

PARENT & STUDENT HANDBOOK 2018-2019

SACRED HEART



Sacred Heart Catholic School
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Catholic Education From the Heart

The Parent Handbook of Sacred Heart School is reviewed and revised on an annual basis. This handbook includes the policies of Sacred Heart School as well as the Diocese of Lafayette.

MISSION STATEMENT OF SACRED HEART SCHOOL

Sacred Heart School provides a strong academic community, centered around the Catholic faith, respecting the uniqueness of each individual, and promoting a life-long love of learning.

VISION STATEMENT OF SACRED HEART SCHOOL

All students will be empowered and equipped to engage in higher education, become leaders in their communities, and continue to grow in their faith.

MISSION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA

We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament and Charity for the salvation of all people.

VISION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA

The Diocese of Lafayette-in-Indiana, Uniting in Heart, is actively engaged in forming the hearts and minds of all Catholics to be fervent disciples of Jesus Christ, living the message of the Bible and the teachings of the Church. Trusting in the intercession of the Blessed Virgin Mary, we see:

Catholic believers consciously involved in integrating the spirituality of the Gospels into our everyday experiences and faith journeys;

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Young people searching for the meaning and purpose of life, and finding hope in a deepening faith, striving to make a significant impact in the world as followers of Christ;

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Parents eagerly sharing the Faith with our children, praying regularly together and establishing family rituals that reflect the celebrations and teachings of the Church;

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Parishes that are warm, safe and welcoming to all people, that joyously share the treasury of the Catholic Faith by serving, building hope, providing formation and encouraging deep devotion to the Eucharistic Sacrifice, as the source and summit of our Christian lives;

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Parishes, schools and diocesan offices working cooperatively to serve people in need: new immigrants; poor, hungry and homeless people; those in fragmented or fragile relationships; people in need of medical and mental healthcare; the widowed, lonely, depressed or marginalized;

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Diocesan operations that are well organized to support effective Episcopal and local leadership, where cooperation and good stewardship of human and financial resources empower the mission and ministry of Jesus Christ to flourish in all parts of the diocese.

MISSION STATEMENT OF THE CATHOLIC SCHOOLS

The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.

CATHOLIC DIOCESE CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the weekly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

POLICIES AND PROCEDURES

ACCEPTABLE USE POLICY See appendix #7

ADMISSIONS POLICY

- Students may attend Sacred Heart School in accordance with the diocesan non-discriminatory policy. If space is limited priority will be given to Catholic students.
- Students with disabilities are enrolled when reasonable accommodations can be made for their education.
- All students are required to attend Religion classes and liturgical services, fulfill Religion class requirements and participate in daily prayer.
- Students entering Preschool must be 3 years of age, Pre-Kindergarten must be 4 years of age, Kindergarten must be 5 years of age by August 1 of the same year of entry.
- Parents are required to present a birth certificate at registration and health immunization records by the first day of school.
- A Baptismal certificate is required if the child has been baptized in a parish other than Sacred Heart.
- Parents are expected to be active participants in their child's education and the welfare of Sacred Heart School.
- The school reserves the right to require the removal of a student to ensure order and security.
- The following records/forms are required upon admission:
 - Prior school records
 - Registration Form
 - Medical Information
 - Baptismal Certificate

ADMISSION OF CHOICE STUDENTS

Sacred Heart School participates in the School Choice program. We adhere to the admissions requirements set forth in the Choice School Application and any rules established by the Indiana State Board of Education or the Indiana Department of Education

ARRIVAL/DISMISSAL

Arrival—Students may begin arriving at 7:45. Walkers and car riders are to enter via the EAST door of the school building. ALL parents are to abide by this rule for the safety of the children and consideration of the other parents. Between 7:45 and 8:00 students are to drop their belongings in the designated area of the gym and directly join the Walking Program. Students are not to report to their classrooms before 8:00. All students are to be in their classrooms by 8:10 or they will be marked tardy. (Bus riders will have an exception). The doors will lock at 8:11. Any student arriving after this time will need to be brought to the office by an adult and signed in.

Regular Daily Dismissal—

- Prairie Crossing bus riders are dismissed via the north door at 2:50.
- Walkers and bike riders leave immediately afterwards via the east door, escorted by a staff member. Bike riders are to walk their bikes down the northeast sidewalk and across the street.

- Car riders are dismissed at 2:55. Students line up at the north door. Parents are asked to park on the street east of the school (in front of the annex), wait for walkers and bikers to cross, and then pull to the north side of the building when directed. Parents are required to provide information regarding who will be picking the child/children up.
Boswell bus riders are dismissed at 3:00 via the west door.

Preschool/Pre-K students are to be accompanied by an adult upon entering the building. Parents may enter via the west or south doors. Morning pick up is made at the west door. Parents are asked to wait outside. Students will be dismissed as the teacher or aide acknowledges the appropriate pick up person. Full day Preschool/Pre-K students will exit with the car riders.

Kindergarten parents may bring and meet their child at the classroom the first few days of school if they wish. After a few days children are expected to arrive independently.

No child may leave the school premises at any time without administrative and parental permission or supervision.

In case of an emergency early dismissal due to inclement weather, etc. students who ride the busses are dismissed by bus. **Others must provide written information from parents indicating the procedure to follow.** A form will be sent home on the first day of school for this purpose.

