

# Sacred Heart Catholic School

## Parent/Student Handbook

### 2023-2024

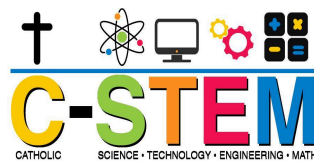


SACRED HEART  
CATHOLIC SCHOOL

4050 Hubbard Ave N.  
Robbinsdale, MN 55422

School: 763.537.1329

[www.sacredheartschoolrobbinsdale.org](http://www.sacredheartschoolrobbinsdale.org)  
<https://educate.tads.com/educate/>  
<https://www.facebook.com/SHCSRobbinsdale>



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The provisions of this handbook are not intended to and do not constitute a contract, expressed or implied, between any applicant, or parent, and Sacred Heart Catholic School.

Sacred Heart Catholic School may introduce new rules, policies, and procedures, or modify existing ones, at its sole discretion at any time without advance notice and reserves the right to interpretation of its policies.

The administration of the school reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will take into consideration the following two principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual, and when there is conflict of interest, the common good shall prevail.

The relationship between the family and the school is crucial for a student to be successful. For this reason, if there is a breakdown in the relationship between a family and the school, it is a disservice to the student, family and the

school as a whole for the student to continue at the school. In this situation, a student may be required to withdraw from enrollment.

## **INTRODUCTION**

### **RELIGIOUS FORMATION**

At Sacred Heart Catholic School, our Religion program is intended to invite the children to a faith response that is living, conscious and active. Religion is integrated throughout the day to include collaboration with parents creating a firm foundation of the Catholic faith and Catholic social teachings. Through prayer, study, scripture, sacraments, liturgical experiences and service to others, the children will have opportunities to connect their faith to daily living.

Our goal is for all students at Sacred Heart Catholic School to grow in their understanding of:

- The teachings and lived traditions of the Catholic faith and the celebration of the sacraments.
- Bible stories as it relates to everyday life.
- The development of morals based on our Catholic faith.
- The value of praying personally, communally, and liturgically.
- Living out the Catholic social teachings.

### **NONDISCRIMINATION POLICY**

It is the policy of Sacred Heart Catholic School to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in Sacred Heart Catholic School shall on the grounds of race, color, national and ethnic origin, sex, marital status, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, employment, or activity operated by the school.

### **AGREEMENT TO BE GOVERNED BY PARENT/STUDENT HANDBOOK POLICIES**

Parents/Guardians/Students agree to follow the policies and practices as described in the SHCS Parent/Student Handbook. Students and families who are not in compliance with school policies (behavior, attitude, or academic standards) or financial agreements may not be continually enrolled and may put their enrollment at risk. If tuition is unpaid at the end of any trimester of continuous enrollment, SHCS reserves the right to prevent the above-named student from beginning the next trimester.

### **ENROLLMENT and PRIORITY OF ACCEPTANCE**

Enrollment is final upon receipt of the registration fee.

The term of your student's continuous enrollment begins with the initial signed enrollment agreement, and thereafter continues automatically for students in good standing through completion of grade 8 or until the official withdrawal procedures and contract termination is completed.

Open enrollment begins for current families and new siblings from December through the last day of January. Current school families must enroll by this deadline to reserve a spot for the next school year. After the deadline, we cannot guarantee a spot will be available.

On February 1<sup>st</sup>, new families may begin the admissions/enrollment process through TADS.

If a grade level is full, a wait list will be formed, based on the following priority:

- New siblings of current students.
- 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.

Children entering kindergarten for the first time must be at least five (5) years of age on, or prior to, September 1 of the year they wish to enroll.

Children entering first grade for the first time must be at least six (6) years of age on, or prior to, September 1 of the year they wish to enroll.

Revised 4/2023

### **LENGTH OF SCHOOL DAY**

- Sacred Heart Catholic School begins at 7:30 a.m. and ends at 2:10 p.m.
- Students should not arrive before 7:15 a.m.
- Students must be in the classroom by 7:30 a.m. or they will be marked tardy.
- Students who receive rides to school are expected to arrive by 7:20a.m.
- Students not picked up from parent pick-up by 2:20p.m. will be sent to Kid's Club and charged a fee.

### **SCHOOL OFFICE HOURS**

Monday – Thursday, 7:00 a.m.-2:45p.m. , Friday 7:00-2:30 pm

### **CLASS SIZES**

Sacred Heart Catholic School K-8 program has placed a ceiling of 26:1 class size. Some class sizes may be larger in order to accommodate registered families with more than one child.

Preschool class size is 10:1, with a ceiling of 20 (PreK4) and 16 (PreK3).

### **CLASS SCHEDULES**

Copies of all classroom schedules are posted on teacher web pages. Any parent who does not receive one from the teacher may request one from the teacher.

### **ABSENCES AND TRUANCY**

Regular attendance and punctuality are absolutely necessary if a child is to do his/her best in school. Sacred Heart Catholic School policy will adhere to the state of Minnesota regulations concerning school attendance. All work missed due to student absence must be made up as soon as possible. Absences and tardies affect a student's performance, and have shown to impact student learning and test results.

Examples of excused absences: sickness, medical/mental health appointments, family emergency, pre-arranged vacations, non-school competitions/performances.

Examples of unexcused absences: missing the bus, oversleeping, weather, babysitting, incomplete homework.

### **Procedures:**

- All students not in school will be counted absent.
- By 7:45 a.m., parent/guardian must call and inform the school if the child is ill, absent, or tardy, for ANY reason with an email or phone call.
- If communication from a parent is not received, the school will call the parent/guardian to determine the reason for the absence and make sure the child is safe.
- Three consecutive sick days require a doctor's note.
- Any absence not called in will be recorded as an unexcused absence.
- A letter of concern will be sent after 3 unexcused absences. 3 unexcused tardies = 1 unexcused day.
- A child is considered truant after 5 unexcused absences. The school will contact the parent to discuss the truancy. If excessive/tardies continue, the school will file an educational neglect report to the Hennepin County Family and Children's Services Division in accordance with state law.
- If your child is sick for one day, please do not call for make-up work. Homework for grades 5-8 will be posted on Google Classroom.
- If your child is well enough to come to school, please do not ask that he/she stay in for recess unless we receive a doctor's note.
- If absence is due to work, travel, or some reason, parents/guardians should notify the school prior to the absence. Homework will NOT necessarily be issued ahead of time for students who anticipate being out of school.

**Tardiness:**

- School attendance is taken at 7:30 a.m. Students arriving after 7:30 am. are marked “tardy”.
- Students arriving at school after 10:00 am. will be marked as half day absent. In order to participate in any school extracurricular activities, students must be at school by 10:00 a.m. If a student leaves early on a given day due to illness, the student may not participate in extracurricular activities.

**SCHOOL CLOSING**

Sacred Heart Catholic School will determine when school will be closed due to weather.. Listen to WCCO, KSTP, or KARE 11 for school closing information. We will notify parents by email, text, and post on our school website.

**SCHOOL SAFELY DRILLS**

Sacred Heart Catholic School follows the State of Minnesota’s Non-Public School Safety Drill policy, which states that we must have at least five school lock-down drills, five school fire drills, and one tornado drill. Each classroom has instructions posted on where students/staff should go during the Safety Drills.

**NONPUBLIC PUPIL AIDS**

The state of Minnesota has authorized local public school districts to loan textbooks, standardized tests, and individualized instructional materials to pupils attending our school. Our students are also allowed access to existing district Secondary Pupil Guidance and Counseling Services programs and Pupil Health Services programs.

These programs will be requested on behalf of each student. If you do not wish to request these services please contact the school office no later than the first day of school.

**SCHOOL ADVISORY COUNCIL**

The School Advisory Committee is established by the Pastor, in accord with the Archdiocesan policy, to assist him and the principal with matters pertaining to Sacred Heart Catholic School. The council is advisory to the pastor and principal and cannot make decisions binding Sacred Heart Catholic 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

The School Advisory Council meets on the 3<sup>rd</sup> Wednesday each month (August-May) at 6 pm and meetings are open to the public. We encourage people to speak or raise issues to SAC and can do so by contacting the principal or chairperson 48 hours before the meeting to be placed on the agenda.

**School Advisory Council Members**

Fr. Bryan Pedersen, Pastor, non voting member  
 Karen Bursey, Principal, non voting member  
 Mary Daugherty, Business Administrator, non voting member

**Members:**

Molly McGraw Healey, Kevin Dempsey, Margaret Anderson, Christine Denton, Laura Carillo, Elise Hoverman, Rikki Mortl, Kelly Cunningham, Aimee Wilhelm, Rebecca Lahr, Alicia Nordstrom

**SCHOOL ACCREDITATION**

Sacred Heart Catholic School has been accredited by the Minnesota Non-Public School Accrediting Association (MNSAA) since 1990 and annual reports are submitted to this agency in order to meet MNSAA standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation with the staff.

## **PARENT TEACHER COMMITTEE**

Our Parent Teacher Committee (PTC) exists to create and promote goodwill and a strong community spirit by fostering a supportive and positive connection between parents, teachers, and students of Sacred Heart Catholic School.

PTC supports the following events:

- Back to School Picnic
- Marathon picnic
- Santa's Workshop
- Catholic Schools' Week activities
- Teacher Appreciation Day
- Conference dinners for staff
- Special assembly for students
- End of year lunch for staff

All interested parents/guardians are welcome to join this committee. Meetings are held the 2nd Wednesday of the month, September-May at 5:00 pm.

### **Mission Statement**

**Sacred Heart Catholic School is committed to instilling virtues and values rooted in Catholic teachings. We educate the whole child to ensure students are prepared to meet the challenges in the world as disciples of Jesus.**

### **Philosophy**

**We are dedicated to:**

- **Providing opportunities for children to grow in the Catholic faith.**
- **Collaborating with parents to support their role as the primary educators of their children.**
- **Encouraging children to be thoughtful, compassionate, and respectful to others.**
- **Challenging students to meet high academic standards.**
- **Promoting C-STEM educational opportunities.**
- **Embracing communication, collaboration, critical thinking, and creativity.**
- **Creating a growth mindset culture and supporting mental health.**
- **Fostering a peaceful, welcoming, and safe environment for students to learn and play.**
- **Engaging in local and global community service.**
- **Partnering with our parish community to worship and learn from each other.**

**January/2024**

## **EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES**

Sacred Heart Catholic School provides many opportunities for students to become involved in activities after school. Throughout the school year, parents will be notified as to participation in: school patrols, Lego Robotics, piano lessons, choir, athletics, peer tutoring, karate, chess club, Youth Group, etc.

**BAND (gr. 4-8)/ORCHESTRA (gr. 3-8)**

Students have the opportunity to participate in our instrumental music programs through Totino-Grace High School. Students participate in an individual or small group lesson and participate in beginner or advanced band/orchestra practice. Band /Orchestra students perform in the winter and spring performance. Band payments are paid directly to Totino-Grace. Instruments may be rented through Schmidt Music.

