given before school, after school and at bedtime.)
1. The school must have on file a completed medication consent form containing:
   • Student’s full name
   • Name of medication
   • Student’s name
   • Name of medication
   • Diagnosis
   • Time and directions for administration
   • Dosage and route of administration
   • Possible side effects
   • Termination date for administration
   • Signature of the doctor prescribing the medication
   • Parent/guardian

2. Medication must be sent to school in the prescription bottle with the following information on the label (ask the pharmacist for a separate bottle for school):
   • Student’s full name
   • Name and dosage of medication
   • Time and directions for administration
   • Physician’s name
   • Date

3. Medication will be taken by the student at the designated time and supervised by authorized personnel.
4. Limited quantities of the medication should be sent to school.
5. All medication administered at school will be kept in
Student/Parent Handbook

• A locked drawer, cabinet or file.
• Diagnosis
• Time and directions for administration
• Dosage and route of administration
• Possible side effects
• Termination date for administration
• Signature of the doctor prescribing the medication

6. Parents must notify the school when the medication is discontinued or the dosage or time is changed. If the medication is resumed, a new order must be received.
7. No aspirin or over-the-counter medication will be administered to students unless the above provisions are followed.
8. New consent forms with appropriate signatures must be received annually.
9. Consent forms are available from the health services office at your student's school.
10. If you have any questions, please call your school nurse.

Food Allergies
Food allergies are treated on an individual basis. Before the start of the new school year, call the school and request the forms needed for implementing an emergency health care plan.
The school requires the following:
1. Two or more small pictures of your child so all staff will recognize the student.
2. A signed letter from your doctor with instructions the school is to follow in the event that the student experiences an allergic reaction while at school.
3. Two epinephrine kits, if prescribed, or other medication to be used if an allergic reaction occurs.
4. A parent meeting with teacher and administration to discuss the emergency health care plan.
To help minimize the risk of an allergic reaction in a given classroom, food will be monitored for snack, parties, and special events. Food must come in the original packaging in order to distribute.

Health Screening
Annual vision, hearing, and scoliosis examinations are conducted by public school personnel for all students each school year, gr. 1-8.

Illness/Injury During School
If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. No over-the-counter medication, including aspirin, can be given to a student for any reason. No student will be sent home without a parent/guardian’s permission. If your child is sent home with flu/flu-like symptoms (i.e. vomiting, diarrhea, fever of 100 degrees or greater) it is necessary that your child stay out of school until they are fever-free for 24 hours without the help of medicine - over the counter or prescription.

Accident/Injury/Medical [Refer to Catholic Mutual guidelines]

Home & School
Home and School exists to create and promote goodwill and a strong community spirit by fostering a supportive and positive connection between parents, teachers, and students at Sacred Heart Catholic School.

The Objectives of H & S shall be:
• To promote communication between parents, teachers and students.
• To organize and host events for parents, teachers and students throughout the school year.
• To offer and promote opportunities for volunteer participation within the school.
• To provide service to the school by working at many school functions.
• To support and promote various activities that would encourage school and community cooperation.
• To work with the faculty and school to develop or give input on educational and social programs.

All school parents are welcome to join this organization. Visit the H & S web site for more information about H & S, including meeting dates, board members, event chairs.
Homework
Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant—teacher, student, and parent/guardian—must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

Homework Responsibilities of Teachers:
• Communicate to students and parents/guardians homework goals and expectations.
• Set clear and concise expectations concerning assigning, returning, and evaluating homework.
• Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
• Assign appropriate homework according to students' needs.

Homework Responsibilities of Students:
• Know and understand the purpose of the homework assignment.
• Be responsible for copying assignments into assignment notebook, understanding directions, and knowing what is required for completion of the assignment.
• Be responsible for completing and returning assignments.
• Understand when some assignments are to be completed independently, others as a team effort.
• Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians:
• Maintain a positive attitude towards learning and the value of homework.
• Be aware of the homework policy and individual teacher requirements.
• Help your child find a study area that is quiet and relatively free of distractions.
• Be patient with your child and praise him/her for any effort made.
• If the child has trouble understanding directions, help her/him with explanations. DO NOT DO THE HOMEWORK FOR THE CHILD.
• Look over the assignment to affirm completion and quality. Praise your child.
• Support the teacher and the child. Get both sides of a story before making a judgment.

Inter-Office Mail
No one, including staff, parents or students, shall use the school inter-office mail system of Sacred Heart Catholic School for the distribution of any literature or information unless the principal has approved the material.

Lockers
Students in grades 5-8 is assigned a locker the first week of school. Students may not change lockers unless the teacher requests the change. It is the responsibility of each student to maintain the locker. Damage to lockers will be charged to the students. Broken lockers are to be reported immediately to the homeroom teacher. The school is not responsible for money and articles left in lockers. Valuables should be placed in the school office.

It is the policy of Sacred Heart School, Independent School District 281, and a law in Minnesota that school lockers, desks, and other areas assigned to a student is the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant. The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.
Lost and Found
Lost items will be kept in the hallway leading into the lunchroom. Encourage students to check for lost items in the Lost and Found area when something is missing. Items not claimed will be donated to charity. Please ensure your child’s name is on all items.

Lunch
Purpose
The purpose of this policy is to establish consistent meal account procedures at Sacred Heart Catholic School to provide meals to students from Taher Catering.