ATHLETIC ACTIVITIES

Grades 4-6 may participate in girl's volleyball, and boy's/girl's basketball. Students in grade 3 may also participate depending on player numbers.

A student who wishes to participate in these activities must meet the following scholastic and behavior standards:

1. A student must maintain a C average in the academic subjects.
2. A student must maintain a C grade in Effort and Conduct.
3. If a student is working up to his/her potential and does not have a C average in the academic subjects, special consideration will be given that student at the discretion of the teacher and principal.

Grades will be checked at each grading period and progress report. Students not reaching the academic requirements will be placed on probation for 2 weeks. During this time he/she may still attend practices and participate in games. If grades are not satisfactorily raised at the end of the 2 week period the student will be placed on suspension for an additional 2 weeks. During suspension the student may not participate in practices and games. Students lacking obedience and/or respect at practices, games or at school will receive the same Probation/Suspension plan as stated above. Students participating in athletics must have a physical examination and doctor/parent permission on file in the school office prior to the first practice. Contact the school office for physical forms. (see *Appendix 4 & 4a for Probation/Suspension forms*).

Students may not participate in games held on the same day as an absence from school.

ATHLETICS – UNSPORTSMANLIKE CONDUCT

Any athlete identified by participating officials, Sacred Heart coaches, or administration as using unsportsmanlike conduct shall immediately be removed from the game, will be precluded from participating in the remainder of the game, and will not be allowed to participate or attend additional games and practices for an amount of time to be determined by the administration and coaches.

ATTENDANCE

It is well established that there is a direct relationship between regular school attendance and a student's success in school. School attendance is a mutual responsibility of the family and school. **Make up work is not a true substitute for classroom participation.** Tardies also disrupt the school day, cause loss of instructional time for other students, and start your child's day off in a negative way. Policies are established to ensure a student's right to an education.

Absences:

Students must be fever free, vomit free and diarrhea free for 24 hours before returning to school.

When a student will be absent from school **a phone call or note signed by a parent/guardian is required in the office by 9:00 AM each day of the absence.** If a note or call is not received the school will contact the parent/guardian.

A doctor's signed statement is required when:

- There has been an extended absence (an absence of 3 or more days).
- A student is expected to be absent from school for an extended/undetermined period of time.
- A student who has had a serious or contagious illness will be returning to school.

An **Excused Absence** will be defined as an absence that the school regards as legitimate reasons for being out of school, as included in the school policy. These include:

- Illness verified by note/call from parent/guardian
- Illness verified by note from physician
- Family funeral

After 10 excused absences a phone call will be made to the parents. If absences continue, a conference will be held. If the matter remains unresolved, enrollment will be reconsidered.

An **Unexcused Absence** will be defined as an absence in which contact as described above has not occurred between the parent/guardian and the school and if repeated attempts to contact a parent/guardian are unanswered. In the event of unexcused absences the following will pertain:

- After: 1 unexcused absence, a parent/guardian will be contacted by phone.
- 2 unexcused absences, a letter will be sent to the parent/guardian
- 3 unexcused absences, a conference will be called with the parent/guardian.
- Any further unexcused absences will constitute grounds to reconsider enrollment.

If a student has accumulated more than 20 days of absence, the parents will be contacted and it will be reviewed to determine if the student is sufficiently progressing for the next

grade level. Excessive absences and tardiness can be regarded as educational neglect by the parent.

A student who arrives later than 10:00 am will be recorded as ½ day absent for the morning. A student who leaves school for the day before 1:30 pm will be recorded as ½ day absent for the afternoon. Late arrival or early departure from school due to medical related appointments or family related event will count against perfect attendance.

Tardies:

A student is considered tardy if he/she is not in his/her classroom by the 8:10 bell. **Parents/guardians of students arriving after 8:10 must sign their student/s in at the office and provide a note explaining the reason for the tardiness.**

- After: 3 tardies, a parent/guardian will be contacted by phone.
- 4 tardies, the parent/guardian will be notified by letter.
- 8 tardies, a conference will be held with the parent/guardian.
- Any further tardies will constitute grounds to reconsider enrollment.

After all reasonable steps have been taken to improve an excessive absence or tardy situation and the matter remains uncorrected, Child Protective Services will be contacted to report educational neglect.

All documentation regarding each student's absences or tardies will remain on file for the duration of the school year.

TRUANCY

A single isolated incident of unexcused absence is not defined as truancy. Habitual truancy is evidenced by the following:

- Refusal to attend school in defiance of parental authority
- Accumulating ten absences from school over a semester or seven absences over a trimester without justification
- Three or more judicial findings of truancy.

BICYCLE RIDERS

Bicycle riders must park their bikes in the bike rack located at the northeast corner of the building. No bikes may be ridden on or around the premises during the school day. Bicycle riders are dismissed with walkers and exit the east door (by the annex). Bikers are to WALK their bikes along the northeast sidewalk and across the street.

BOOK RENTAL

All children's hardbound books are on a rental basis. The fee is included with tuition. Students are responsible for the care of the books assigned to them. Book bags are recommended. If rented books are lost or badly damaged, reimbursement will be required.

BUSES

The Benton Community School Corporation provides bus transportation for the students. The students are required to abide by bus rules.