\*\*\*\*To properly master the concepts being taught in the classroom during lesson times, students must check with their teacher regarding any missed work.

**ART ADVENTURE PROGRAM**

In conjunction with the Minneapolis Art Institute, Sacred Heart Catholic School offers the Art Adventure Program for our school children. The goal of the program is for our children to appreciate and enjoy good art. The Art Adventure person presents a large color print of a famous painting or sculpture to a class. The children will discuss the picture and artist. Throughout the year, they are exposed to a wide variety of art works. This program runs for 8 weeks.

**MONEY**

All money brought to school should be in an envelope labeled with the child's name, grade, and purpose of the money. Money brought to school should be given to the teacher, who in turn will send it to the school office.

**TEXTBOOKS**

Students are assigned textbooks at the beginning of the school year. Each student is responsible for the care and condition of his or her books. Students will be expected to pay for books that are lost or damaged.

**SCHOOL SUPPLIES**

Students are expected to have certain supplies for their classes. A list of these supplies is provided to the parents prior to the start of the school year and is also posted to the school web-site over the summer. Copies can be obtained from the school office. The supply list is updated each spring.

**USE OF VIDEOS**

The purpose of using videos or movies in the classrooms is to enhance the curriculum and teaching, provided the teacher previews the videos and receives approval from the administration. Only "G" rated movies are shown in classrooms. PG rated movies are shown only with signed parent approval.

**RECESS/GYM**

All students in Pre K -8<sup>th</sup> grade are expected to participate in recess and gym class. Requests to excuse students from recess/gym must be made in writing and will only be honored when accompanied by a doctor's note with the number of days to be excused. Please dress your child appropriately for outdoor recess. Indoor recess will occur when temperatures/wind chill fall below -10, or it is raining.

**BIRTHDAY TREATS/INVITATIONS**

If a student wishes to bring a birthday treat or special treat for a celebration, we mandate that he/she refrain from bringing a food and/or drink. Other options could include pencils, stickers or a book donated to the classroom or the library in the child's name commemorating the special day. The school does celebrate birthdays by announcing over the intercom and acknowledging in the classroom. Birthday students may be out of uniform on this special day. We will celebrate June, July, August birthdays at the ½ year mark.

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

**STUDENT RECORDS**

School parents are entitled to review student records. The Family Educational Rights and Privacy Act ( 20 U.S.C. & 1232g.; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Dept. of Education. FERPA gives parents certain rights with respect to their children's education records. Parents have the right to inspect and review the student education

records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance., it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

### **SMART DEVICES**

For the purposes of this policy, “Smart Device” refers to any internet-enabled tool with a visual display or screen. Common examples include smartphones, smart TV’s, computers, iPads, Chromebooks, and smart watches.

Sacred Heart Catholic School discourages students in grades 5-8 from bringing Smart Devices to school and prohibits it for students in PreK-4<sup>th</sup> grade.

For children in grades 5-8<sup>th</sup>, we recognize some parents may make the decision to allow their child to bring Smart Devices to school. In this case, the following policies are in place under normal circumstances and exclude emergency situations.

- Parents who send their children to school with a Smart Device are required to sign an Informed Consent form acknowledging the risks that Smart Devices pose to child development and confirm they are teaching their children about these risks and taking steps to minimize them. *Students are not allowed to use a personal Smart Device on school grounds without this consent on file.*
- Students are not allowed to use personal Smart Devices during off-campus, school-sponsored field trips that occur during regular school hours.
- The school will take reasonable measures to protect and secure personal Smart Devices during the school day. However, parents who send their children to school with a Smart Device accept the possibility of loss or damage and will hold the school harmless for any loss or damage.
- Students must turn off their cell phone in homeroom at the start of the school day and place it in the pocket chart provided. Students may pick up their device in homeroom at the end of the day. Students using personal electronics without teacher permission during the school day will be given a disciplinary referral.

Note: To contact your child during the day, please call the school office and we will pass the message on to your child.

Revised 4/2023

### **TRANSFER OF STUDENT RECORDS**

Sacred Heart Catholic School student records will be transferred upon receipt of written notification from the Records Clerk for the prospective school.

Student records will not be given to a student’s parent/guardian.

### **PESTICIDE APPLICATION AT SCHOOL MN STATUTES 121A.30**

The Parents Right to Know Act of 2000 requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that the public is told that the long-term health effects on children from the application of such pesticides, or the class of chemicals to which they belong, may not be fully understood. If you would like to be notified prior to unscheduled pesticide applications (excluding emergency applications), please contact the school office at 763-537-1329 for more information.

### **SMOKING POLICY**

Based on the MINNESOTA CLEAN INDOOR ACT IN SCHOOLS of 1975 and in order to portray a positive model for Sacred Heart Catholic School, no smoking is permitted in the school building or on the school or parish grounds.

### **TRANSFER OF NEW STUDENTS**

Careful consideration is taken for new students that enroll after the 1<sup>st</sup> day of school. Sacred Heart may ask to see student records and/or a letter or recommendation from the child’s prior school.

### **PROBATION-NEW AND TRANSFER STUDENTS**

All new students are on probation for the first trimester. If the student fails to comply with the school philosophy/core values, code of behavior, or academic expectations, the parents will be asked to withdraw their child from the school.



This will occur at a formal conference with the parents after direct help from the teacher(s), parent(s), and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards, values, and resources may not be the best school setting for some students.

## **UNIFORMS/DRESS CODE**

### **NORMAL UNIFORM ATTIRE PER DAY**

**Monday-Normal uniform attire**

**Tuesday-Normal uniform attire**

**Wednesday- Spirit wear optional or normal uniform attire**

**Thursday-Normal uniform attire**

**Friday-Mass uniform**

**\*\*\*\*Some days may be designated as out of uniform days**

**Uniform Vendor: Donald's Uniform Company**

<http://www.donaldsuniform.com>

**Two Locations:**

**972 Payne Ave., St. Paul 651-776-2723 (Main Store)**

**4 Shady Oak Rd., Hopkins 651-776-2723**

The uniform symbolizes respect for authority and order, as well as the idea of basic equality. Sacred Heart Catholic School students in PreK-8 should wear their uniforms in a manner that reflects pride in their personal being and in their school.

SHCS 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. Donald's Uniform is the official uniform supplier of SHCS and families are encouraged to purchase uniforms from Donald's Uniforms. Uniforms may be purchased at the store or online. If you use the school code (SacredHeartSTS), orders will be shipped to the school once a month to save on shipping.

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.

### **NORMAL UNIFORM ATTIRE**

#### ***Shirt Options***

1. SHCS logo shirt (knit or performance) white or red, banded or non-banded, LOGO SHIRTS REQUIRED on liturgy days
2. Solid white polo, long or short sleeve
3. Only red SHCS logo shirts may be worn, No plain red polo allowed
4. Shirts must be long enough to tuck in or have a banded waist

#### ***Sweatshirts***

1. SHCS Microfiber Fleece or Performance Sweatshirts  
navy blue or red SHCS logo Microfiber Fleece or Performance
  2. SHCS sweatshirts –red or blue with logo
- All sweatshirts need a red or white polo underneath.

#### ***Middle School Attire (grades 6-8)***

***Navy Sport-Wick Fleece Full Zip Jacket—must wear a white or red polo.***

***RAMS Hooded Sweatshirt*** -May only wear on spirit days and athletic events.  
Available only at Donald's Uniform.

***Jumper/Skort/Skirt***

Plaid uniform jumper Grades K-5 (#9868) Skort (#4068).  
Middle school girls may choose to wear the jumper/skort.  
Bike shorts may be worn under a jumper, never alone.  
Navy skorts/skirts are **not** allowed.

***Pants***

Solid navy blue twill

- Pants with any type of cargo pocket are not allowed
- Sweatpants/yoga type pants are not allowed
- Relaxed fit pants only

***Socks and Shoes***

- Solid white or navy socks or tights must be worn at all times
- Shoe style must cover the whole foot with no open toes, sides or backs
- Shoes with built-in wheels, in-line skates, crocs, slides, high platform shoes, etc. are not permitted

***Hair***

Hairstyles that draw undue attention to the students will not be permitted. Highlights, braids and extensions must be of a color that occurs naturally in humans and not be in contrast as to draw undue attention to the student. Hats, scarves, or any type of head covering is not permitted.

***Sweater***

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

***Shorts***

Solid navy blue shorts or Capri pants

- Short length must be 2 inches above the knee or longer
- No blue skorts allowed

**MASS DAY UNIFORM**

Students may wear the following with blue uniform pants:

1. Red or white SHCS logo shirt, long or short sleeve
2. Red or blue performance pullover or logo sweatshirt
3. No spiritwear allowed on Fridays.

\*\*\*Girls, K-5, are encouraged to wear the SHCS plaid jumper/skort with the short or long sleeve SHCS logo shirt, however, the jumper/skort is NOT mandatory.

**GYM UNIFORM, GRADES 6-8**

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 must be worn during gym class.

Students will maintain a gym locker. Students will be required to take gym uniform home to be washed

**SACRED HEART SPIRIT WEAR**

**Purchase at Educational Outfitters, St. Louis Park**

**952.927.6778**

<http://minnesota.educationaloutfitters.com/find-my-school/sacred-heart-catholic-school/>

Spirit wear is NOT part of the Normal Uniform Attire for SHCS students. Spirit wear is a privilege and will be considered only an occasional option. Spirit wear may only be worn on Wednesdays with either uniform pants, short, skort, or jumper.

## GENERAL UNIFORM GUIDELINES

### General Appearance

- Shirts are to be tucked in at all times, unless the SHCS banded shirt is worn
- T-shirts worn under the uniform shirt are 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, scarves, 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.

### NON-UNIFORM ATTIRE - Non-Uniform coupons allowed on Wednesdays.

Students may occasionally be allowed the privilege of a non-uniform day. These instances may be for special occasions or earned through classroom awards. Student cooperation is the key to the implementation and success of a non-uniform dress code. Non uniform clothing should reflect Christian values with respect to graphics, lettering and physical fit.

**Shirts:** Midriffs, cleavage and under garments must be covered. No revealing or sheer shirts will be allowed. No spaghetti strap shirts or tank tops.

**Skirts/Dresses/Shorts:** Skirts, dresses and shorts must be no more than 2 inches above the knee. If shorter dresses are worn, then opaque tights or leggings must be worn. No biker shorts or cut offs allowed.

**Pants:** Pants may not be worn below the hip or have rips or holes.

**Leggings, yoga pants, and other skin-tight pants, including skinny jeans:** Because of the revealing nature of these clothing items, students who wear them must wear a shirt or top that extends to the bottom of the fingertips when arms are fully extended.

**Undergarments:** Undergarments may not be showing at any time.

**Other prohibited items:** No hats, cut-off shorts, torn clothing, and clothing with inappropriate designs and /or messages.