General
A. Sacred Heart Catholic School recognizes the parent/guardian’s responsibility to provide lunch for their children.
B. It is the policy of Sacred Heart Catholic School to offer lunch at the school. Taher Catering strives to produce quality meals in an efficient and fiscally responsible manner.
C. Students order lunches on a monthly basis when funds have been deposited into their family lunch accounts by credit or debit card.
D. Prior to a new month, families will access Order Lunches web site to make selection for the week or month prior to deadline. The account will be charged for each of the designated days, even when the child is absent or missed lunch. Sacred Heart is charged for each lunch ordered each day. If your child forgets his/her lunch, the child will be the last in line to make sure that all those that ordered a lunch, receives a lunch.
E. A one-time family enrollment fee of $10 will be charged the month of September for the school year.
F. Families may apply for free/reduced meals anytime during the school year. Applications are available in the school office and/or located on the school web site.

Procedures
A. The parent/guardian will pay by credit/debit card prior to the month ordering after menu items have been selected. A processing fee for use of the credit/debit card will be added at checkout.
B. Menu selection must be made before deadline (Thursday 6:00 a.m.) designated by Taher Catering to ensure prospering ordering and delivery of food.
C. Any charges accrued during the month, will be posted in the “cart” the next month (milk, forgotten lunch).
D. Modification of the dollar amount may be made for students receiving free/reduced meals. This will be determined by free/reduced application submitted.
E. Assistance from county Social Services may be requested by the school for possible neglect when the above procedures are unsuccessful.

Reimbursable Meals (USDA National School Lunch Program)
SHCS participates in the School Nutrition Program through the state of Minnesota and receive reimbursement for putting guidelines in place. More information may be found at www.education.state.mn.us.

It is the responsibility of the principal, staff, and food service staff to assure that students make healthy food choices and that established procedures are followed.
A. The staff ensures that students select 3 out of the 5 reimbursable items.
B. The food service server identifies the student, determines if the student has selected a reimbursable meal, and a SHCS staff member confirms the student’s name on Order Lunches web site for the pre-ordered lunch.
C. If the student has not selected a reimbursable meal, the food service server will ask the student to return to the serving line and select additional food items. Each student must take ½ cup of fruit and/or vegetable each day. Students may only go through fruit/veggie bar once per day.

Revised 8/13
Marathon
Sacred Heart participates in the annual Archdiocesan Marathon for Non-Public Education, which occurs the first Saturday in October. This is our school’s major fund-raising event. All students and their families are encouraged to participate. The total dollar goal is determined each year by the SHCS administration and School Advisory Board. The marathon is a fun and purposeful activity where those who believe in non-public education can make a demonstration of their support and can raise money for the SHCS in accordance with the “MN marathon for Non-Public Education, Inc.” Participants will obtain money from sponsors and then run, jog, walk, or bike around the designated site within the community. Upon completion of the marathon, participants and their families enjoy refreshments with school faculty and Home & School Assn. All the money collected by the students is used for designated educational needs of the school.

Music Concerts
Concerts are school-sponsored activities and are part of the curriculum. They are generally presented in the evening, several times during the school year. Any absences are considered as school absences and must be reported in advance by parents. A lowered music grade will result as a consequence for an unexcused absence during the dress rehearsal and/or the evening performance.

Official Student Records
The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. The records will be sent directly to the school. Records will not be given to the parents.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult student or former student. Parents/guardians may ask to review the contents of any records or data collected regarding their child. Records or data may mean any or all the following:

• Identifying data
• Academic work completed
• Level of achievement (grades, standardized achievement test scores)
• Attendance data
• Scores on standardized intelligence
• Formal disciplinary records
• Health data
• Family background information
• Teacher observations
• Verified reports of serious or recurrent behavior patterns (may be maintained separately)

As required by Minnesota Law records of formal disciplinary action will be transferred, as part of the student’s educational records, to the school in which the student is enrolling.

Non-Discrimination Policy
It is the policy of Sacred Heart School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability. Disabilities with reasonable accommodations will be accepted, if we believe we can accommodate the students through existing services at Sacred Heart Catholic School. Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

Revised 2/07
**Parent Classroom Observations**
We want parents to be a part of the school setting whenever possible. Parents are encouraged to participate in our classroom volunteer program that helps to reduce the adult-student ratio. All classroom observations must be pre-arranged with the classroom teacher. Visits are limited to 30 minutes. An observation procedure form is available in the school office.

**Parent Cooperation**
The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

**Parental Roles and Responsibilities**
Parents/guardians are informed of the programs, regulations, and policies of the school. [This document, the Parent/Student Handbook, includes this information.] In assisting your child, we require the following:

- Familiarity with information contained in handbooks, other newsletters from the school and the school web site.
- Inform the school of:
  - student illness or absence
  - parental status and custodial constraints
  - change in transportation routine
  - change in address, phone, emergency contact, child care, etc.
  - arrangement that might affect communication with the school
- Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply.
- Meet admissions regulations.
- Comply with:
  - policies and regulations
  - goals and objectives of the Catholic schools as identified in this parent/student handbook
- No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.

**Party Invitations**
Sacred Heart School strives to build the Christian community. Special party invitations that do not include all the children of a particular class are discouraged at school. Invitations that are not inclusive should be mailed by the parent and not given out at school. Invitations which include all children of a class (boys and girls) may be given out during school time.

**Phone Messages for Students**
All telephone messages for students will be held at the school office. Students will be paged at the end of the day. Students will be called out of class only for family emergency messages that have been verified by an administrator.