CHRISTIAN LEADERSHIP ORGANIZATION (CLO)

The purpose of the CLO is to encourage student leadership and stewardship. CLO officers and representatives are to participate in the planning of religious services and service

projects. CLO is supervised by two staff volunteers. Meetings are scheduled as deemed necessary by the supervisors. Sixth grade students hold all officer positions (president, vice president, and secretary). They are to elect on class representative each grading period. Grades 1-5 elect two representatives from their class each grading period. The class representatives serve as liaisons to their class. Officers and representatives are expected to be models of Christian living, and active, responsible members.

CALENDAR FOR THE YEAR

Sacred Heart school follows the Benton Community school calendar with the exception of a few days. A calendar specific to Sacred Heart is sent home in the spring and at the beginning of the school year and is available via the website.

GENERAL MILLS Box Tops

Please save these and send them into school on a regular basis. School materials and equipment will be obtained with the labels.

CHILD ABUSE

Indiana Law requires that any individual who has reasons to believe that a child is a victim of child abuse or neglect must report immediately to: 1) the local Child Protective Service, or 2) a local Law Enforcement Agency. It is a criminal offense not to make such a report.

Child abuse under the law includes the following, among other situations:

- Failure by a parent or guardian or custodian to provide a child necessary food, shelter, or medical care so as to cause his/her physical or mental condition to be seriously impaired
- Physical injury by a parent, guardian, or custodian, endangering the child's physical or mental health
- Were the child is victim of a sex offense committed by any person
- Allowing a child to endanger his/her own health or the health of another.

CLASSROOM COMMUNICATION

Parents are encouraged to discuss matters of concern with the teacher as situations arise. Then, if necessary, they should make an appointment to meet with the principal. Spontaneous visits by the parents to the teacher while school is in session are not permitted. Each teacher will send home a weekly folder containing student work, behavior chart, and classroom information. Parents can view grades via School Speak.

CLASSROOM INTERRUPTIONS

Parents should not go to the classrooms while class is in session to deliver messages, lunches, etc. nor to get their child for doctor appointments. All such communications should be handled through the school office. Children are to remain in class until called for from office personnel for said appointment. Parents must sign their child/children out and in at the school office.

CPTO (Catholic Parent/Teacher Organization)

All parents/guardians of Sacred Heart students are automatically members of CPTO. The purpose of CPTO is to develop, promote, and increase communication between parents and school, and to provide active participation in fundraising and social activities. All parishes that feed into Sacred Heart School are to be represented.

DAILY SCHEDULE

7:30	Teachers Arrive
7:45	Students may arrive
8:00	Students report to classrooms.
8:10	First bell rings/ All students must be in classroom/PC bus may be later
8:15	Mass (Grades K-3 Tues./Fri., Grades 4-6 Weds./Fri.)
11:30-11:50	Grades K-2 Lunch/ Grades 3-6 Recess
11:50-12:10	Grades K-2 Recess/ Grades 3-6 Lunch
2:50	Prairie Crossing bus riders dismissed/ After School Program begins (Mon.-Thurs.)
2:55	Car riders dismissed
3:00	Boswell bus riders dismissed
3:30	Teachers may leave.

Students are not to arrive before 7:45 AM nor remain after 3:15 PM, unless going to ASP. There is no required supervision during these times. Students remaining after school for any extra-curricular activity will not be released from the classroom until their coaches or adult leaders are present and communicate that they are ready to receive them.

Students who are not picked up by 3:10 will be sent to the afterschool program. Parents will receive two warnings. After those two warnings, parents will be expected to pay for the afterschool program. If you are running late at dismissal, please call the office to let us know.

DISCIPLINE-See Appendix 6

Right order is achieved as a result of a unified effort by all. The faculty and administration assume responsibility in the governing of the school. Consistency, fairness, respect, and responsibility are stressed. Each teacher has the right and responsibility to correct any student in the school. He/She has the right to expect obedience, courtesy and respect from all students. Behavior on the playground, in bus line, at Mass, etc. will be included in the conduct grades on the report card.

Due Process

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard in a situation. All disciplinary situations are to be discussed between the supervising adult and student. Parents (or legal guardians) may be included in the discussion. Due process provides for a hearing, not a resolution.

Disciplinary situations not able to be resolved at this level are to be presented to and resolved at the level of the principal.

Suspension, Expulsion, and Exclusion

While suspension or expulsion is not a desirable outcome of discipline procedures, both forms of discipline are within the jurisdiction of the principal. A written statement of suspension is to be sent to parents or legal guardians summarizing the student's behavior and the reasonable action taken.

Exclusion from school is rare, but may be necessary to keep order and security in the school during an investigation, when there might be threat of communicable disease, or another

temporary situation which threatens an individual student or the school community. In the case that exclusion is necessary, every effort will be made to continue the student's education at home.

Student Harassment

The school is to be free of discrimination, inappropriate, and unlawful harassment and bullying. Actions, words: spoken, written, or internet based, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment, either on the part of the staff or of the students. Sacred Heart upholds the dignity of all students, staff members, including educational approaches and disciplinary procedures, which ensure that differences among students/teachers are respected.

Retaliation against any student for complaining of harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from school.

Behavior Outside of School

Students may be disciplined for off-campus behavior that may endanger the health or safety of students of the local school community or behavior that adversely affects the educational process or damages the reputation of the school. Possible events that may be a cause of endangerment include:

- Threats of violence to other students or teachers
- Off-campus use of addictive substances such as alcohol, cigarettes, controlled substances
- Off campus fighting linked to school behaviors
- Internet activity that is threatening or offensive to others
- Criminal activity

EMERGENCY SCHOOL CLOSING

When Benton Community School Corporation cancels school or announces an early dismissal due to inclement weather. Sacred Heart School is automatically included in the announcement.