## FINANCIAL OBLIGATIONS

### TUITION

The actual cost of providing your child a Catholic education at Sacred Heart Catholic School is Grades K-8, is approximately \$7350.00 a year. The parish invests a large percentage of this cost to help provide this education for your child(ren). It is important to the future of our school that you:

1. Continue your stewardship gifts to the parish
2. Consider paying the actual cost or a percentage of the actual cost through Fair Share.

### ANNUAL SUBSIDIZED TUITION INVESTMENT:

Grades K-8

First/Second Child: \$5850

Additional Children: \$5450

Non-parishioner: \$7380

### PAYMENT PLAN

Families may decide to pay tuition in full by July 15<sup>th</sup> payable to Sacred Heart Catholic School or families may set up an auto withdrawal account through TADS. TADS charges a one-time processing fee of \$43 when you activate your account. Through TADS, you may select to pay monthly (over 10 months), quarterly, semi-annually or in full.

### CONTINUOUS ENROLLMENT

The term of your student's Continuous Enrollment begins with the initially signed enrollment agreement, and thereafter continues automatically for students in good standing through completion of grade 8 or until the official withdrawal

procedures and contract termination is completed as stated herein. By signing and returning this contract to SHCS, the parties entering this contract acknowledge their contractual obligation and agree to pay the annual tuition as designated by the School plus any related fees in full.

Notwithstanding the automatic re-enrollment of students in this Continuous Enrollment Contract, SHCS retains the right, and its sole determination, to terminate the Continuous Enrollment Contract and the student's enrollment or re-enrollment at any time. Families will be responsible for tuition according to the schedule set forth in the Cancellation and Withdrawal Process set forth below.

### **Cancellation and Withdrawal Process and Related Tuition payments**

Enrollment for the next enrollment year will occur automatically and families will be responsible for tuition according to the Withdrawal schedule below, unless written notification of cancellation is provided to the principal prior to May 1.

### **Terms of release from tuition payments and contractual obligations are as follows:**

#### **Cancellation:**

- If notification of cancellation is received by SHCS prior to May 1, the student will not be enrolled at SHCS for the next enrollment year, and no tuition for the next enrollment year will be charged.

#### **Withdrawal:**

- Notification of withdrawal after May 1 but prior to July 15: tuition for the enrollment year will be charged at 25% of contract amount.
- Notification of withdrawal on or after July 15 but prior to December 1: tuition for the enrollment year will be charged 50% of contract amount.
- Notification of withdrawal on or after December 1: tuition for the current enrollment year will be charged at 100% of the contract amount.

The above schedule is effective, whether the withdrawal is for expulsion, dismissal, transfer, or otherwise. Under any withdrawal circumstances, the technology fee is non-refundable and will not be prorated.

### **PAST DUE TUITION**

In the event that payments are not received according to the payment plan per the tuition agreement, the following conditions apply:

1. The responsible party is liable for a bank service charge to be imposed immediately on any dishonored check.
2. The responsible party is responsible for any late fees assessed by TADS. Fees are stated in their agreement.
3. Our parish administrator will be involved with any delinquent tuition past due 60 days.

### **Enforcement**

1. Students may not receive end of year report cards.
2. Students may not participate in graduation ceremonies/activities.
3. Students may not begin a new school year, without resolving any outstanding tuition PRIOR to a student permitted to attend school in the new year.

\*\*Exceptions may be approved only by the administration.

### **TERMINATION**

Sacred Heart Catholic School retains the right, at its sole determination, to expel, dismiss, or otherwise unenroll a student and terminate the tuition agreement at any time. I understand that under such circumstances, tuition or other fees may still be due.

### **TUITION SCHOLARSHIPS**

Sacred Heart Catholic School uses TADS Financial Aid Assessment to determine the needs of each family that applies for a scholarship. Families will be required to apply for a scholarship by the given deadline as the school and parish have limited resources.

Families who receive financial aid will be required to uphold the timescale for tuition payments. Those who fail to uphold the timescale will not be eligible for future tuition scholarship awards.

Apply online at [www.tads.com](http://www.tads.com) and click on the Family Login Button. Use our school code SP23364000. Call TADS at 1-800-477-8237 for more information.

### **FUNDRAISING EXPECTATION**

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 ensures 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 \$300.00 per student. This fundraising amount is built into the annual budget and helps keep tuition affordable. Families may either choose to add the \$300.00 per child to the tuition contract at the beginning of the year or families may fundraise the \$300.00 per child through any or all of the following events:

- 1) **Annual Marathon for Non-public Education (October).** Sacred Heart keeps 100% of proceeds. \$300.00 per child recommended at a minimum. The **Marathon** is Sacred Heart Catholic School's main fundraising event.
- 2) **Christmas Wreaths-(October)** Students sell wreaths, and other holiday decorations with 30% of sales benefitting the school. Delivery by Thanksgiving.
- 3) **Gertens Plant Sale (March)** 30% of the proceeds benefit the school and qualify towards fundraising dollars.

#### **Optional Additional School and Community Fundraising Events**

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 \$300.00 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. Family Fun Fest (September) This is our main parish fundraiser
2. Book Fair (January/February) Money raised helps purchase new books for our school library.
3. Fish Fry (Fridays during Lent)
4. Annual Gala (February)
5. 8<sup>th</sup> grade environmental trip--Our 7<sup>th</sup> graders fundraise for their 8<sup>th</sup> grade trip by selling poinsettias, butter braids, etc.

### **OTHER FEES**

Students will be charged for extra-curricular fees such as athletics, band, orchestra, after school classes, 8<sup>th</sup> grade class trip, youth group activities, hot lunch, etc. **Individual classrooms may collect funds for staff gifts, classroom parties, student gift exchange. This will be communicated by each classroom teacher and/or room parent.**

## **HOMEWORK EXPECTATIONS**

### **HOMEWORK POLICY**

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 the 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.

### **HOMEWORK GUIDELINES PER GRADE LEVEL**

(Homework includes "Home Reading" time.). This is a guide depending on how well your child uses class time.

Kindergarten = 10 minutes

1<sup>st</sup> grade = 20 minutes

2<sup>nd</sup> grade = 30 minutes

3<sup>rd</sup> grade = 40 minutes

4<sup>th</sup> grade = 40 minutes

5<sup>th</sup> grade = 50 minutes

6<sup>th</sup>-8<sup>th</sup> grade = 60 minutes

### **HOMEWORK IS POSTED IN THE FOLLOWING AREAS:**

Teachers for grades 5-8 will post homework on Google Classroom.

## **CURRICULUM**

### **RELIGION**

At Sacred Heart Catholic School, our Religion program is intended to invite the children to a faith response that is living, conscious and active. Religion is integrated throughout the day to include collaboration with parents creating a firm foundation of the Catholic faith and Catholic social teachings. Through prayer, study, scripture, sacraments, liturgical experiences and service to others, the children will have opportunities to connect their faith to daily living.

Our goal is for all students at Sacred Heart Catholic School is to grow in their understanding of:

- The teachings and lived traditions of the Catholic faith and the celebration of the sacraments, especially the Eucharist and Reconciliation
- Bible stories as it relates to everyday life
- The development of morals based on our Catholic faith
- The value of praying personally, communally and liturgically

- Living out the Catholic social teachings

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. On Holy Days of Obligation, the students attend Mass on the holy day in lieu of Fridays.

### **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 Program of the parish the family belongs to 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 3-8. The parish office distributes the schedule. Training is scheduled throughout the year by the pastor.

### **PROTECTION OF CHILDREN AND YOUTH INITIATIVE CURRICULUM**

In response to the United States Conference of Catholic Bishops' mandate, the Archdiocese of St. Paul & Minneapolis has implemented the Protection of Children and Youth Initiative Safe Environment training program. This program uses the NetSmartz curriculum.

### **K-8 CURRICULUM**

Sacred Heart Catholic School follows the MN State Standards in each subject area. Standards may be found at the MN Dept. of Education website:

<http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/>

Language Arts: reading, writing, spelling, vocabulary, speaking, listening

Math

Science

Social Studies

Music

Art

World Language-Spanish

Media/Library

Physical Education

### **MUSIC PROGRAM**

Concerts are school sponsored activities and are part of the curriculum. They are generally presented in the evening, twice a 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 evening performance.

### **SPECIAL SERVICES**

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, speech, 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. Students 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 Catholic School.

### **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 parents/guardians 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 and field trip fee 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. Field trip scholarships are available. Please contact the principal.

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

Chaperones are required to fulfill the Essential 3 as designated by the Archdiocese of St. Paul & Minneapolis. More information on volunteer opportunities and volunteer requirements are listed on the Volunteer page in the Parent/Student Handbook.

## **VOLUNTEERS**

### **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 SHCS requires background checks for all employees (which include coaches and advisors) and for all volunteers who chaperone, supervise or work with students. Please visit the Archdiocesan Web site at <http://safe-environment.archspm.org> for more information on the SafeCatholicSPM program.

The Archdiocese of St. Paul and Minneapolis requires the Essential 3 for volunteers who work with students in Catholic schools or parishes.



**The Essential 3 requirements can be completed online at: [www.virtusonline.org](http://www.virtusonline.org)**

Step one: Log in to create your account and watch the Virtus awareness session online. Every 3 years, an online video is required to renew the Essential 3.

Step two: Successfully complete a background check online.

Step three: Sign a Code of Conduct online.

\*\*\*\*The Archdiocese requires all volunteers to renew the Essential 3 requirements every 3 years. This process is completed online.

## **VOLUNTEER OPPORTUNITIES**

Our requirement at Sacred Heart Catholic School is that all parent(s)/guardians volunteer 20 hours per family. To manage our volunteer hours, we use a volunteer website, called SignUp. Parents may sign up for a wide variety of activities that occur during the school day, evenings, or weekends. Events are posted on a monthly basis so please periodically check the site.

To view the list of volunteer opportunities, please go to the bottom of the school web page <http://www.sacredheartschoolrobbinsdale.org> and click on the SignUp icon at the bottom of the page. You will be connected to the volunteer opportunities for upcoming events. Opportunities will be added each month. Volunteers may be asked to Sign In so that Sacred Heart may track your volunteer hours and you will also receive a reminder email of your upcoming volunteer assignment.

**Volunteers are such an important and valued part of our Sacred Heart Catholic School Community. We have many programs and events that are extremely successful based solely on the excellent work of our dedicated volunteers. There are many opportunities throughout our school year for our parents and guardians to choose from.**

## **GRADING**

### **GRADING**

Sacred Heart Catholic School uses Educate by TADS management system for students' grades and we follow the Archdiocese of St. Paul & Mpls. grading scale for grades 5-8. The following grading system will be used to report students' achievement:

#### **Academic Grading Scale**

93.0-100.0	A
90.0-92.99	A-
87.0-89.99	B+
83.0-86.99	B
80.0-82.99	B-
77.0-79.99	C+
73.0-76.99	C
70.0-72.99	C-
67.0-69.99	D+
63.0-66.99	D
60.00-62.99	D-
0.00-59.99	F

The school's grading software program calculates the grades to the nearest 10 thousandths and does not round up.