**Picture Day**
Individual and classroom pictures are taken every September. Pictures must be prepaid. Even if you do not wish to purchase a picture package, your child’s picture will be taken for the yearbook. Picture retakes are taken in October. Notification of this will be given well in advance of the photography session. Spring pictures are optional. A photo package is distributed a few weeks after the photo date. Parents may purchase all or choose the photos they wish. School uniforms are not required on photo days.
**Student/Parent Handbook**

**Plagiarism**
In writing, we draw upon other’s words and ideas and the intellectual heritage underlying human progress. Scholarship means researching, understanding, and building upon the work of others, but also requires that proper credit be given for any “borrowed” material. Students are responsible for knowing what plagiarism is and how to avoid it.

Plagiarism means using another’s work without giving credit. You must put others’ words in quotation marks and cite your source(s), and must give citations when using others’ ideas, even if those ideas are paraphrased in your own words.

Know what plagiarism is: ignorance will not excuse a violation. Intentional plagiarism is deliberate copying or use of another’s work without credit. Unintentional plagiarism can result from not knowing citation standards, from sloppy research and poor note taking, or from careless “cutting and pasting” of electronic sources. Both intentional AND unintentional plagiarism is violations of writing code.
(used by permission; Univ. Calif., Davis)

**Potential Violence**
Sacred Heart School personnel will address any potentially violent situation that may arise in the school building or on the school grounds immediately. Potentially violent situations may be, but are not limited to: weapons brought into the building or on school grounds, violent behavior of a student or adult that could result in harm to themselves or others, physical fighting.

- Parents and local authorities will be notified as necessary.
- Disciplinary action will be documented.
- All violent situations and potential violent situations will be treated seriously and may be immediate grounds for suspension and/or expulsion.

The faculty to alert students to potentially violent situations will use a lockdown. Five practice drills will be completed each year. Upon hearing the announcement, teachers will contain all students and lock their classroom door while office and maintenance staff deals with the situation. An all-clear signal will be given once safety has been again established.

**Promotion/Retention**
Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child’s situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school’s recommendation. That acknowledgment shall serve to release the school from any responsibility for failure to follow the school’s recommendation.

**Protection of Children and Youth Initiative Curriculum**
- In response to United States Conference of Catholic Bishop’s mandate, the Archdiocese of St. Paul and Mpls. has implemented the Protection of Children and Youth Initiative Safe Environment training program. This program will be interwoven within our religion classes during March and April. Curriculum will be available for parents.

**Recess Weather Procedures**
Weather permitting; all students will play outside at regular recess times. A temperature of -10°F and/or wind chill factor of -20°F may result in indoor play or a shortened outside time. Children need to dress appropriately for weather conditions because they will be required to play outdoors.
Religious Education
The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is Sacred Heart School policy that all students, including non-Catholics, attend religious instruction and liturgies. All students participate in religion classes.

Classes take turns preparing the liturgy for the regular school Mass. Day and time will be announced at the beginning of the school year. Parents/guardians are invited to attend this school Mass whenever their schedules permit. On holy days of obligation, the students attend Mass on the holy day in lieu of Wednesdays.

Prayer-All classes use formal or informal prayer at various times throughout the school day. Participation in prayer is a daily activity for all students.

Sacramental Programs-Students are prepared to receive Sacraments of Eucharist and Reconciliation in Second grade. The instruction for the Sacraments is within the normal course of the school day, while the preparation for the ceremony is done with the Faith Formation Dept. of the parish in conjunction with the parents. It is the parent’s right to decide if a child is ready to receive the Sacraments.

Retreats
Retreats play an important role in the faith formation of our youth. One retreat held every other year for middle school would occur during the school hours in conjunction with religion classes in grades 6-8. Advance notice will be given and a minimal student fee to cover costs will be necessary. Tuition assistance is available.

Altar Servers
Open to boys and girls in grades 4-8. The parish office distributes the schedule. Training is scheduled throughout the year by the pastor.

Report Cards/Progress Reports
Report Cards/Progress Reports are available at the end of each trimester on the Cornerstone web site for all grades. Parents will be notified when progress reports and report cards are available to view online. Report cards are only sent home at the end of the year to parents/guardians whose child(ren) is/are in grades Kinder through eight. Teachers will communicate missing work/low grades via email or phone call. Parents are responsible to keep up to date on a weekly basis using the Cornerstone website.

School Advisory Committee
The Pastor, in accord with diocesan policy, to assist him and the principal with matters pertaining to Sacred Heart Catholic School, establishes SAC. The council is advisory to the pastor and principal and cannot make decisions binding Sacred Heart School without the approval of the pastor.
The areas in which the council has responsibility for advisement includes:

• Planning
• Policy Formulation/Enactment
• Advisory role in Financing
• Development, Public Relations, Marketing
• Provide representation for selection of the Principal

SAC Membership
SAC shall range from six-nine voting members from the Sacred Heart Parish/School and the principal.

• No paid employee of Sacred Heart Parish, nor their spouse, may be a member of SAC
• The members shall serve a term of three (3) years, not to exceed two consecutive terms. Terms shall expire at the May meeting. Two members may retire and two members will begin their terms in August.

The SAC By-Laws are posted on the school website. The By-Laws follow Archdiocesan recommendation.