Alert System:

Sacred Heart is included in the BCSC emergency alert system. Parents will be notified via phone and/or email if school dismissal is deemed necessary.

DRESS CODE/UNIFORMS See Appendix 5

Students are required to abide by the Dress Code/Uniform policy as described in Appendix 6. Students who repeatedly disregard the policy will face consequences including in-school and/or afterschool suspension. Blatant disregard will constitute more serious consequences.

EMERGENCY DISASTER PLANS

Emergency procedures are reviewed annually and practiced on a regular basis. Parents may request a copy of the School Crisis Management Plan through the school office. Parents

will be notified of any emergency situations as soon as possible. If it is necessary for parents to come to school to pick up students procedures will be communicated at that time.

FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Federal law protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

- Legal guardians and teachers (on a “need to know” basis) are to have access to the files
- No original document is to be released. Photocopies are to be made in the school office
- The principal is the only person empowered to release documents in a student’s file
- Parents may be given a copy of their child’s file when transferring to another school
- Anecdotal information placed in the cumulative file is to be related to the student’s learning achievement and be stated factually
- Schools should comply with the notice requirements under applicable law in the event a court order or subpoena is presented for a student’s records. Schools shall immediately contact the diocesan school superintendent in the event a school receives such a request.

FIELD TRIPS

Field trips enhance the teaching/learning experience and are to be of an educational nature. Parents will be required to sign a field trip permission form allowing their child to participate in the trip, freeing the school of legal liabilities (*Appendix 3*). Permission by phone/email is not acceptable. Parents have the right to deny their child participation in field trips, however the child is still expected to attend school. If a child is kept home, he/she will be marked absent. Parents may be asked to serve as chaperones. Chaperones will be provided in ratio of one per seven to ten students in grades 1 through 6, and one per five in kindergarten and preschool. Chaperones **MUST** complete Safe and Sacred training prior to a trip. Anyone driving students on a field trip must have a Certificate of Insurance on file in the school office. Due to the cost of bussing, trips may be limited. Parents may be asked to assist with this cost for some trips. Field trips are a privilege. Students can be denied participation if they fail to meet academic or behavioral requirements.

GRADING SCALE

The grading system for grades 1 through 6 is as follows:

- A – Excellent (94-100) Superior Work
 - B – Very Good (85-93) Above average work
 - C – Average (75-84) Average work
 - D – Passing (70-74) Below average work
- Grades below passing are indicated by percent.
- S – Satisfactory
 - U – Unsatisfactory
 - I – Improving

Any grade disputes must be made in writing within one week of notice of the grade.

GUM

Chewing gum is not permitted at school or on the premises. Therefore, gum treats for birthdays, etc. are inappropriate.

HANDBOOK

Parents are to read their handbook/s thoroughly, and sign and return a form stating such. The administration has the right to amend the Parent Handbook for just cause. Parents will be given prompt notification.

HEALTH SERVICES

Services are provided by qualified personnel. Free health services for students include: vision testing for grades 1 and 3, and speech and hearing testing for kindergarten, new students, and referrals from parents or teachers. The human growth and development programs are available for grades 4, 5, and 6. Parents are notified in advance as to the date for the human growth and development program and may preview the materials prior to presentation.

HOMEWORK

Homework is a historic point of conflict between home and school. It is our responsibility as educators to ensure documented progress of our students. However, we must take student and family issues into consideration as well. Teachers must be certain that homework is used to:

- provide necessary practice on skills/concepts
- reinforce and/or assess learning
- instill responsibility
- build organizational skills.

The following guidelines are to be used regarding the average number of minutes/evening:

- Grades K-1 = 10-15 min.
- Grade 2-3 = 20-30 min.
- Grades 4-6 = 40-50 min.

If an assignment is not turned in on the due date:

- 20% will be taken off for any late assignment.
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Missing homework must be brought to the parent's attention on a regular basis through Homework Notices and Weekly Folders.

Late Homework Policy

Any student who has three late/missing homework assignments (including take home folders) in one week will be required to spend lunch/recess in the office.

After two lunch detentions a third occurrence will result in an after school detention from 3:00-4:00.

A fourth infraction will require a parent conference involving the classroom teacher/s, administration, and the student.

Parents will be notified of pending suspensions or detentions ahead of time via phone and hardcopy letter. Detentions will be spent in the school office with supervision. Parents are expected to assist with the following:

- Providing time and an appropriate, structured environment for their child/children to complete their homework.
- Developing good study habits, time management and organization.
- Contacting the teacher if there are homework concerns.
- Contact the school principal if continued efforts to resolve homework issues have failed.

Teachers are to:

- Accept a reasonable parental explanation of why a student's homework could not be completed. This is to be in writing and signed by the parent.
- Take after school activities into consideration.
- Limit homework on weekends.

Teachers are not expected to coordinate and provide homework for students who take vacations beyond the regular school calendar.

INJURIES

In case of serious injuries, parents will be contacted immediately. If parents cannot be reached, person listed on the student emergency information card will be notified. If the injury demands immediate emergency care, and parents or the family doctor cannot be reached, the child will be transported by ambulance to the nearest hospital or doctor's emergency room.