**EXTRA CREDIT is not an option for late or missing homework.**

#### **Academic Grading Scale for 1-4:**

4 = Exceeds Standards

3 = Meets Standards

2 = Partially Meets Standards

1 = Below Standards

\*\*\*SHCS follows the MN State Standards for each grade level.

### **Successful Learning Behaviors**

Works well independently

Works well with others

Able to monitor own behavior and use self control

Asks appropriate questions

Shows respect to others and property

Uses good problem solving and conflict resolution techniques

Completes work in a neat and organized manner

Show responsibility for work completion

Uses time well

Actively listens to teachers and others

Follows directions and expectations of the class

### Successful Learning Behaviors Grading Scale

4 = Consistently

3 = Frequently

2 = Sometimes

1 = Rarely

N/A = N/A

### **Disclaimer for Grades on Educate**

Grades posted on Educate may not reflect current grades. Teachers reserve the right to add/delete/modify grades at their discretion.

Educate is meant to give you a good indication of your child's progress. Due to variations in the amount of time required to grade students' work, especially absences and late/missing work, the grades you see on Educate may not reflect the exact grade that he or she has at any point in time. Teachers will update Educate on a weekly basis.

In addition, parents and students are discouraged from attempting to average the tasks listed. Teachers may not show all tasks, and may weigh individual assignments or tests. The purpose of the posted grades is to list a child's current grade average in a class and show scores on individual tasks and highlight missing/late work.

## **CAR DROP OFF AND PICK UP**

### **Parking**

During school operation hours, families and visitors should park in the lot behind the school. No vehicles will be allowed on the Hubbard parking lot in front of the school due to recess activity.

### **K -8<sup>th</sup> grade Parent Drop off**

Students may NOT be dropped off before 7:15 a.m. or parents will be responsible for monitoring your child before 7:15 a.m. Parents may park on 40 ½ Ave. N. and parents are asked to walk your child to the front doors of school between 7:15-7:25 a.m. Staff will be present to supervise students beginning at 7:15 a.m. Parents may also drop students off behind the school between 7:15-7:25 a.m. and enter the main parish/school entrance. Students will proceed to the front of the school and proceed to the front doors of the school. Students are not allowed to roam the halls or go their classroom.

### **Drop off after 7:30 a.m.**

Students entering school after 7:25 a.m. will be marked tardy. Students will enter the school at the main entrance doors in back of school and proceed to the school office for a tardy slip.

**K-8 grade Parent Pick Up**

**PreK and Kindergarten students** will be dropped off and picked up on the West Broadway parking lot behind the school (Door 8). In the PM, parents will create a car line and we will walk your child to the car.

Grades 1-8 students will be dropped off and picked up on Hubbard Ave. and enter Door 5. In the AM, please drop off your child on the playground lot and students will walk to the corner where crossing guards will be present. In the PM, parents will make a car line starting at 40 ½ Ave. and Hubbard. Staff will direct students to their car.

**STUDENTS WHO ARRIVE TO SCHOOL LATE OR LEAVE SCHOOL EARLY, PARENTS MUST SIGN IN THEM IN AT THE SCHOOL OFFICE.**

**ALL VISITORS AND VOLUNTEERS MUST SIGN IN AT THE SCHOOL OFFICE AND WEAR A “VISITOR” BADGE.**

**Entering/Leaving the School Grounds**

Upon arrival on school grounds and until departure at the end of the day, the student’s safety and welfare is the responsibility of the school. Therefore, it is necessary that once students arrive at school – off the bus, by car, by bike or by foot – they are to stay on school grounds. Because of the proximity of school grounds to busy traffic areas,, the school considers violations of this policy serious and will discipline accordingly.

The only exception to this is when a parent/guardian signs in/out for a specific reason (medical reason, etc.)

**Bus Service**

All students attend state mandated bus safety drills each school year. Each fall, the school district requires that all students pass bus safety curriculum; even if a student does not ride the bus to school, as our students will be using buses for field trips. It is required that our school students transported by a public school district comply with student bus conduct and student bus discipline policies of the transporting public school district.

**AFTERSCHOOL CARE - KIDS CLUB**

**Kids Club** is the after school program at Sacred Heart School. This program is available for students in Pre-Kindergarten – 6th grade and is open days when school is in session during the school year. Our Kids Club after school program is open from 2:10 p.m. – 5:30 p.m. during the school year.

Location: Parish Convent Building (south corner of school)

Full and part time is available.

2:10-4:15 \$11.00

2:10-5:30 \$17.00

Parents **MUST** contact Kids Club by 10:00 a.m. if there is a schedule change. You can email at [kidsclub@sacredheartschoolrobbinsdale.org](mailto:kidsclub@sacredheartschoolrobbinsdale.org) or call and leave a message at 763-285-6279.

Kids Club staff will pick up students from school and walk them over to the convent after dismissal. A daily snack will be provided. If your child has a food allergy, we ask that you send a snack with them each day that is safe for them to eat.

There will be time allotted for students to do their homework in a quiet space. It is not the responsibility of a Kids Club staff member to force a child to do their homework, correct homework, or provide tutoring.

In order for your child/children to be released each day you will need to sign them out. The sign out sheet will be located in your file as you enter the Kids Club. Please have a picture ID with you at pick up. If a staff member does not recognize you or is new to our staff you will be asked for your identification. Only

people listed on the emergency information and pick up form will be allowed to pick up your child/children.

Non-School Days-Kids Club will be open for some non-school days based on the number of students needing Kids Club. We must have 10 students each day to offer service.

## **BREAKFAST/LUNCH PROGRAM**

**Breakfast/Lunch Program (Note: Lunch and breakfast is free for all students during the 2023-2024 school year.**

The Federal Hot Lunch Program is operative at our school. Each student in grades Pre K – 8<sup>th</sup> grade may receive a nutritionally balanced cold breakfast and hot lunch with milk for the cost of:

\$4.95	Adult meals
\$ .75	for ala carte or additional milk
\$0.00	forgotten lunch charge
\$2.60	extra meal
\$2.35	extra pizza slice

**Meals::** Our school uses Lancer Catering for our breakfast and hot lunch program. ALL MEALS MUST BE PRE-ORDERED 8 WORKING DAYS IN ADVANCE using our online program called Boonli. Students have one breakfast choice and two lunch choices each day. Since our lunches are catered, Lancer only provides 2-4 extra meals each day, so parents must go online to pre-order to be guaranteed a meal.

**Milk:** Two kinds of milk are provided with hot lunch and are included in the price of each lunch. Students may purchase an additional milk with their hot lunch. The milk choices are 1%, and fat free chocolate.

\*\*\*\*Per licensing, Pre-Kindergarten must drink 1% white milk.

### **Free/Reduced Lunch**

Free and reduced lunch applications are made available in the school office or on our website. Federal guidelines to qualify are posted on the application.

### **Lunch Accounts**

Sacred Heart Catholic School uses Boonli website for our lunch accounts. Parents may access this web site by clicking on the Boonli icon at the bottom of our school website. We recommend that parents order lunches for the entire month. The menu is posted the 15<sup>th</sup> of each month for the upcoming month to provide parents enough time to order.

### **Boonli ordering web site**

<https://sacredheart.boonli.com/login>

Prior to a new month, families will access the Boonli web site to make a selection for the day, week, or entire month prior to the deadline. The account will be charged for each of the designated days, even when the child is absent or missed lunch. This is due to the fact that our lunches are catered and we are charged for each lunch ordered. 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, receive his/her lunch. There is no guarantee that lunch will be available. A one time family enrollment fee of \$10 will be charged the first month a family uses the Boonli web site. No enrollment fee is charged to free/reduced family accounts.

### **Procedures:**

- The parent/guardian will pay by credit/debit card prior to the month ordering after menu items have been selected.
- Menu selections must be made before the deadline (7 days prior to the lunch date) designated by Lancer Catering to ensure accurate ordering and delivery of food.
- Any charges accrued during the month will be posted in the “cart” the next month (milk, forgotten lunch, etc.)
- Modification of the dollar amount may be made for students receiving free/reduced meals. This will be determined by the free/reduced application submitted.

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

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

*In the operation of child food programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.*

## **GUIDING PRINCIPLES CONCERNING HUMAN SEXUALITY AND SEXUAL IDENTITY FOR CATHOLIC SCHOOLS**

### **GUIDING PRINCIPLES FOR CATHOLIC SCHOOLS AND RELIGIOUS EDUCATION CONCERNING HUMAN SEXUALITY AND SEXUAL IDENTITY**

#### **Purpose**

The Catholic school is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. Catholic teaching permeates and shapes the ethos of Catholic schools. Informed by Catholic teaching, these Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, training for employees, and the approach to accompaniment in the Catholic school of the Diocese of St. Paul and Minneapolis, thus ensuring that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church:

- God Created each person in body and soul “in His own image, in the image of God he created them; male and female he created them” (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC§364)
- God uses the body to reveal to each person his or her sexual identity as male or female. A person’s embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (Laudato Si§155).
- The harmonious integration of a person’s sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC§364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depends in part on how this complementarity and equality are lived out (CCC§2333-34).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love (Deus Caritas Est§20).

#### **APPLICATION OF GUIDING PRINCIPLES**

The aforementioned Guiding Principles are practically applied in Catholic schools. Catholic schools in the Diocese of St. Paul and Minneapolis will relate to each student in a way that is respectful of and consistent with each student’s God-given sexual identity and biological sex. To this end, below are some examples of how these Guiding Principles apply to organizations that teach children and youth in the name of the Catholic Church in the Diocese of St. Paul and Minneapolis.

1. All school policies, procedures, resources, employee training, and assistance given to families will be consistent with the Church’s teaching on the dignity of the human person, including human sexuality. Reflective of a commitment to a culture of transparency and understanding, these policies will be made available in writing to members of the school community by way of inclusion in relevant handbooks, agreements, and statements.
2. Student’s name and pronoun usage will correspond to his/her sex (see definitions).
3. Student access to facilities and overnight accommodations will align with his/her sex.
4. Eligibility for single-sex curricular and extra-curricular activities will be based on the sex of the child.

5. Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.
6. Students who attend and employees who work at a Catholic school can expect that the school acknowledges that God has created each person as a unity of body and soul, as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
7. Schools will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

## DEFINITIONS

1. Sex refers to a person's biological identification as male or female based upon physical characteristics present at birth.
2. Sexual identity refers to a person's identity as male or female that is congruent with one's sex.
3. Sexual binary, refers to the God-given gift of the human family created male or female in the image and likeness of God.
4. Transgender or gender non-conforming is an adjective describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one's sex include, but are not limited to, utilizing pronouns of the opposite sex, changing one's name to reflect the cultural norms of the opposite sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one's reproductive or sexual anatomy.

## 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; 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 Pre-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 students, and the integration of physical activity into the academic curriculum.