School Age Child Care-Kids Club
Child Care is available Monday-Friday from 2:05-5:45 p.m. when school is in session and during the summer. Please contact the office for more information.
**School Lunch**

**Purpose**
The purpose of this policy is to establish consistent meal account procedures at Sacred Heart Catholic School to provide meals to students from Taher Catering.

**General**

G. Sacred Heart Catholic School recognizes the parent/guardian’s responsibility to provide lunch for their children.
H. It is the policy of Sacred Heart Catholic School to offer lunch at the school. Taher Catering strives to produce quality meals in an efficient and fiscally responsible manner.
I. Students order lunches on a monthly basis when funds have been deposited into their family lunch accounts by credit or debit card.
J. Prior to a new month, families will access Order Lunches web site to make selection for the week or month prior to deadline. The account will be charged for each of the designated days, even when the child is absent or missed lunch. Sacred Heart is charged for each lunch ordered each day. If your child forgets his/her lunch, the child will be the last in line to make sure that all those that ordered a lunch, receives a lunch.
K. A one-time family enrollment fee of $10 will be charged the month of September for the school year.
L. Families may apply for free/reduced meals anytime during the school year. Applications are available in the school office and/or located on the school web site. Applications must be submitted annually.

**Procedures**

F. The parent/guardian will pay by credit/debit card prior to the month ordering after menu items have been selected. A processing fee for use of the credit/debit card will be added at checkout.
G. Menu selection must be made before deadline (Thursday 6:00 a.m.) designated by Taher Catering to ensure prospering ordering and delivery of food.
H. Any charges accrued during the month, will be posted in the “cart” the next month (milk, forgotten lunch).
I. Modification of the dollar amount may be made for students receiving free/reduced meals. This will be determined by free/reduced application submitted.
J. Assistance from county Social Services may be requested by the school for possible neglect when the above procedures are unsuccessful.

**Reimbursable Meals (USDA National School Lunch Program)**

SHCS participates in the School Nutrition Program through the state of Minnesota and receive reimbursement for putting guidelines in place. More information may be found at [www.education.state.mn.us](http://www.education.state.mn.us).

It is the responsibility of the principal, staff, and food service staff to assure that students are encouraged to make healthy food choices and that established procedures are followed.

D. The staff encourages students to make healthy food choices and to select 3 out of the 5 reimbursable items.
E. The food service server identifies the students, determines if the student has selected a reimbursable meal and a SHCS staff member confirms the student’s name on Order Lunches web site for the pre-ordered lunch.
F. If the student has not selected a reimbursable meal, the food service server will ask the student to return to the serving line and select additional food items. Each student must take ½ cup of fruit and/or vegetable each day. Students may only go through fruit/veggie bar once per day.

Revised 8/15

**School Patrons**

In accordance with M.S. 126.15, the school establishes a safety patrol program if the needs of the school community require it. Safety patrols are organized from students in grade 5-6. The purpose of the patrol is to instruct, direct and lead children in the safe crossing of streets. The patrols work directly under the police department and members of the faculty. Obedience to patrols is paramount for the successful operation of this service and the safety of your children. Patrols will be at their corners by 7:05 a.m. and 2:15 p.m.
Sexual Harassment Policy

As a Catholic institution, Sacred Heart School believes that sexual harassment is inconsistent with Christian morality and does not respect the dignity of the human person. Sexual harassment will not be tolerated at Sacred Heart School.

It is the policy of Sacred Heart School to maintain learning and working environment that is free from sexual harassment and sexual violence. Sacred Heart School prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of Sacred Heart School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Sacred Heart School shall maintain an environment that allows students who feel they were sexually harassed to bring forth such allegations without fear of ridicule or reprisal from staff or students.

Sexual Harassment Definition

Sexual Harassment. The Minnesota Human Rights Act defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s education; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual’s education or creating an intimidating, offensive or hostile education environment. Other harassment is not to be tolerated, and allegations of such conduct should be reported according to the provisions herein.

Sexual Harassment Reporting and Investigation Procedure

A. Reporting: If a student believes he/she has been sexually harassed or if a student witnesses an incident of sexual harassment, the student must immediately report the incident to the classroom teacher or the Principal. If the report is made to the teacher, then the teacher must inform the Principal. If the alleged harasser is the Principal, then the Pastor must be informed instead. In addition to immediately reporting, the student or his/her parents may file a written report with the School.

B. Investigation

The Principal, or his/her designate, will conduct a timely and proper investigation. (If the Principal is the alleged harasser, the Pastor will determine who will investigate.)

The Robbinsdale Police Department will be notified of the matter, if appropriate.

The School may take interim measures before completing the investigation to minimize the potential for further harassment.

Students and their parents are expected to cooperate with any investigation.

Corrective Action
The School shall determine whether its harassment policy has been violated. If the policy has been violated, the School shall determine, in its sole discretion, what corrective action is appropriate. **Outcome and Conclusion** The School shall advise the claimant, alleged harasser, and their respective parents or guardians of the outcome of the investigation. If the claimant and/or the alleged harasser believes that the outcome of the investigation is unsatisfactory, a Grievance Report should be submitted to the Principal within 10 working days after receipt of the School’s report.

**Retaliation is Prohibited**

All parents and students are reminded that retaliation against anyone whom makes a report of harassment, or participates in a harassment investigation, is illegal and prohibited. Anyone who engages in retaliation is subject to discipline, up to and including dismissal from the School.