KINDERGARTEN

Full day Kindergarten follows the same schedule as the rest of the school. For further information see the Kindergarten Handbook. To attend, a child must be 5 years old by Aug. 1 of the current school year. Parents are required to present a birth certificate and return health immunization forms by the first day of school.

LOST AND FOUND

Lost and Found items are kept in the school office. We strongly encourage having ALL items marked with your child's/children's names for easy identification.

LIBRARY/AUDIO-VISUAL

A variety of instructional media are used for instructional purposes. A library is provided for the student use. Each class has a thirty-minute period per week to use the library. The estimated cost of the book will be charged for lost, unreturned books.

LUNCH

All students are to bring a sack lunch.

11:30-11:50 K-2 Lunch/ 3-6 Recess

11:50-12:10 K-2 Recess/ 3-6 Lunch

MASS

Grades 1-3 attend mass on Tuesdays and Thursdays. Grades 4-6 attend Mass on Wednesdays and Fridays. Kindergarten students attend mass on Holy Days, for special liturgies, and on Fridays during the second semester. Students in grades 1-6 serve as lectors. Students in grades 4-6 assist as servers to the priest.

MEDICATION

- No prescription medication shall be administered without written and dated consent for the parent. See the Medication Permission Form.

- The parent's written consent is valid only for the period specified on the consent form. *See Appendix 2.*
- Prescription medications must be sent to school in the original container.
- Medication is to be brought to the school office immediately.
- Medication will be maintained in a secure location.
- Medication will be administered in accordance with the physician's prescription.
- Medication will be administered by office personnel only.
- Over the counter medication will be administered only when it is in the original container and accompanied by specific instructions on the Medication Permission Form.

MILK

Milk tickets entitling students to 20 days of milk (a half pint per day) may be purchased for \$6.00. Milk is available for lunchtime only. Please send payment to school in an envelope labeled "Milk money" and with the student's name whenever a ticket is needed. Notice will be sent home when a new milk ticket is needed.

NEWSLETTER

The Principal's Newsletter is sent home on a weekly basis via email unless otherwise requested. The Newsletter contains important information pertinent to school activities and events. Individual classroom Newsletters may also be sent home on a weekly basis.

PARENT-TEACHER CONFERENCES

A Parent-Teacher conference is scheduled for all students at the end of the first grading period. This includes Preschool/Pre-K. Information regarding scheduling will be sent home in advance. Pre-K parent conferences are also held in the spring. If you wish a conference at any other time, please contact the teacher.

PARTIES

A classroom party including food, indoor games and gift exchange is permitted for Christmas. For Halloween and Valentine's Day, a food treat is permitted. Treats/snacks should promote healthy choice. Fruits, vegetables, whole grain products, low fat and fat-free dairy products are encouraged. Please be mindful of possible food allergies in the classroom. Gum is not to be given as a birthday treat. Balloons, flowers, etc. may not be delivered to students for birthdays or other special occasions.

PICTURES

These are taken in the fall. Although all students are asked to have pictures taken for school records, the purchase of these is optional.

PLAYGROUND SUPERVISION

Teachers, staff, and volunteers are responsible for playground/recess supervision. All playground supervisors are required to complete the Safe and Sacred training. Grades K-2 have recess from 11:50-12:10. Grades 3-6 have recess from 11:30-11:50. Both the primary playground and the upper playground are supervised by at least one adult. Supervisors must report to the office by 11:25 a.m. Supervisors are to take a first aid bag, whistle, and a walkie-talkie to the playground. The playground rules (*Appendix 1*) must be enforced. Children are made aware of the playground rules and are to respect and obey the playground supervisors. All children are expected to play outside, weather permitting.

Children are to always be dressed in accordance with the weather. If a child is to stay inside due to illness, a written note from the parent is required.

PRESCHOOL

Preschool is offered for children who are 3 years of age by Aug. 1 of the current year. Pre-Kindergarten is offered for children who are 4 years of age by Aug. 1 of the current year. For more detailed information please see the Preschool Handbook.

PROGRESS REPORTS

Progress reports are issued to all students at mid quarter of each grading period. Any grade disputes must be made in writing within one week of notice of the grade.

PROMOTION-RETENTION

Students who have fulfilled the requirements of the grade level will be promoted to the next grade. Students who do not meet grade requirements may be retained. The retention of a student is a positive action taken to address a lack of achievement in the development of academic, social, and emotional skills. Parents will be kept informed throughout the school year about the possible retention of their child. Parents who oppose the retention of their child will be required to sign a statement indicating that the child will be transferred or assigned to the next grade against the professional advise of the school staff. The school may refuse to accept a child for the next school year when parents refuse to abide by the recommended retention.

RECORDS

Parents and students have the right of access to their permanent records. Parents who wish to view their records must request it in writing and give the administration 24 hours notice. Non-custodial parents also have this right, unless a court order has been issued to the contrary. It is the custodial parent's responsibility to provide the school with an official copy of the court order. Parents may request in writing that statements in the permanent records be changed or deleted. The school reserves the right to honor or not honor the request. In order to change a name on a student's record, it is required that there be a birth certificate or legal notification of change by court papers.

Permanent record files must include the following:

- An academic transcript (academic grades for each semester)
- Health and immunization forms
- Attendance records (including date when student enters)
- Emergency information
- Standardized testing information
- Medical records if student has any special medical needs
- If the student has special learning needs, records of educational or related testing.

REGISTRATION

Registration of students takes place in the spring of each school year. Registrations will be accepted at any time throughout the year assuming classes are not at capacity.