Students are also 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 meal times and throughout the day.



- Sacred Heart Catholic School encourages all students to participate in the school meals program and protect the identity of students who eat free and reduced priced 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 hours 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.

## **HEALTH SERVICES**

### **Health Services**

Sacred Heart Catholic School receives "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**

Emergency information is required to be completed on TADS for each student. The information is essential so parents can be contacted if your child becomes ill, needs to be sent home, or in case of an emergency. It is important that other emergency contacts are provided such as relatives, friends, or neighbors who can be called if you cannot be reached and who are willing to pick up your child from school if necessary.

### **Health Records**

Health records are required for each student. It is recommended that children have annual physical exams beginning at 3 years of age. Students are required to have a physical exam and required immunizations before entering kindergarten and seventh grade. The State of Minnesota requires immunizations to be up-to-date.

### **Immunizations**

*All immunization records 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 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. 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.

### **General Guidelines if your child is Healthy to Come to School**

1. If your child has had a fever of 100.4F degrees or more, he/she should stay home 24 hours after the temperature returns to normal, without the influence of fever reducing medications.
2. If your child has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode, without the influence of medications.
3. If your child has had any rash that may be contagious or you do not know the cause, check with your family physician before sending him/her to school.

**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. A health care plan will be implemented by the district nurse and parent/guardian and communicated to the school staff.

**Medications**

For the safety of your child, it is essential that the following be observed when medication is to be given during the school day.

1. The school must have doctor's orders to administer medication to your child along with a parent/guardian signature with date giving school permission to administer medication to their child as needed. This is included on the Robbinsdale Medication Administration school form.
2. Medication must be sent to the school in the original prescription bottle to include student name, name/dosage of medication, directions, physician's name and date.
3. Medication will be taken by the student at the designated time and supervised by authorized personnel.
4. Parents must notify the school when the medication is discontinued or the dosage/time has changed. If the medication is resumed, a new order must be received.
5. The above provisions also apply to any over the counter medications (eg. Tylenol, cough medicine, etc).

**Health Screening**

Vision screening takes place in the fall for grades 1, 3, and 5. If time allows, other grades may be screened. Children are screened on an as needed basis for potential vision and hearing difficulties.

## SCHOOL COMMUNICATION

Sacred Heart Catholic School has established ways of communicating with parents/guardians of its students in order to increase understanding of the school's mission, programs, and goals. 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).

**Weekly Parent Newsletter**

School information is emailed to parents/guardians each Monday that contains school news, events, and programs.

**Educate**

<https://educate.tads.com/educate/>

Educate is our school management website where student/household information along with health concerns of students is documented. Parents are responsible for providing the school with changes to personal information. Each parent will receive a password protected account on Educate.

Parents can use Educate to:

- Check your child's grades (Gr. 5-8) Teachers post grades weekly.
- View late or missing homework.
- Receive emails with school or class information.
- Verify attendance.
- View parent contact information
- View report cards.

**School Website**

[www.sacredheartschoolrobbinsdale.org](http://www.sacredheartschoolrobbinsdale.org)

Parents/guardians may find information regarding academics, athletics, school/lunch/athletic calendars, announcements, School Advisory Council, Home & School, early childhood programs, etc.

**Parish website**

<https://shrmn.org/>The parish bulletin is an important way to be involved with our parish. Weekly bulletins are posted to keep you up-to-date.

**Hot Lunch Program - Boonli**

<https://sacredheart.boonli.com/login>



This website is used for ordering hot lunch each month and making payments with a credit or debit card. Menus are posted monthly by the 15<sup>th</sup> of the month prior and all orders must be placed the 8 days in advance. More information is available on the Boonli web site.

### **School Calendar and Key Dates**

[http://www.sacredheartschoolrobbinsdale.org/?page\\_id=176](http://www.sacredheartschoolrobbinsdale.org/?page_id=176)

At the beginning of each school year, parents receive a calendar of major events for the entire year. This calendar informs parents of non-school days, parent/teacher conferences, programs, fundraising events, and graduation. The school calendar is also posted on our school web site.

### **Parent/Teacher Conferences**

Parent/Teacher conferences occur twice a year during the 1<sup>st</sup> and 2<sup>nd</sup> trimester. Parents will sign up for conferences using SignUp

[https://signup.com/group/499655098074?utm\\_source=group-badge-volunteer-green](https://signup.com/group/499655098074?utm_source=group-badge-volunteer-green)

Teacher conferences may also be arranged at other times during the year by contacting your child's classroom teacher or homeroom advisor.

### **Report Cards**

Report cards are posted on Educate at the end of each trimester. It is the intention of the school to communicate to the parents how their child is performing in his/her class work. Deficiency reports are sent home periodically during the trimester. Kindergarten report cards are sent home the 1<sup>st</sup> trimester of kindergarten and then they will be available online. Contact your child's teacher if you need hard copies of the report card. Parents are responsible for keeping up to date on a weekly basis using Educate.

### **School Facebook Page**

<https://www.facebook.com/SHCSRobbinsdale>

## **SCHOOL POLICIES & PROCEDURES**

### **If You Have a Concern About School**

If you have a concern about the school, please contact the teacher involved in order that he/she may relate "his/her side of the story". Teachers welcome an opportunity to explain the reasons for their actions or answer your questions about curriculum. If, after contacting the teacher, the problem remains, contact the principal, we will conference together with the teacher or staff member to clear up any misunderstandings. This is essential-please do not limit your communication with the school to concerns only. We do like to hear the good news too. We encourage everyone to adhere to this procedure.

1. Contact the teacher-If no result, then.....
2. Contact the principal, we will then schedule an appointment with the teacher to resolve the issue.

**This procedure is important. Please talk to the teacher before you call the school office or your friends/neighbors. A phone call to the teacher will, in most cases, resolve the issue.**

### **Grievance Policy**

***What issues are appropriate to be considered for filing a grievance?***

1. A violation of a stated and approved policy or procedure;
2. An issue related to school environment, safety or security;
3. Any discrimination on the basis of race, color, age, disability, national origin, or gender.

### **What issues are not appropriate for filing a grievance?**

1. Any and all individual personnel issues, such as hiring, retention, corrective action or dismissal, which fall under the sole authority of the Principal and the Pastor;
2. Discipline of an individual student, unless there is a direct violation of a policy;
3. Contents of procedures, rules, and policies;
4. Establishment of salaries, position classification or general benefits.

(Parents may meet to share concerns with the principal).

It is the norm that issues are resolved between parents and teachers in a timely and collaborative manner for the good of the children. If the situation cannot be resolved satisfactorily between parent and teacher or school administrator, the following shall apply:

### **Grievances should always begin with a Teacher/Parent Conference**

1. The parent must submit a written notice of intent to grieve an issue to the Pastor within 10 days of the incident being grieved.
2. The Pastor may designate a representative to act on his behalf.
3. The Pastor may, at his sole discretion, determine whether a Grievance Committee should be appointed to hear the grievance.
4. If the Pastor determines that a Grievance Committee is unnecessary, a letter will be sent to the parent(grievant) setting forth the final decision.
5. If the Pastor determines that a Grievance Committee should be convened, then a committee of three persons will be established, all appointed by the pastor.
6. The Grievance Committee shall have no authority to make recommendations inconsistent with school policies or procedures.
7. The Grievance Committee will meet to receive evidence, written and/or oral, from all involved parties.
8. After due consideration, the committee will make their grievance determination to the Pastor. Its provisions are not binding on the Pastor, and he alone will make the final decision to accept all, part or none of them. If the grievance determination is not resolved to the satisfaction of either party, a referral to the 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.

### **Communication Procedures (Grievance)**

Sacred Heart Catholic School strives to be a peaceful academic community and we believe scholar success relies heavily on a strong, positive relationship between parents and teachers, and will thrive on open communication that supports the scholar's academic achievement. It is important that parents develop a strong rapport with teachers to support their scholar(s). Parents may request conferences with teachers anytime, and we encourage all parents to maintain regular contact with teachers throughout the year.

In the event a disagreement occurs between a parent and a member of the school staff regarding the education of a child, first the teacher, parent and scholar will meet to collaborate on creating a solution. Discussion of grievances will only occur if parents have a scheduled appointment. If a resolution is not reached then the teacher, parent scholar and any combination of the following personnel (principal, lead teacher, counselor) will work together to develop a plan to help the scholar be successful at Sacred Heart Catholic School. If a practical and sustainable approach is unsuccessful, SHCS will assist the family in transitioning to another school.

It is expected that all family/staff interactions are respectful and calm. Sacred Heart Catholic School has a zero tolerance policy for disrespectful or abusive language and/or behavior from anyone in the Sacred Heart community. In the event that disrespect is felt by either parents or teachers within their communications, other school staff will be brought in to mediate.

## **PARENT INVOLVEMENT**

### **Volunteers**

Volunteers are such an important and valued part of our Sacred Heart Catholic School Community. We have many programs and events that are extremely successful based solely on the excellent work of our dedicated volunteers. There are many opportunities throughout the school year for our parents/guardians to choose from.

All clergy and parish, school and diocesan employees as well as all volunteers who have either regular or unsupervised interaction with minors must complete the **Essential 3** requirements.

The following positions are subject to a mandatory background check:

Clergy	Coaches
Deacons	Extracurricular Coaches
All teachers	Food Service personnel
Substitute teachers	Custodial staff

### **The Essential 3**

1. Background Check-The background check is run by an archdiocese-approved agency and provides a criminal history. This is an important step to screen our individuals who might present a danger to children and youth.

Volunteers will complete the background check on the Virtus website-

[www.virtusonline.org](http://www.virtusonline.org)

2. VIRTUS: Protecting God's Children for Adults Awareness Session Attendance

The initial VIRTUS training must be taken in person. Sessions are offered throughout the year and at various locations across the archdiocese.

Register for a VIRTUS session near you-

[http://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=21441&theme=0](http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=21441&theme=0)

3. Code of Conduct-A person must acknowledge that he or she understands and agrees to the principles and standards outlined in the code of conduct appropriate to his or her ministry. The Code of Conduct may be read and signed online on the Virtus website.

**Every three years, volunteers complete the Essential 3 online at [www.virtusonline.org](http://www.virtusonline.org)**

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. More information is available at the Archdiocesan web site-

<http://safe-environment.archspm.org>

### **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 volunteer web site called SignUp.

[https://signup.com/group/499655098074?utm\\_source=group-badge-volunteer-green](https://signup.com/group/499655098074?utm_source=group-badge-volunteer-green)

The SignUp icon is located at the bottom of our home page on the Sacred Heart Catholic School web site.

Parents may sign up for a wide variety of activities that occur during the school day, evenings, or weekends. Events are posted on a monthly basis so please periodically check the site. This web site will also track family volunteers hours.

“Those who can, do. Those who can do more, volunteer.”  
Author Unknown

## **BEHAVIOR EXPECTATIONS FOR GRADES K-8**

Sacred Heart Catholic School's goal is to promote 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

#### **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, postcards, 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 are in compliance with the school 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.