**Special Education**

Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, a review of progress and establish an ISP (Individual Service Plan), which generally involves tutoring by a special education teacher. The special needs of students in the non-public school are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.

2. If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Service Plan (ISP).

3. The ISP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation is provided by the public school.

**Title I**

This program provides supplementary instruction in math, reading, and language arts to students who have been identified as ‘at risk.’ Computer-aided instruction may be an acceptable alternative to direct services.

The purpose of Title I is to provide assistance to State and local education agencies to meet the needs of children in the areas of math and reading. Student must meet federal guidelines to qualify for the program.

Working with the classroom teacher, the building Title I teacher identifies students and schedules them for appropriate, consistent Title I services which are provided on-site at Sacred Heart School.

**Student Security**

Our school building and parish administration building is locked to all outside entry to the buildings. Individual students or parents seeking entry to the school building are to go to the security door entrance. The office staff will admit only students and adults who can properly identify themselves. Those requesting entry whom we do not know or unable to identify will not be allowed to enter the building. Once inside the building, all visitors will be expected to report to the administrative office on second floor, sign in, and receive a visitor badge. Badges are to be returned to the office upon sign-out and departure. Students and staff will be instructed to report all non-authorized individuals to the office immediately. Anyone without a visitor’s badge is considered unauthorized. Such individuals shall be appropriately removed from the building. Only authorized individuals shall be permitted to speak with or leave the building with students. Building employees shall report all unauthorized individuals who appear on the playground or in the building to the office immediately. No teacher or paraprofessional shall leave students unattended on the playground if such a report needs to be made. Students should enter the
building with their teacher first, thus permitting the teacher to make such a report. All incidents shall be logged at
the principal’s office and reported to the appropriate authorities when necessary.

**Telephone Usage**
To meet or speak with a teacher, please call the school number and enter the teacher’s extension number. The teacher will
return your call as soon as possible. Like wise, your child’s teacher will call you if there is a problem that he/she would like to
discuss with you. Unless specifically stated, please do not call teachers at their homes.

- Teachers and students are not usually called to the telephone during class hours unless there is an emergency.
- If at all possible, do not call near dismissal time since we cannot assure you of the message being conveyed at the
time.
- Students are not allowed to call home for forgotten homework, sports equipment, etc.

Students are only allowed to use the telephone only after receiving permission from their teacher.

**Textbooks**
Depending on grade level, students will be issued necessary textbooks. Students are expected to maintain textbooks and
materials in good condition. The student to whom a book is assigned will be charged for loss of the book or damage to it,
regardless of who damaged or lost the book. Students may be asked to purchase other special materials or supplies for a class.

Student report cards and/or diplomas will be withheld until all charges have been paid.

**Transfer Students (K-8)**
In general, students will not be accepted at the school after the beginning of the school year unless there has been a
change of residence or other extenuating circumstances. Admission to the school is contingent upon having met
all financial obligations at a previous private school. Prior to admission, the school and the parent/guardian of the
student(s) should agree on the tuition and other expense obligations, and other expectations concerning completion
of that school year.

Parents wishing to transfer their child to Sacred Heart School after the first day of school must submit their request
in writing explaining the reason for the transfer. Any student new to Sacred Heart School beginning or during the
school year will be on a probationary period of 3 months. At any time during the probationary process, the
student’s academic and behavior standing will be reviewed and a determination made as to whether the
probationary period will be extended. After one month another determination will be made as to whether the
student is able to abide by the rules of the school and whether his or her academic needs can be met by the school.

Revised 2/07

**Treats**
Due to food allergies, we only allow food treats for special occasions (Halloween, Valentine’s Day, Birthday
lunches) sponsored by Sacred Heart, and others per administration. These treats and food of any kind brought to
school for parties, etc. must be store/bakery purchased in accordance with the State of MN health guidelines.

Please note: No food/drinks are allowed for birthday treats or other occasions unless approved by
administration. We have eliminated food treats due to safety of our students with food allergies.

**Triangle Park**
Triangle Park is used frequently by our students in warm weather for classes such as phy-ed, recess, etc.
Permission forms are not required for this activity because of its close proximity to the school grounds and frequent
use by all of the students.

**Tuition**
The School Advisory Committee approved the FACTS Tuition Management Program as a tuition payment option
for students attending Sacred Heart School. FACTS Tuition Management Services is the most widely used by
private and faith-based schools nationwide. They are committed to doing all they can to ensure your privacy and
the security of information you provide.

Guidelines:
• Parents may pay tuition in full to Sacred Heat in July or set up an account with FACTS. The account may be set up monthly/quarterly, electronically/monthly invoice. FACTS charges an enrollment fee based on the account the family sets up.
• See Parishioner Guidelines for more information

Fees
In addition to tuition, some programs/activities require an additional participation fee. These programs may include but are not limited to: curriculum fee, athletics, band, school age childcare, lunch, field trips.

Delinquent tuition/fundraising
Sacred Heart School relies on prompt payment of monthly tuition payments through FACTS tuition payment program. All tuition/fundraising must be paid in full by April 10th for re-enrollment for the following school year.