RELIGIOUS GROWTH- See also 'Mass'

Religion instruction following the Core Curriculum Guide and the directive of the Diocese of Lafayette is provided at each grade level on a regular basis.

Sacramental Preparation

Students receive their First Communion and First Reconciliation in Grade 2. The designated teacher prepares the students for the reception of the sacraments. Students in grades 3 through 6 receive the Sacrament of Reconciliation on a regular basis throughout the school year.

Prayer

Students participate in formal and informal prayer opportunities frequently throughout each day.

REPORT CARDS

Report cards are issued four times per year to all students following the end of each grading period. Any grade disputes must be made in writing within one week of notice of the grade.

ROOM MOTHERS

Volunteers to serve as room mothers are requested at the beginning of each school year. Room mothers assist with special school and classroom events.

SAFE AND SACRED TRAINING

All adults serving in a supervisory role with children at Sacred Heart School/ Parish are required to complete the diocesan Safe and Sacred training, including a background check, prior to service.

SCHOOL ADVISORY BOARD

Sacred Heart School Advisory Board is comprised of representatives from St. John Parish (Earl Park), St. Mary Parish (Dunnington), St. Patrick Parish (Oxford), and Sacred Heart Parish (Fowler). Pastors and/or designees of parishes who have children attending Sacred Heart are also welcome to attend. All monthly meetings are open meetings unless specified otherwise. If a non-member of the Board wishes to discuss some item of concern, the person must submit that item in writing to the president of the Board at least two weeks prior to the meeting. The Board reserves the right to determine the item's placement on the agenda. A copy of the Boards Constitution and By-laws is available upon request. The Board is not to be involved in, or responsible for, personnel and student issues.

SOCIAL NETWORK/EMAIL/TEXTING

Administration, teachers, and staff are prohibited from communicating with minors via such means. Any student who brings a device to school will need to have it turned off and in his/her book bag during school hours. Some teachers will allow students to use a device during class. Students in those classes need to abide by the rules of the teacher of that class. If a student chooses to use the device in an inappropriate way, he/she will not be allowed to use the device during class.

SPEECH/LANGUAGE THERAPY

Speech/Language Therapy is to be provided by the Benton Community School Corporation as required by a student's Individualized Education Plan (IEP). This service will be provided on the Sacred Heart School premises.

SUPPLIES

School supply lists are sent home with each child for the upcoming school year with the last report card. Supply lists will also be made available in various businesses in the area. Each child is expected to have the required supplies on the first day of school.

TEACHERS

All K-6 classroom teachers are required to hold an Indiana state teaching license and remain current in their licensure.

TECHNOLOGY

All students are required to adhere to the Acceptable Use Policy of Sacred Heart School. (See Appendix 7).

TELEPHONE CALLS

1. Teachers and students are not called from class for phone calls unless and emergency arises.
2. Messages will be given to the teachers and students.
3. Students are not to use the school phone without administrative permission.
4. Using the phone to make arrangements to go home with another child or ask parents to bring forgotten homework/materials to school will not be permitted.

TESTING

Standardized testing is administered according to the directives of the Indiana Department of Education and the Diocese of Lafayette. The Assessment of Catholic Religious Education (ACRE) is administered to grade 5.

TUITION AND FEES

Tuition costs and material fees will be established on an annual basis. Payments may be paid annually, semi-annually, or monthly. The monthly payment must be made through FACTS payment program, which is an automatic withdrawal system. For more information on this you may contact the rectory office at 884-1818.

VACATIONS

Student vacations that occur while school is in session are discouraged. Students will be held responsible for the completion of all schoolwork missed while away. Teachers are not obligated to provide lessons/assignments in advance. Even though the student may make up all written work, class participation is not possible. Therefore, the lowering of grades is possible.

Appendix 1 Recess/Lunch Rules

Rules and consequences are to be consistent and fair.

Recess privileges can be immediately revoked if actions warrant.

Supervisors are expected to arrive 10 minutes prior.

Students are to be encouraged to engage in some type of active movement even if it is just walking the perimeter of the playground or gym.

Grades K-2 11:30-11:50 Lunch 11:50-12:10 Recess Grades 3-6 11:30-11:50 Recess 11:50-12:10 Lunch

All Grades/Areas:

Playground supervisors are expected to enforce and abide by the following rules:

1. Each supervisor is to have a fob, a whistle, and a radio with him or her at all times.
 - a. Students have been informed that when a whistle blows they are ALL to stop and listen to instructions.
 - b. All school staff can be accessed via radio. Supervisors are to call for the person(s) needed and give their location.
2. In case of injury/incident, the supervisor is to remain with the child/children and use the radio to summon necessary staff. **THE SUPERVISOR IS TO STAY WITH THE STUDENTS IN THE PLAY AREA AT ALL TIMES.**
3. Supervisors are to divide their time evenly among the grades being supervised unless there are other adults on the playground
4. Students who are misbehaving, being disrespectful, ignoring instructions or using improper language are to be reported to the classroom teacher or principal immediately.

Playground:

1. Teams for field games are to be fairly and evenly divided by the supervisor.
2. Toys, balls, and other equipment brought from home are not permitted.
3. Children must ask the supervisor's permission to retrieve balls that have rolled off the playground.
4. There is to be no wrestling, fighting, or tackling of any kind.
5. Students should not go near animals in adjacent yards or that wander on the playground.
6. Any student not abiding by the rules should be removed from the activity and reported to the classroom teacher or principal immediately.