**Behavior Rubrics** are used by teachers and staff in K-4 and grades 5-8 to identify behaviors, consequences, and repeated incidents.

### **Definitions: Detention, Suspension, Expulsion**

**Detention:** Time spent in the school as a disciplinary consequence in addition to the regular school day. Detention will be served at 2:15-3:00 p.m. on Wednesday. After school care is available if you cannot pick up your child and 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 semester, a parent phone call/conference will result. If a 4<sup>th</sup> detention is received, more serious consequences will result, which may include but are not limited to:

- **In-School suspension**
- **Out-of-school suspension**
- **Parent/Teacher/Administrator conference**
- **Removal from privileged activities (field trips, sports, events, etc)**
- **Behavior Contract**
- **Non-uniform days eliminated**

**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 receive in-school suspension for repeated and/or serious violations of school rules and policies which may be noted but not limited to the behavior rubric. 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 records of the student's Cumulative file. These records will be transferred when a student leaves Sacred Heart School.**

**Expulsion:** Expulsion means the permanent removal of a student from school. The pastor and School Advisory Committee are informed of the situation by the administration and a decision regarding expulsion is made. Grounds for removal from school include:

- Willful conduct that significantly disrupts rights of others to education, including conduct that interferes with teacher's ability to teach/communicate with students or ability of students to learn
- Willful conduct that endangers others or property
- Willful violation of any rule of conduct specified in discipline policy

## **PRESCHOOL AGES 3-5 YEARS OLD**

The Sacred Heart Pre K program offers a child centered, activity-based program. It provides a stimulating, structured program geared to the children's ages and development, and offers the children opportunities to explore, manipulate, experiment with things, and interact with people.

We offer a structured program within a caring, loving atmosphere that allows children to grow, to experience new things, and to feel secure and capable in God's world.

### **Teaching Objectives**

- Learn and pray about Jesus
- Creative play using the five senses
- Develop small and large motor skills
- Encourage creativity and pretend play
- Manipulate objects to solve problems
- Foster social development with others
- Learn to use words to express needs and reactions

### **Sacred Heart Catholic School Pre K Program**

Our goal is to provide preschool aged children with a quality experience and prepare them for continued community and church involvement.

#### **3 Year old Pre K Class**

\*\*Must be 3 by September 1<sup>st</sup>

Tuesday/Thursday 9:00-11:30 a.m.

#### **4 Year old Pre K Class**

\*\*Must be 4 by September 1<sup>st</sup>

Monday/Wednesday/Friday 7:30-11:15 a.m.

#### **4 & 5 Year old Pre K—Full/Part Time availability**

Monday-Friday following school calendar

7:15-7:30 a.m. Drop off

7:30 a.m. Class begins

2:05-2:10 pm Pick Up

#### **Kids Club (4 year olds only)**

2:10-5:30 pm Kids Club Available (extra fee)

Child may attend 3-5 days full/part time

## **HARASSMENT & BULLYING**

### **Harassment & Bullying**

The mission and values of Sacred Heart Catholic School are anchored in the fundamental principles of Catholic Social Teaching, i.e., that every person is created in the image and likeness of God and is deserving of respect and safety. In this context, Sacred Heart Catholic School is committed to providing a safe and supportive learning environment that is free from harassment and bullying. Any student, faculty, or staff person who undermines the inherent dignity or threatens the safety of another person is not simply in breach of this policy, but also violates the basic tenets of the Catholic faith community.

**Definitions:**

Harassment and bullying are unwelcome behaviors of any sort, including verbal, written, physical, sexual, psychological, or cyber. Harassment/bullying includes, but is not limited to, unwanted and unwelcome words, actions, gestures, or symbols that make the recipient feel uncomfortable. Harassment/bullying also includes offensive, threatening, intimidating, abusive, or harmful speech or actions made toward another person or through a third party. Whether an action is harassment/bullying is determined by the administration and not the intentions of the one who has been accused.

**Reporting Harassment/Bullying:**

Any student who believes they have been a victim of harassment/bullying, or has witnessed such behavior, is encouraged to promptly tell any faculty/staff member or school administrator. Faculty/staff members who receive such a report are obligated to promptly inform an administrator.

**How to File a Report:**

The initial report may be verbal or written. Students are strongly encouraged to give the information to a trusted adult or use the SHCS Incident Report on our website to report anonymously. All reports, including verbal reports, will be documented. If a student has physical/written evidence of the harassment/bullying, including emails, text messages, voice mail messages, or other documentation, they should be saved and shared as part of the report or during the investigation.

**Investigation:**

Upon receiving a report, school administration will promptly and thoroughly undertake an investigation, which will be conducted in a confidential manner to the extent possible. At the discretion of the administration, outside professionals may be engaged, or a Harassment Review Committee may be formed to perform the investigation. Investigative actions and disciplinary outcomes will be determined based on the severity, frequency, and impact of the offense. If necessary for the safety of students or to avoid disruption to the school social or academic environment, the accused may be placed on a temporary out of school suspension pending the investigation. Depending on the nature of the report, law enforcement officials may be notified.

**Discipline:**

After completion of the investigation, school administration will determine whether harassment/bullying has occurred, and if so, what disciplinary action is appropriate. Discipline for harassment/bullying may include, but is not limited to, detention, parent conference, suspension, loss of co-curricular/athletic eligibility, loss of ability to participate in school trips or activities, and/or expulsion.

**No Retaliation:**

Retaliation of any form against individuals who report harassment/bullying or who participate in an investigation will not be tolerated. Anyone found engaging in retaliation will be subject to disciplinary action, up to and including expulsion.

Revised 4/24

## **STUDENT TOBACCO/CHEMICAL MISUSE POLICY**

Any students attending school found buying, selling, or giving away mood altering chemicals (alcohol, chemical, tobacco (includes e-cigarettes) or other controlled substances), under the influence of mood altering chemicals, or in possession of mood altering chemicals while on school grounds or attending any school sponsored event, or while being transported to and from school or any school sponsored event, this same students will face immediate suspension by the principal.

### **Consequences**

1. The administration will immediately notify the parents/guardians of their child's suspension and police may be notified.
2. The student will continue under suspension until he/she is released to his/her parents/guardians.
3. The administration will schedule a conference time with the parents/guardians and student to discuss the incident.
4. The administration may refer the parents/guardian and student to an appropriate counseling agency for evaluation.

### **Before the suspension is lifted, the parents/guardians and students will be required to:**

1. Provide valid proof that the student is receiving professional help from a counseling agency as per evaluation.
2. Agree to being placed on six months probation at the school, (if summer vacation intervenes, the probationary period will extend to the next school year.
3. Agree to immediate expulsion from school if a second offense against the above mentioned drug policy should occur.

If the administration receives a substantiated report that any student attending school is buying, selling or giving away mood altering chemicals, under the influence of mood altering chemicals, or in possession of mood altering chemicals event though this student is not on school grounds or attending any school sponsored event, the administration will notify the parents/guardians of this student and the report and schedule a conference with the parents/guardians and student to discuss the report.

Following the conference, the administration has the option of taking no further action, suspending the student until he/she receives a professional evaluation from an appropriate counseling agency, placing the students on six months probation after drug counseling has been received or expelling the students from school if circumstances warrant expulsion and/or parents/guardians or student refuse to cooperate with the rules of the above policy.

### **Tobacco-Use and/or possession**

Use of tobacco in any form by students during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the administrator as follows:

First Offense-The parent/guardian will be notified of the offense. The student will have an out-of-school suspension until a behavioral contract can be drawn up to discourage the use of tobacco.

Second Offense-Suspension or possible expulsion.

## **WEAPONS/EXPLOSIVES/DANGEROUS ITEMS**

### **Possession/Use of a Dangerous Weapon other than a Firearm**

There will be zero tolerance for possession or use of a dangerous weapon by any student. A "dangerous weapon other than a firearm" is defined as

1. any device or instrument designed as a weapon and capable of producing death or great bodily harm.
2. any device modified so that it may be used as a weapon and capable of producing death or great bodily harm,
3. any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, calculated or likely to produce death or great bodily harm,
4. any fire that is used to produce death or great bodily harm,
5. any knife or any replica firearm, BB or pellet gun.

Minn.Stat 609.02 subd. 6, 8 and Minn. Stat. 609.66

### **Possession/Use of a Firearm**

There will be zero tolerance for possession or use of a firearm by any student. Firearms are banned from all property owned or controlled by Sacred Heart Catholic Church & School.

### **Possession/Use of Other Weapon/Object, not a firearm and not meeting Minn. Statute dangerous weapon definition**



Other weapons include any device or instrument-including any non-conventional weapon-which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm, or fear of any degree of bodily harm. Other weapons include small knives, fake knives, look alike weapons, clubs, metal knuckles, chains, poisons, arrows, bats, nunchucks, throwing darts, stun guns, mace and other propellants, and other objects that have been modified to serve as weapon, etc.

Minn. Stat 609.02, subd. 7 & 7a

Minn. Stat. 609.713, subd. 3 (b)(2)

## **MIDDLE SCHOOL, GRADES 6-8**

The middle school years are important years in the lives of our students. The students spend this time preparing for high school. Developmentally our oldest students are growing and maturing into young adults. As they become independent learners they also shape their core values and more clearly define their character. We encourage our middle school students to become actively involved in their classes as well as extra-curricular activities including athletics.

### **Advisory/Homeroom**

Homeroom consists of a small group of students in grades 6, 7, 8 and teacher advisor. Students have homerooms each morning and the end of the day with a special advisory time set aside each week. These small groups of students from 10-15 students will develop close relationships and trust, help foster open communication, understanding and acceptance among its members. Advisory is used for team and character-building activities, discussions, homework checks, and cleaning lockers.

The advisor is that one adult who knows and cares for that individual student and who supports that student's academic and personal development.

### **RAM PRIDE REWARDS**

Staff use RAM Pride slips to reward good behavior. Slips may be given for students for:

- Respectful and kind to others
- Able to recognize someone needed help
- Models good behavior

RAM Pride slips are turned in to the Advisory teacher and students earn points for rewards such as non-uniform coupons, half homework slip, etc.

### **Sixth Grade Academics**

Sixth grade is the first year of middle school. This is a year filled with change, as the students move from classroom to classroom throughout the day and a locker is assigned.

The beginning of the sixth grade year is an ideal time to focus on study skills, help the students cope with the responsibilities of tracking assignments and having a variety of teachers.

### **Core Subjects:**

**Religion** In 6<sup>th</sup> grade religion students will learn how and why we should pray with Scripture. They will also learn how to understand Magisterial authority, how the Bible is different from other books, and the four senses of Scripture.

**Language Arts** In English, the students study grammar, spelling, Daily Oral Language (DOL), and use different writing styles. The students give oral reports and complete a research project. In literature, students continue to work on reading skills using novels as the basis for study. Our aim is to help the students grow in their ability to read as well as to encourage life-long reading.