The principal/pastor will monitor delinquent tuition each month. Letters will be mailed to parents when delinquent tuition exists to remind them of their tuition commitment and/or to set up a new payment plan. If parents have NOT made any attempt to communicate with the principal regarding their tuition status after two letters have been mailed, the following will occur:

- Tri-semester report cards will be withheld to establish a payment plan
- Cornerstone access for parents (gr. 4-8) will be blocked
- Expulsion of student(s) when no communication is made to remedy a situation over a period of time

Students will only be re-enrolled in school the next school year if:
- All tuition/fundraising is paid in full
- All fees must be paid (library, damaged/lost books, lunch, etc)

If tuition is not paid by April 10th in the current school year, the school will take legal action to recover funds. Families will be responsible for all expenses and the cost of such action, including attorney fees and court costs.

Tuition must be paid in full by April 10th of the current school year that tuition assistance is applied or tuition assistance will be null and void.
Revised 2/08

Tuition Scholarships
Go on-line at www.tads.com, click on the “Parents” button to begin. Use School Code SP233640000. Scholarships may be granted based on fund availability, financial need or extraordinary circumstances.

Families are required to apply for a tuition scholarship by a given deadline (May 1st) as the school and church have limited resources. Sacred Heart Catholic School tries to meet the financial needs of families applying for a scholarship, however we are unable to grant full scholarships.

Families who receive a tuition scholarship will be required to uphold the agreed upon schedule for tuition payments. Those who fail to uphold the payment schedule will not be eligible for future tuition scholarship awards. If tuition is not paid in full at the end of the year, the family will be charged the tuition scholarship awarded.
11/1/11

Tutoring for Students
Tutoring may be available. If teachers tutor at SHCS, the $30 student/parent cost per hour tutoring fee will be processed through the school. Taxes and FICA will be deducted from the fee and payment will be forwarded to the SHCS teacher. Teachers tutoring through SHCS will be covered under the Archdiocesan insurance plan. If a teacher chooses to tutor privately outside of school, this would be considered a private business. This private business would not have insurance coverage by SHCS or the Archdiocese. According to the NCEA Code of Ethics, teachers are asked to refuse remuneration for tutoring assigned to their classroom.
Uniform Policy
The uniform symbolizes respect for authority and order, as well as the idea of basic equality. Sacred Heart Catholic School students in K-8 should wear their uniforms in a manner that reflects pride in their personal being and in their school.

SCHS students are required to wear uniforms during the school day. It is the parents’ responsibility to ensure that their child/children are appropriately dressed.

The basic uniform colors for SHCS are red, white and navy blue. The basic uniform is navy blue pants with a solid white polo shirt or SHCS logo white polo. Donald’s Uniform is the official uniform supplier of SHCS and families are encourage to purchase uniforms from Donald’s Uniforms at www.donaldsuniforom.com. Families who elect to purchase uniform clothing elsewhere are forewarned that the clothing must follow the basic uniform colors and style. The uniforms are to be appropriately sized, neat, clean and in good repair. Uniform clothing may not be altered in any way.

REGULATIONS FOR BOYS AND GIRLS
Grades K-8
Uniforms are worn to school Monday - Friday in grades K-8, with exception made by the school administration.

Basic Uniform Code for all students
Shirts:
Solid white polo, long or short sleeve; no plain red polos allowed
SHCS logo shirt, white or red, banded or non-banded, REQUIRED on liturgy day (Wednesday’s)
- Shirts must be long enough and tucked in or have a banded waist
- Sacred Heart T-shirts are allowed April 15-October 15
- Spiritwear is allowed on Fridays.

Jumper/Skort/Skirt:
Plaid uniform jumper Grades K-5 (#9868) Skort (#4068)
Bike short may be worn under jumper, never alone
Navy skorts/skirts not allowed

Pants
Solid navy blue twill
- Pants with any type of cargo pocket are not allowed
- Sweatpants/yoga type pants are not allowed

Socks and Shoes
- Solid white socks or tights must be worn at all times
- Socks must cover the ankle and be seen above the shoe
- Shoe style must cover the whole foot with not open toes, sides or backs

Optional Accessories to the Uniform

Sweater
Solid navy blue (long sleeve) button down cardigan worn over uniform shirt
- Hoods and zippers are not allowed

Sweatshirt or Microfiber Fleece
Navy blue or red SHCS logo sweatshirt worn with white polo underneath
Shorts
Solid navy blue (knee length dress shorts or Capri pants)
• Allowed only between April 15-October 15
• Short length must be to the knee
• No blue skorts may be worn

Additional Uniform for Girls Grades K-5
Jumper/Skort or Skirt
• Red/Blue Tartan plaid available only at Donald’s Uniform
• Skirt length must be to the knee
• Bike short should be worn under the jumper and skirt

Additional Uniform Options for Grades 6-8
Rams Hooded Sweatshirt
• White polo must be worn underneath available only at Donald’s Uniform

Dress Uniform for Wednesday Mass Days
All students are to wear to SHCS short or long sleeve white or red logo shirt with uniform pants with the exception of the following:
• Girls grades K-5 are to wear plaid jumper, skort or skirt with short or long sleeve SHCS logo shirt
• No sweatshirts are allowed to be worn during mass

Rams Spirit Wear
Spirit wear is NOT part of the basic Uniform for SHCS students. Spirit wear is a privilege and will be considered only an occasional option. The Spirit wear may only be worn on Friday.
• SHCS Marathon t-shirt with uniform pants, skort or skirt
• Spirit wear t-shirt or sweatshirt with uniform pants, skort or skirt

Non-uniform Attire
Students may occasionally be allowed the privilege of a non uniform day. These instances may be for special occasions or earned through classroom award. The non-uniform privilege may only occur on Friday.
• Non uniform clothing should reflect Christian values with respect to graphics, lettering and physical fit

General Appearance
• Shirts are to be tucked in at all times
• T-shirt worn under the uniform shirt is to be plain white free of all lettering or graphics
• Pants and shorts are to be worn at the waist, above the hips
• Hair should be clean and well-groomed and not dyed an unnatural color
• Make-up and jewelry should be appropriate for school and not create distraction
• Hats and sunglasses are not to be worn during the school day unless authorized for special events
• Shoes are to be neat and clean soled without a heel, boots should be worn when appropriate

Logo shirt/Sweatshirt Ordering
You may order more uniform logo shirt and sweatshirts through the school office.
We will place orders the 10th of each month. It will take approximately 2 weeks and the order will be sent home with your child.