Grades K-2:

1. Four students will be assigned by the teachers to set the barricades at both ends of the street before entering the playground. These same students should remove the barricades at the end of recess.
2. Students should play only within view of the supervisor.

3. Students should not play on adjoining lawns, driveways, or the annex porch. They should not walk up the slide or jump off the swings.
4. Students are to go down the slide in an upright position with feet inside the rails.
5. Students are to use jump ropes and other equipment as they are intended to be used.
6. Students are to gather jackets and playground equipment and line up quickly.
7. Students are to walk into the building quietly.

Grades 3-6:

1. Balls are not allowed near the windows. They may bounce the balls along the west end of the building.
2. Be aware of overly rough or unfair play, improper language, hurtful word, and isolation. This is to be reported to the classroom teacher or principal.
3. Students should gather all belongings and line up immediately as the bell rings.
4. Students line up at the Northwest door and enter the building quietly after receiving hand sanitizer. Students will go to their classroom and get their lunch.

Gym:

1. No one is to be on the stage. Curtains are closed.
2. Recess is the one time during the school day that no reading or homework is allowed. This is an opportunity for physical activity.
3. It is understood that some students have difficulty engaging in physical activity. All students are to be encouraged to participate in some type of physical activity; however, not forced.
4. Students are allowed to walk the perimeter of the gym during recess.
5. Each class may take two balls to the gym.
6. Not permitted is rough play, playing keep-a-way, throwing balls long or wildly, kicking balls or climbing on/crawling under the bleachers unless to retrieve a ball.
7. Students are to ask permission to leave the gym for restroom or a drink.
8. Only games, equipment, and materials that the classroom teacher has approved of may be brought to the gym.

Lower Grades:

Students may play basketball on the west end of the gym. All other play is to stay on the east end.

Lunch:

1. Students are not allowed to exchange or share lunches.
2. All lunch trash is to be placed in the provided trash cans.
3. Discourage waste. Encourage "trying it" with at least 2 bites.
4. Students are to remain at their tables the entire lunchtime.
5. Students are encouraged to limit talking while eating.

Appendix 2
Student Medication Permission Form

Please Print

Date received: _____

Information:

Students receiving or taking any prescription medications at school must have a written order from a doctor or dentist licensed to practice in Indiana, as well as a parental permission form on file in the office of the School Nurse. If the Nurse does not know what medications a student may be taking, she/he cannot function effectively in the event of an emergency situation. In the absence of the School Nurse, a trained staff will be designated to administer medications. In the event that no school personnel is available to administer medications, the responsibility reverts to the parent/guardian. All medication must be in original manufacturers or pharmacy-labeled containers.

Name of Student: _____ Date of birth (age): _____

Grade: _____ Teacher/Classroom: _____

Name of medication: _____

Dose: _____

Frequency/Instructions: _____

Reason for prescribing: _____

Start Date: _____ Finish Date: _____

Side effects to watch for:

Is this a controlled drug? Yes _____ No _____

Physician/Dentist Signature

(Telephone Number)

(Date)

Parent/Legal Guardian Permission

I give to the School Nurse or designated school staff, my permission to administer the above-prescribed medication to my child. I understand that unused medication must be picked up no later than two weeks after the finish date, or the medication will be destroyed in accordance with the law. I hereby release (Name of School) and their agents and employees from all liability that may result from my child taking the prescribed medication.

(Parent/Legal Guardian Signature)

(Date)

Appendix 3
SACRED HEART
PARENTAL FIELD TRIP AND TRANSPORTATION
NOTIFICATION AND LIABILITY WAIVER

We, as parents or guardians of _____
(Child's name)

request that our son/daughter to attend the _____
(name of trip/destination)

being planned by _____ on _____.
(parish representative) (date)

The purpose of this trip is:

Departure time _____ Return time _____

Special conditions _____

Ratio of children to adult chaperones ____/____ Additional chaperones needed ____
I would be available to chaperone _____

Cost per child _____ Bring a sack lunch _____ Bring money to purchase lunch _____

We, as parents/guardians of the undersigned minor(s), hereby consent and agree to hold harmless, Sacred Heart Parish and/or the Roman Catholic Diocese of Lafayette-in-Indiana, Inc., and any and all employees or volunteers thereof, for any accident, injury or occurrence arising out of, or in connection with the activity and our child's participation in the event and any transportation necessary to participate in the aforementioned activity. We understand that our child/ren will be assigned to ride with a licensed adult driver, driving a privately-owned automobile, or school bus and that this assignment will be made by the aforementioned teacher/faculty advisor.

I give my permission for my son/daughter, in case of an emergency, to be taken to a physician or hospital by either a parent in charge or by parish personnel. I understand that every effort will be made to contact me. If I cannot be reached, I hereby give permission to the physician selected by the parish member in charge or adult chaperon(s) to secure proper treatment for my son/daughter.

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Accident/Hospitalization Policy Name _____

Policy Number _____

**Appendix 4
Sacred Heart School
Sports Probation Notice**

Dear _____,

_____ Your son/daughter _____, is not maintaining a "C" average in the following academic subjects:

_____ Your son/daughter _____, has below a "C" grade in Effort.

_____ Your son/daughter _____, has below a "C" grade in Conduct.

_____ 1. Is not being cooperative

_____ 2. Shows disrespect to the coach/adult in charge of _____
_____ during practice _____ at games

Therefore, he/she has been placed on Sports Probation until _____.