**Math** The math program is a continuation of learning the processes beginning in the lower grades, but with greater competency in the areas of place value, decimals, fractions, ratios and percent. Students are also exposed to pre-algebra.

Through this program the students learn arithmetic skills in algebraic form. It is a very important step in helping the students be prepared for the algebra skills of the next few grades.

**Science** Our Earth and Space Science course focuses on the dynamic processes that shape Earth, from the slow grind of tectonic plate movement to the cause of catastrophic floods, volcanoes, and earthquakes. We learn how meteorologists predict the weather and which criteria NASA uses to search for hospitable planets. Hands-on labs and engineering projects grow curiosity and critical thinking skills. Our annual STEM fair gives students an opportunity to design their own experiment to delve into the processes of scientific inquiry or engineering design.

**Social Studies** The curriculum for 6<sup>th</sup> grade social studies is Minnesota History. In this class, we will be exploring the origins and history of Minnesota. Students will try to discover how Minnesota became the way it is today, and predict how it will look in the future. Students will get to work on historical skills that will prepare them for high school and beyond. By the end of the course students should have a better understanding of our state and the role we play in it.

Specialists all year: Art, Computer, Physical Education, Health  
Music, Spanish

**Music** 6<sup>th</sup> grade covers an extensive unit on music styles from 1900 to the current day, and implements the four elements of music (rhythm, harmony, melody, and tone color). Students perform in the spring musical.

**Physical Education/Health** Middle school students are expected to be physically active during their class activities. Many of our activities are considered “lifetime games” or activities that can be played at any age. Students will explore how personal decisions influence physical well-being today and in the future.

**Art** The art program allows students an opportunity to incorporate skills and concepts in art, content areas, and C-STEM. Teaching Artistic behaviors (TAB) are developed through problem solving, goal setting, collaboration, risk taking, skill practice, experimenting, representing ideas, and reflection skills. Art content instruction focuses on the elements and principles of art, exposure to works of famous artists, art styles and awareness of other cultures throughout history.

### **Seventh Grade Academics**

**Religion** In religion, students will examine each of the four Gospels. They will also learn the origin, dignity, and destiny of the human person. They will explore the seven Sacraments and ways of praying.

**Language Arts** In English students continue to build on their grammar skills, do DOL, and write research papers, as well as other types of writing. In literature students use novels to apply reading skills and study vocabulary. Again our aim is to help the students explore books to read to encourage reading for enjoyment.

**Math** The Mathematics program in the seventh grade uses a pre-algebra curriculum to teach many of the beginning algebraic concepts. Along with these ideas, problem solving, logical reasoning, and critical thinking techniques are taught.

**Science** Students will explore real-world problems and phenomena in the area of Life Science. We focus on the relationship between structure and function in living organisms through dissections and hands-on labs. We also discuss the flow of energy through ecosystems and human interactions with our environment through modeling and game play. Our annual STEM fair gives students an opportunity to design their own experiment to delve into the processes of scientific inquiry or engineering design.

**Social Studies** The curriculum for 7<sup>th</sup> grade social studies is U.S. History. We will start with the constitution, and then study the 1800s to the modern era. Students will get to work on historical skills that will prepare them for high school and beyond. By the end of the course students should have a better understanding of the United States and its role in the world today; as well as, their own role as citizens of the United States.

**Music** 7<sup>th</sup> grade has music the 1<sup>st</sup> semester, twice a week. The curriculum covers music theory concepts, charting the progress of popular music, and performing in the Christmas musical.

**Physical Education/Health** Student expectations include grade level advancement of motor/physical skills and lifetime activities. We research how STEM concepts can improve our physical abilities. Students will be able to demonstrate an understanding of how decisions affect personal well-being.

**Art** The art program allows students an opportunity to incorporate skills and concepts in art, content areas, and C-STEM. Teaching Artistic behaviors (TAB) are developed through problem solving, goal setting, collaboration, risk taking, skill practice, experimenting, representing ideas, and reflection skills. Art content instruction focuses on the elements and principles of art, exposure to works of famous artists, art styles and awareness of other cultures throughout history.

Specialists: Art, Computer, Physical Education, Health,  
Specialists per semester: Music, Spanish

### **Eighth Grade Academics**

During 8<sup>th</sup> grade, students will attend Wolf Ridge Environmental Center as their class trip. Fundraising for the trip will take place as 7<sup>th</sup> graders.

**Religion** In 8th grade Religion, students will study Church history, with an emphasis on what we can learn from history about our identity as Catholics and how the saints have shaped the liturgy, hierarchy, and doctrine of the Church. They will also study morality, with an emphasis on conscience formation through God's gift of an objective moral standard.

**Language Arts** In English students master grammar skills, do DOL, and write to develop different types of written expressions. They apply research writing skills for integrated projects. In literature students have three teacher directed novels and read novels of their own choosing to apply reading skills learned, along with journal writing. They work to develop their own tastes in literature.

**Math** Eighth grade Mathematics is a rigorous comprehensive algebra 1 course. Students who successfully complete this class will have the opportunity to go directly into high school geometry in the ninth grade. Usually chapters 1-9 are covered in eighth grade.

**Science** Our Earth and Space Science course focuses on the dynamic processes that shape Earth, from the slow grind of tectonic plate movement to the cause of catastrophic floods, volcanoes, and earthquakes. We learn how meteorologists predict the weather and which criteria NASA use to search for hospitable planets. Hands-on labs and engineering projects grow curiosity and critical thinking skills. Our (8th grade optional) STEM fair gives students an opportunity to design their own experiment to delve into the processes of scientific inquiry or engineering design. (8th graders will have Physical Science starting with the 2021 school year.)

**Social Studies** The curriculum for 8<sup>th</sup> grade social studies is World Cultures and Geography. We will move across the globe to study the geography and cultures of each region. Students will also participate in History Day, creating research projects on their favorite historical topics. By the end of the course students should have a better understanding of the physical world, the cultural world and the role we play in it.

**Music** 8th grade has music in the 2<sup>nd</sup> semester, twice a week. The curriculum covers the evolution of the recording process, music technology, and performing in the spring musical.

**Physical Education** Middle school students are expected to be physically active during their class activities. Many of our activities are considered "lifetime games" or activities that can be played at any age.

**Art** The art program allows students an opportunity to incorporate skills and concepts in art, content areas, and C-STEM. Teaching Artistic behaviors (TAB) are developed through problem solving, goal setting, collaboration, risk taking, skill practice, experimenting, representing ideas, and reflection skills. Art content instruction focuses on the elements and principles of art, exposure to works of famous artists, art styles and awareness of other cultures throughout history.

Specialists: Art, Computer, Physical Education, Health,  
Specialists per semester: Music, Spanish

# 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 complete the Essential 3: 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
- b. or she is eligible for the position of coach, assistant coach, or parent assistant.
- c. 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.
- d. A volunteer's concussion training certification is valid for the entire school year and/or all athletic seasons.
- e. This course is accessible on the Minnesota State High School League website.
- f. 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
- 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, 5<sup>th</sup> graders will be the first cut to maintain appropriate team size.

### **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.

- Students must arrive at school by 4th period. If students leave school due to illness, he/she will be excluded from practice and/or games that night.
- Unexcused absence from practice/game may result in one game suspension.

#### **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 of an F: (0%-59%), and/or two D's (60-69%) 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 the removal period.
- Parents and coaches will be notified in writing of action taken by 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, students 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 premise
- 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, 2016.

## **BYLAW 105.00 0**

### **GRADE LEVEL ELIGIBILITY**

Cross Reference: Bylaw 302 (Cities of the First Class), Bylaw 109 (Seasons of Participation) and Bylaw 303.4 (Junior High School Bylaws)

Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school. Elementary students in grades K-6 are not eligible to participate in any League activities.

#### **Definitions:**

1. A Continuation School is one that is under the same administrative head and governing board.
2. A student in grades 7, 8, or 9, who attends a school under a separate administrative head and governing board; which does not have a continuation high school and where no other opportunity for participation on a high school team exists; is eligible to participate for a high school team provided the high school and the non-continuation school have established a joint agreement for participation in each League activity. The participation agreement for each activity or athletic program can be formed with:
  - A. The public school in the public high school attendance area as determined by the district school board where the non-continuation school is geographically located. If the public high school in #1 above declines the request for participation agreement the non-continuation school may form a participation agreement with any other public high school; or
  - B. Any non-public high school.
3. All participation agreements shall be established for a minimum of two years. If either or any of the schools involved in the participation agreement wish to dissolve the agreement, they may do so provided a minimum of one year's notice is given to the other school(S) unless the schools involved mutually agree to discontinue the agreement.
4. A Non-continuation school can form only one participation agreement for each athletic or activity program.

#### **Bylaws Reference**

<http://www.mshsl.org/mshsl/Publications/code/handbook/100%20Bylaws.pdf>

#### **Continuation School for Sacred Heart and Robbinsdale School District**

Armstrong / Cooper High School

#### **Disclaimer**

Sacred Heart does not have any authority or influence over decisions made by high school coaches, Athletic Directors, Principals or the Minnesota State High School League.

#### **Continuation School Policy**

##### **Intent:**

It is the intent of this policy to provide guidance and transparency regarding the Sacred Heart's requirements and process in which a school continuation agreement for MSHSL high school activities and sports will be entered. It must be noted that this waiver process is only for MSHSL member schools and does not affect private clubs and sports associations.

It is the position of SAC that Sacred Heart activities and sports take first priority over non Sacred Heart Catholic School sports and activities. This promotes our school community, school spirit and helps enrich Sacred Heart student experiences.

This policy was constructed with our school as the first priority. We understand each situation can be unique and SAC does not want to in any way limit our student's opportunities outside the classroom. However, a continuation agreement, in accordance with MSHSL bylaws, is a two year binding agreement. As such entering in an accord with a MSHSL member high school is not to be taken lightly as it can affect other student's ability to participate in their respective sport or activities. It was under these two premises that this policy was agreed upon by members of SAC.

##### **Policy:**

Sacred Heart School is located within the Robbinsdale School district geographic boundary and thus subject to the continuation schools mentioned above (Armstrong and Cooper). In the event that a student has the option to participate at the high school level in a sport or activity, Sacred Heart will consider granting a waiver based upon the waiver requirements and process outlined below.

### Waiver Requirements

The following are the requirements for applying for a continuation school activity or sports waiver at Sacred Heart:

- A. The waiver does not affect any other student for the duration of the continuation agreement
- B. Without the waiver the student will not have the ability to participate in his/hers sport or activity for the next academic year, or until they attend their chosen high school.
- C. The waiver does not violate MSHSL rules, guidelines or charter for Sacred Heart and member schools.
- D. The student athlete must have been **invited** by the school athletic director or coach to tryout or participate in the sport or activity.