This policy is reviewed every three years. School administration reserves the right to determine if attire, hair and make-up are acceptable.

**Girls Dress Uniform**

K-5

- Long or short sleeve white polo shirt.
- Skirt and/or Jumper, no more than 2 inches above knee.
- Socks or Tights: Solid color white, red, or navy (Socks **must** cover ankle and be seen above shoe.)

**Boys and Girls/Middle-School Uniform**

- Long or short sleeved polo shirt or Logo shirt.
- Shirt Tucked in.
- Navy blue twill pants.
- Socks must be solid color: white, red or navy. Sock **must** cover ankle and be seen above shoe.

**GYM UNIFORM**

Students in grades 6-8 are required to wear the Sacred Heart gym uniform available through Donald’s uniform company.

- Navy gym shorts
- Gray athletic Rams T-shirt

Socks/tennis shoes will be provided by students and must be worn during gym class. Students will maintain a gym locker. Students will be required to take gym uniform home to be washed.

**Use of Gym**

Sacred Heart students attending a school sponsored event in the gym after regular school hours will be expected to abide by the school policies. Students are expected to remain in the gym for the duration of the event. Students who choose to leave the building to “hang out” outside shall not be readmitted. If the gym supervisor sees that a particular group and/or individual is at the gym for reasons other than participating in the event as a spectator or as an athlete, then the supervisor will ask students to leave the premises, will report their behavior to school personnel, and may contact their parents.

**Valuables**

School insurance does not cover loss of personal possessions; therefore students are to **refrain** from bringing cell phones, iPods, iPads, cameras, etc. to school. Non-instructional items should not be brought to school for those same reasons.
Visitors
Parents are welcome to visit during school hours but everyone is asked to report and sign in at the reception desk so your presence in the building is known. Parents are especially asked not to go to the classroom between 7:30-2:05 p.m. when classes are in session. Drop any items off at the school office. Your child will meet you in the office if you are picking them up during the day.

• Pet visits-Due to the need of all of our students, we ask that pets not be brought into the classrooms.
• Students from other schools-Visits to our classrooms by students from other schools are not ordinarily permitted during school time unless they are registering for the upcoming school year.

Volunteers who work with Sacred Heart Catholic School Students
In 2008, the Minnesota legislature made changes to the laws related to criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school’s criminal background check policy. In accordance with Minnesota law and Archdiocesan policy, this serves as notification to parents that BSM requires background checks for all employees (which include coaches and advisors) and for all volunteers who chaperone, supervise or work with students.

The Archdiocese of St. Paul and Minneapolis requires three things for volunteers who work with students in Catholic schools or parishes. In compliance, BSM requires these three things of our volunteers who work with or chaperone students:

1. Attend a Virtus awareness session. Sessions are offered at various times, days and locations (see www.virtus.org for a list of sessions).
2. Successfully complete a background check. Background check forms are available in our school office. Completed forms should be returned to SHCS’s main office, Attention Karen Bursey.
3. Sign a Volunteer Code of Conduct form and return it to SHCS’s main office, Attention Karen Bursey. The form is available at our website.

These three things are part of the Protection of Youth and Children Initiative which has been mandated by the Archdiocese. The reason for this mandate is connected to the Charter for the Protection of Children and Young People (the full text of this document can be found at (www.usccb.org/ocyp/charter.shtml) which was written by our United States Catholic bishops. Essentially the Bishops want to do everything they can to create the safest possible environment for our children and youth. Your help in this endeavor is greatly appreciated. Please visit the Archdiocesan Web site at (www.archspm.org/pcyi) for more information.

Volunteer Opportunities
Our requirement at Sacred Heart Catholic School is that all parent(s) volunteer 20 hours per family. To manage our volunteer hours, we have signed up to use a web site called DIBS. Parents may sign up for a wide variety of activities that occur during the school day, evenings, or weekends. Events are posted in August with additional events as they come up during the school year, so please periodically check the site. Registered your family at http://sacredheart.3ngine.com. Make sure the date is set to the current school year so you can see all of the events that are available throughout the school year. Check off the date box so you can then view all of the events that do not have a start date. You will receive a reminder email 24 hours prior to the event that you signed up to volunteer. The web site will also track your hours for you.