He/she may still attend practices and games or play in them, but if there is not improvement within two weeks, a sports suspension will be issued. When a student is suspended from sports it is for a 2 week period and he/she may neither attend nor participate in practices nor games. Following the two week suspension, the student will be reinstated on the team only after grades are satisfactorily raised or a respectful attitude is once again exhibited.

Signatures:

Student _____

Teacher _____

Principal _____

Parent _____

Date _____

**Appendix 4a
Sacred Heart School
Sports Suspension Notice**

Date _____

Dear _____

Following a 2 week probation:

_____ Your son/daughter _____ is not maintaining a "C" average in the following academic subjects:

_____ Your son/daughter _____ has below a "C" grade in Effort.

_____ Your son/daughter _____ has below a "C" grade in Conduct.

_____ Your son/daughter _____

_____ is not being cooperative

_____ shows disrespect to the coach/adult in charge of _____

Therefore, he/she is on Sports Suspension until _____

He/she may neither attend nor participate in practices or games. Following the two week suspension, the student will be reinstated on the team only if grades are satisfactorily raised or a respectful attitude is exhibited.

Signatures:

Student _____

Teacher _____

Principal _____

Parent _____

Appendix 5

DRESS CODE

The following paragraphs provide a detailed outline of the dress code for students at Sacred Heart Catholic School. The administration and the individual classroom teachers in conjunction with their classroom discipline policies and the Code of Conduct will enforce this dress code. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be in violation of school policy.

We know you want to support these efforts, and we have confidence that you will ensure each child will be appropriately dressed for school. In the event a student arrives at school dressed inappropriately, the parent may be called to bring a change of clothes.

The student's total appearance is very important to the image we portray at SHS. Therefore, appropriate hairstyles are considered to be part of the uniform. All students are expected to have neat, clean hair. Fad styles and altered colors are not permitted. Altered colors include, but are not limited to, frosting, bleaching, streaking, dyeing, and highlighting. Judgment of acceptable styles is left to the discretion of the administration. The student and parent(s) will be notified in the event a style is deemed inappropriate. Disciplinary action, which may result in suspension and/or expulsion, will be taken if the student fails to respect this policy.

Preschool and PreK

The students are to wear appropriate clothes, in accordance with the dress code policy. No uniform is required. Please wear socks. Tennis shoes are preferred (no boots).

Shirts:

Some options to purchase school uniforms are Lands End, French Toast, JCPenney, Wal-Mart, Old Navy, Sears, Kohl's Macys, Target, and The Children's Place. See Dress Code chart for approved styles and colors. Shirts and blouses must be tucked in at all times.

French Toast Source Code is QS44WEW. Sacred Heart receives a 5% back on purchases from French Toast.

Belts:

Belts must be worn with slacks and shorts unless there are no belt loops. Belts must be black or brown leather or tan or brown woven belts. No jewels or outlandish designs. The belt may have basic holes in the design of the belt.

Spirit Wear Mondays:

Students may wear SHS shirts or sweatshirts with uniform pants on Mondays.

NUT DAYS (NO UNIFORM TODAY):

This is a no uniform day when students may dress up or dress casually. It is important that parents review the clothing the student chooses to wear on this day to be sure it is appropriate for school. Please check that blouses and tops are modest in neckline and cover the midriff. Skirts and dresses should be long enough that girls can sit comfortably and modestly during the school day. Shirts with inappropriate pictures or words are not permitted. Shorts should cover $\frac{3}{4}$ of the thigh. No tank tops or sleeveless shirts. Fingernail polish is not allowed on NUT days. NUT days will be at the discretion of the principal.

Shorts/capris:

Shorts may be worn during August, September, April, May and June. **Shorts may not be worn at mass if participating in choir, reading or gifts.**

Dress Uniforms:

The dress uniform will be required on Holy Days of Obligation and certain days determined by the principal. Please see Dress Code Chart for approved dress uniform attire.

Special Reminders:

- ~ During cold weather, sweatshirts and sweat pants may be worn to and from school, but are not permitted in the classroom.
- ~ Students may not have designs cut into their hair.
- ~ Girls may wear appropriate items to hold their hair back.
- ~ Boots may be worn on days with inclement weather. However, children must change into uniform shoes during school hours.
- ~ Tops must cover the whole top part of the body and extend adequately below the waist. Tank or tube tops, sleeveless tops, low cut tops or bare midriffs are not acceptable.
- ~ All shorts, dresses, and skirts must be not more than 2 inches above the knees.
- ~ Socks must be worn over the ankles at all times and be solid with no logos.
- ~ Oversized garments are not permitted. Sagging is not acceptable.
- ~ For the safety of students, hoop and dangling earrings are not permitted. Only studs may be worn. Fingernail polish is not permitted.
- ~ Jewelry should be modest and appropriate in nature, and will be limited to finger rings, earrings, necklaces, and watches. Only one bracelet, one ring, and one necklace may be worn. Make-up is not permitted at school. No tattoos of any kind may be worn by students.
- ~ Students should not write on themselves or others.
- ~ Ripped, cut off or torn shorts, pants or shirts are not acceptable attire.
- ~ Plain white, red, blue or black ankle length leggings may be worn under a skirt or jumper by girls during the winter months for warmth. Socks must be worn with leggings.