### Process for the Waiver

- The decision for the waiver is determined by the School Advisory Council (SAC), the Principal and Athletic Director
- Waiver requests must be submitted by the student or student's parents no later than one month prior to the tryouts or specific sport season. In the case of a fall sport then by May 15<sup>th</sup>, so that SAC, the Principal and Athletic Director can approve by last SAC meeting in June.
- Waivers will NOT be granted in the middle of the season, due to change in student's team status.
- The continuation waiver will be reviewed and voted upon at the next SAC meeting by members of SAC, the Principal and Athletic Director
- In the event where there are two or more competing waivers in the same year then the geographic boundary will be used and no waivers will be granted.
- SAC, the Principal and the Athletic Director will determine at their discretion whether a waiver will be granted.
- It will also only be accepted by SAC if the non-continuation school agrees to dissolve the contract after the season ends for that sport as the MSHSL bylaw permits.
- The waiver decision will be communicated to the petitioners within one week of the decision by the voting authorities. (SAC and the Principal)

## ACCEPTABLE USE POLICY OF THE NETWORK/INTERNET

### Acceptable Use Policy for Students at Sacred Heart Catholic School

Sacred Heart Catholic School's information technology resources, including audio and digital media 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 discomfoting 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.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Misuse of technology in any form includes, but is not limited to, teasing, intimidating, humiliating, defaming, threatening, harassing, stalking, or terrorizing another student, teacher administrator, other employee of Sacred Heart Catholic School, or volunteer by sending or posing e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

### **Consequences:**

Abuse of these privileges may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges
- Payments for damages or repairs
- Discipline under appropriate school policies including suspension, expulsion, exclusion, or civil or criminal liability under applicable laws.

### **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.

Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time. Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with information sources such television, phones, movies and offensive media.

Acknowledgment and acceptance of the parent/student handbook constitutes notice and acceptance of the Network/Internet Acceptance Use and Safety Policy.

## **2023-2024 SCHOOL YEAR NOTIFICATION**

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Sacred Heart School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, Sacred Heart School shall continue to maintain a safe and healthful environment for our community’s youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Sacred Heart School has completed its 3-Year Reinspection required by AHERA. Sacred Heart School buildings, where asbestos containing materials were found, is under repair, removal and/or Operations & Maintenance.



This past year, Sacred Heart School conducted the following with respect to its asbestos containing building materials:

- *Bi-Annual inspections were completed by MacNeil Environmental Inc.*
- *Implementation of our ongoing Operations and Maintenance Program as outlined and overseen by MacNeil Environmental, Inc.*

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. Also the law requires all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by MacNeil Environmental, Inc.

Short-term workers (outside contractors – i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Sacred Heart School has a list of the location(s), type(s) of asbestos-containing materials found in the school building and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the parish office. Copies are available at 25 cents per page.

Questions related to the plan should be directed to our Account Manager under contract with MacNeil Environmental, Inc., Burnsville, Minnesota, at (952) 890-3452.

Carol Andraschko

## STAFF DIRECTORY

*5<sup>th</sup> grade Lang. Arts*  
Karen Bursey  
763-285-6255

*Physical Education, K-8,  
Health, gr. 6-8*  
Judy Thomes 763-285-6261

## 2023-2024

*Spanish, K-8*  
Kris Murphy 763-285-6269

### PreK Teachers

*Pre-Kindergarten-4 year olds*  
Stephanie Kooiker  
763-285-6265  
Lola Fritz, asst.  
Kristin Hayes, asst.

*Art, K-8*  
Lori Wagener 763-285-6277

*Library, Pre K-5*  
Betsy Engler 763-285-6264

**Elementary School Teachers**  
*Kindergarten* 763-285-6262  
Katie Powell

*1<sup>st</sup> grade* 763-285-6268  
Nanette Taylor

*2<sup>nd</sup> grade* 763-285-6260  
Ms. Ellen Favreau

*3<sup>rd</sup> grade* 763-285-6264  
Jerry Gooley

*4<sup>th</sup> grade* 763-285-6258

### Middle School/Specialist Teachers

*Language Arts, gr. 6-8*  
Beth Hippen 763-285-6263

*Science, gr. 5-8, 5<sup>th</sup> Social*  
Angelin Petit 763-285-6270

*Social Studies, gr. 7/8*  
Jeff Melius 763-285-6267

*Mathematics, gr. 5-8, 6<sup>th</sup>  
Social*  
Ann Barbatsis 763-285-6259

*Music, gr. K-8*  
Jeff Melius 763-285-6267

*Religion, gr. 5-8, Faith  
Formation*  
Morgan Leisgang  
763-285-6246

### School Staff

*Pastor*  
Fr. Bryan Pedersen  
763-285-6240

*Principal*  
Karen Bursey 763-285-6255

*Administrative Assistant*  
Sarah Bowback 763-285-6257

*Director of Advancement*

Liz Gerads

763-285-6276

*Admissions/Marketing*

Sarah Svien

763-285-6256

*Youth Minister*

Matt Kruc, 763-285-6243

*Health Office-Dist. 281*

Mary Warren

763-285-6271

*Kids Club 763-285-6279*

Theresa Evans-Ross

Kristin Hayes

*Athletics*

Seth Wilhelm

*Parish Business Administrator*

Mary Daugherty

763-285-6241

**School Number****763-537-1329****Parish Office****763-537-4561**

## Grades K-4 Behavior Rubric 2023-2024

	Behavior	Looks Like	Growth in Virtue	Possible Consequences
A.1	Disrespect- Adult	Talking back, arguing, inappropriate body lang.	Obedience-Saying “yes” to the loving will of God and those He has set over us	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. New seat</li> <li>3. Removal from activity</li> <li>4. Special seat at lunch</li> <li>5. Apology note</li> <li>6. Behavior Slip</li> <li>7. Parent call</li> <li>8. Office referral to principal</li> <li>9. Behavior plan</li> <li>10. Take a break</li> <li>11. Miss recess</li> <li>12. Detention after school</li> </ol> <p>*This is not a complete list of consequences.</p>
A.2	Disrespect- Peer	Name calling, put downs, taking items, revenge, rumors, inappropriate actions	Courtesy - Being thoughtful of others	
A.3	Disrespect- Property	Causing damage to others belongings, bathrooms, materials, desk, textbooks	Stewardship - Taking care of what God has given you	
A.4	Disrespect- Learning Process	Blurting out, throwing things, distracting others, interrupting, talking out of turn, misuse of technology	Prudence - Making good decisions in specific circumstances	
B	Endangerment- Others/Oneself	Harmful physical contact-kicking, pushing, shoving, biting, spitting, pulling hair, or putting oneself or others in danger	Respect - Recognizing the dignity of all people	
C	Language	Swearing, Inappropriate language	Prudence - Making good decisions in specific circumstances	
D	Cheating	Copying and Giving Answers	Diligence - Doing your best and working hard until you’re finished	
E	Playground Behavior	Unsafe play, throwing snow, misuse of equipment	Responsibility - Being reliable in your duties and accountable for your actions	
F	Lunchroom Behavior	Leaving area a mess, throwing food, taking other’s food	Gratitude - Seeing everything as a gift and being thankful	

\*\* The examples given for each behavior is just a sampling of what it looks like.

\*\*The teacher/administrator reserves the right to modify the consequences based on the behavior, repeated offenses and/or grade.

\*\*Kindergarten teachers and administrators will use more immediate and brief consequences.

\*\*Three behavior slips in a trimester results in detention.

# Grades 5-8 Behavior Rubric 2023-2024

	Behavior	Looks Like	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	Growth in Virtue
<b>A.1</b>	Disrespect – Adult	Talking back, defying, swearing, rolling eyes	Demerit	Detention	Detention	Obedience- Saying “yes” to the loving will of God and those He has set over us
<b>A.2</b>	Disrespect – Peer	Put-downs, taking items, revenge rumors, language, inappropriate actions	Demerit	Demerit	Detention	Courtesy- Being thoughtful of others
<b>A.3</b>	Disrespect – Property	Bathrooms, lockers, desk, textbooks	Detention	Detention	Detention	Stewardship- Taking care of what God has given you
<b>A.4</b>	Disrespect/harm- Self	Drawing on self-(self tattoos), harm to self, hitting self	Demerit	Demerit	Detention	Hope- Trusting in God’s loving plan
<b>A.5</b>	Disrespect – Learning Environment	Blurting out, throwing things, distracting others, interrupting, skipping class, tardiness, forgetting electronic device; chewing gum, sleeping, swearing	Demerit	Demerit	Demerit	Prudence- Making good decisions in specific circumstances
<b>A.6</b>	Disrespect-Misuse of materials	Wasting or breaking materials, ripping work, misuse of equipment,	Demerit	Demerit	Demerit	Temperance- Enjoying things in a proper, balanced way
<b>B.1</b>	Cheating	Copying and giving answers, plagiarism	Zero on work Detention	Zero on work Detention	Zero on work Detention	Diligence- Doing your best and working hard until you’re finished
<b>B.2</b>	Forgery	Signing a parent’s name to a school document/paper	Detention	Detention	Detention	Honesty- Being trustworthy and true
<b>C</b>	Fighting – Others	Harmful physical contact-punching, shoving, kicking, tripping	Detention	Detention	Detention	Respect- Recognizing the dignity of all people
<b>D.1</b>	Playground behavior	Misuse of equipment, throwing snow, unsafe play, leaving playground without permission	Demerit	Demerit	Demerit	Responsibility- Being reliable in your duties and accountable for your actions
<b>D.2</b>	Lunchroom Behavior	Leaving area a mess, throwing food, taking other’s food	Demerit	Demerit	Demerit	Gratitude- Seeing everything as a gift and being thankful
<b>E</b>	Bullying/Cyberbullying	Repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination. <i>*Retaliation against a target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation is prohibited.</i>	Consequences may include: Service, detention, parent meeting, suspension, police referral, expulsion. Parent Notification <i>*The school retains the sole discretion to determine if bullying has occurred and what the response will be.</i>			Charity- Loving God with all your heart, mind, and strength, and your neighbor as yourself
<b>F</b>	Smart Devices	Must turn in cell phone and other devices to homeroom pocket chart at arrival and pick-up at end of day. Devices will be confiscated and taken to the school office if a student is using a smart device during the day.	Follow Smart Device Policy.			Fidelity- Being faithful to promises and commitments
<b>Other</b>	Other Behaviors	Consequence determined by administration/teacher(s)	Consequence based on behavior			

\*\*The examples given for each behavior are just a sampling of what it looks like.

\*\*SHCS will follow our Acceptable Use Policy of the Network/Technology for behaviors concerning technology and devices.

\*\* The teacher/ administrator reserves the right to modify the consequences based on the behavior and grade.

\*\* All school suspensions are a permanent record of the student CUM file.

\*\*Expulsion may occur as a result of willful conduct that significantly disrupts rights of others to education, including conduct that interferes with teacher’s ability to teach/communicate with students or ability of students to learn, willful conduct that endangers others or property, willful violation of any rule of conduct specified in discipline policy.

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Student Signature

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Parent Signature