Weapons Policy
Possession, use or distribution of any weapon on a school location is prohibited. Weapon means any firearm, whether loaded or unloaded, or any object, device or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict injury including, but not limited to, air guns, pellet guns, BB guns, paint ball guns, look-alike guns or any facsimile of a real gun, knives of any size blade, clubs, metal knuckles, poisons, chains, arrows, bats, numchucks, throwing stars, stun guns, mace and other
propellants and objects that have been modified to serve as a weapon and/or any explosive devise designed or capable of inflicting severe bodily injury or death. Devices that look like a weapon shall be treated as a weapon. Additional provisions to this policy include:

a. Students who find a weapon on the way to school or in the school building should report the weapon immediately to school officials.

b. If a student unintentionally brings a weapon to school, he or she must immediately turn the weapon in to the office; there will be no penalty.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K – 2</td>
<td>*1 – 3 Day Suspension Police Referral</td>
<td>3 – 5 Day Suspension Police Referral</td>
<td>Suspension and Recommendation for Expulsion and Police Referral</td>
</tr>
<tr>
<td>Grades 3 – 5</td>
<td>1 – 3 Day Suspension and Police Referral</td>
<td>Suspension and Recommendation for Expulsion and Police Referral</td>
<td></td>
</tr>
<tr>
<td>Grades 6 – 8</td>
<td>Suspension and Recommendation for Expulsion and Police Referral</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*) Indicates discretion of the Principal.

The procedure for all offenses is:

1. Confiscation of the weapon (if it can be done safely), or call 911 and request assistance if needed.
2. Notification of Principal/Assistant Principal and Lead Pastor.
3. Hold an administrative hearing with student(s) that will include:
   a. Notification of parent/guardian
   b. Initiate possible suspension
   c. Involvement of police with recommendation to charge as determined by Principal/Assistant Principal or Lead Pastor
   d. Discussion with Lead Pastor/Principal with regard to expulsion

Threat of Use of Weapons:
The result of a threat or actual use of weapon as defined above will result in the notification of the police who will then take appropriate measures. Possible suspension/expulsion will result.

Revised 3/05

Confidentiality:
Sacred Heart Catholic School has a moral and legal responsibility to respect the privacy and confidentiality of every student. Therefore, the school cannot reveal the results of an investigation or any disciplinary consequences to anyone but the pertinent student’s parent/guardian.

Wellness Policy
Nutrition Education
The primary goal of nutrition education is to influence students’ eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices. To make a difference, Sacred Heart Catholic School will provide nutrition education that is appropriate for students’ ages; reflects students’ cultures; is integrated into subjects such as math and reading; and provides opportunities for students to practice skills and have fun. Sacred Heart Catholic School will also choose nutrition education curricula that are easy to teach and foster lifelong healthy eating.

Students in grades K-8 receive nutrition education that teaches the skills they need to adopt healthy eating behaviors.
Nutrition education is offered in the school lunchroom as well as in the classroom.
Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).
Physical Activity
Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.

Students are given opportunities for physical activity through a range of after-school programs including, but not limited to, Kids Club, intramurals, interscholastic athletics, and physical activities.

Other school-based activities designed to promote wellness
The goal is to create a total school environment that is conducive to healthy eating and being physically active.

Lunchroom Environment
Sacred Heart Catholic School provides a clean, safe, enjoyable meal environment for students.
Sacred Heart Catholic School provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
Sacred Heart Catholic School makes drinking fountains available and allows students to fill their individual water bottles, so that students can get water at meals and throughout the day.
Sacred Heart Catholic School encourages all students participate in school meals program and protect the identity of students who eat free and reduced price meals.

Time to Eat
Sacred Heart Catholic School will ensure an adequate time for students to enjoy eating healthy foods with friends in school.
Sacred Heart Catholic School will schedule lunch hour as near the middle of the school day as possible.

Food or Physical Activity as a Reward or Punishment
Sacred Heart Catholic School will prohibit the use of food as a reward or punishment in classrooms.

Consistent School Activities and Environment
Sacred Heart Catholic School will ensure that all schools’ fundraising efforts are supportive of healthy eating.
Sacred Heart Catholic School will provide opportunities for on-going professional training and development for teachers in the areas of nutrition and physical education.

Withdrawals
Withdrawals – Terms of Enrollment/Terms of Withdrawal of Enrollment - Sacred Heart School relies on its student enrollment as of July 10th of the upcoming year for determining staffing requirements, for ordering textbooks and supplies and for planning purposes for the upcoming school year and for which Sacred Heart School has a financial obligation. The applicable tuition fee must be paid on or before July 10th according to the schools available payment options, to enroll the student for the coming school year.

If you terminate the students enrollment on or before July 10th of the upcoming school year, you will have no financial obligation to the school and if you have paid any part of the tuition obligation it will be refunded to you in full.

If the student has been enrolled as of July 10th but the student enrollment is terminated for any reason after July 10th, you will nevertheless be financially obligated to pay the entire year’s tuition fee. No portion of the tuition that has been paid for which is due will not be refunded or canceled in the event of absence, withdrawal or dismissal from the school after July 10th.

The School Advisory Committee approved the above policies. Only the principal or pastor can approve exceptions to these policies. If you cannot pay tuition on time, you must communicate with the principal.

Families who withdraw from Sacred Heart School before the end of the school year will be asked to complete an exit survey to be discussed with the School Advisory Council at the discretion of the principal. Adjustments for financial obligations already met will be calculated at that time. The first and last month’s tuition is non-refundable.

The School Advisory Committee approved the above policies. Only the principal or pastor can approve
exceptions to these policies. If you cannot pay tuition on time, you must communicate with the principal.

**Yearbook**
The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

***Notice***
Sacred Heart Catholic School reserves the right to modify or delete any statement or policy contained in this handbook as circumstances or conditions warrant without notice.