

# **PARENT/STUDENT HANDBOOK**

***2009-2010***

***Sacred Heart Catholic School***

Monsignor James J. Wolf, Pastor  
Mr. James L. Faroh, Sr., Principal

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

Dear Parents and Students,

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

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

The Parent/Student Handbook reflects the policies of Sacred Heart School for the 2009-2010 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Sacred Heart School during the 2009-2010 school year.

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

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

God bless you,

James L. Faroh, Sr.  
Principal

## **“Education from the Heart”** **Sacred Heart School**

Sacred Heart School on the campus of Sacred Heart Church in Warsaw is a Pre-K-6th grade Catholic Elementary under the Diocese of Ft. Wayne-South Bend.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Sacred Heart School, we are attempting to "teach as Jesus did."

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

### **HISTORY**

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

### **Diocesan Schools Mission Statement**

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

### **Sacred Heart Parish Mission Statement**

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

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

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

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

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

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

### **Philosophy**

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

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

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

## **AGREEMENT**

**Parents and students are required to sign a statement indicating that they have read and understand this handbook. This statement can be found on the last page of the handbook. It is to be signed and returned to school by the date indicated on the agreement.**

## **AMENDMENTS TO THE HANDBOOK**

**The Principal and Pastor retain the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.**

### **Absence**

**When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Sacred Heart students.

**Students should be fever free for 24 hours before returning to school.**

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

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

When a student is absent for **three or more days, a parent may call the office by 8:00 AM** to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 3:00 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

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

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year. While recognizing that students at Sacred Heart do not have the ability to drive themselves to school, and accumulation of 5 tardies in one grading period will result in the assignment of After-school Detention. More than 6 tardies in a grading period will result in a conference with the parents, and a third Detention may put the student in the position of recommendation to terminate attendance at Sacred Heart.

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

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are tardy or who leave through the school day do not qualify for “perfect attendance.”

### **Academic Information**

#### ***Curriculum***

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

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

#### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on Friday of each week for the entire school community. Students attend the Tuesday and Wednesday morning parish Mass on a rotating basis.

Students in Grades 5 take the ACRE (Assessment of Catechesis of Religious Education) Test in March/April.

## ***Computer Literacy***

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

## ***Fine Arts***

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

## ***Handwriting***

Students in Grades 3 through 6 are expected to submit all handwritten work in cursive using the traditional handwriting method.

## ***Language Arts***

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Students in Grades 3 - 6 take the ISTEP+.

Students in Grades 2 – 6 take the NWEA tests.

Students in K, 1, and 2 take the Terra Nova tests/NWEA.

## ***Mathematics***

Mathematics Skills, and Pre-Algebra.

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6 are placed into math groups.

### **Grade 6**

Their 5th grade math teacher will place students into instructional math groups.

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

## ***Physical Education***

Physical fitness programs appropriate for each grade.

## ***Science***

General Sciences and Laboratory Experiences.

## ***Social Studies***

History, Geography, Economics, Indiana History, and Current Events.

## ***\*Spanish***

Vocabulary, common expressions, grammar, conversation, and culture.  
(Available through after-school private programming)

## **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

## **Accreditation**

Sacred Heart Catholic School is accredited through the North Central Association of Colleges and Schools.

## **Admission Information**

### ***Nondiscriminatory Policy***

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

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

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

\*Active member means weekly Mass attendance and financial support of the parish by "striving to tithe" and using church offering envelopes.

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

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

Children entering Kindergarten must be five (5) years of age by August 1.

At the time of registration, all new students seeking admission to Sacred Heart School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-6 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Sacred Heart School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 1-6.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Sacred Heart School.

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

### **Athletics**

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

Girls – Soccer, Volleyball, Basketball, Track and Cheerleading

In order to participate in any athletic activities, students must maintain their academic standing and conduct. The athletic eligibility requirements are the same that are required of all students in extra-curricular activities. A student athlete’s academic eligibility will start to be monitored at the first progress report or report card that occurs during the season. If a student has two D’s or one F, the student will be ineligible and will be prohibited from practice and/or from play at games. This will enable the student to gain extra study time. A student may go in and out of eligibility, academic probation, or academic ineligibility approximately every four weeks. Any student who receives a detention or suspension during the school week may not participate in athletics or other extra curricular activities for that week.

**Financial Obligations**

**TUITION SCHEDULE  
SCHOOL YEAR – 2009-2010**

***KINDERGARTEN - GRADE SIX (per year charge)***

Actual Tuition Rate per child.....\$5,319.00  
2-children 10,638.00  
3 children 15,957.00  
K (1/2 day) 2,660.00  
*(Please see school office for other rates)*

Tuition charge for “Registered Catholic Steward”..... \$2,023.00  
2-children 3,372.00  
3-children 4,494.00  
K(1/2 day) 1,102.00  
*(Please see school office for other rates)*

**PRE-KINDERGARTEN (per year charge)**

Pk-3 (2 day).....\$725.00  
Pk-3 (3 day).....\$870.00  
Pk-4 (3 day).....\$875.00  
Pk-4 (5 day).....\$1,350.00

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office. \*The application deadline to FACTS® Grant and Aid Assessment is MAY 1.**

**Enrollment/Re-Enrollment.**

- Returning students must reserve their spot by paying the Book/Seat Fee by the date designated by the Governing Board.
- There will be a \$25 returned check fee for all checks made payable to Sacred Heart School that do not clear the bank.

**FACTS® Tuition Management Service Overview**

- There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 10 months automatic deduction from a checking or savings account.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan in their registration packet will be expected to make direct payment to Sacred Heart School at registration.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

**A FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENTS.**

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

**SCHOOL YEAR 2009-2010 BOOKS/SUPPLIES FEE (NON-REFUNDABLE FEE).....will be sent in registration packet**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

**Allergy Policy**

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

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their

employers (the local education authority) and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated once a year.

### **1. Asthma Medication**

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

### **2. Record Keeping**

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

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

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

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

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

### **5. Training**

In order to minimize the incidence of life threatening allergic reactions, Sacred Heart School will provide training and education for all Sacred Heart School staff. In conjunction with the student's parent/guardian and primary care provider and/or

allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

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

A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.

The correct use of an epinephrine auto-injector (EpiPen).

Specific steps to follow in the event of an emergency.

Completion of an "Evaluation Form" by each employee after training.

Activating Emergency Medical Response - Dial 911.

Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

## **6. Notifications**

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

## **7. Classrooms**

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

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

The classroom will have easy communication with the school nurse.

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

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

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

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

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

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

### **8. School Field Trips**

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

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

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

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

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

### **End of Year Awards**

#### ***Spirit of Sacred Heart Award***

Grades Pre-K through Grade 2: One boy and one girl in each grade.

Grades 3 - 6: One student per grade.

\*Student exemplifies the spirit of the mission of Sacred Heart School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A’s and B’s)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

***Pope John Paul II Award for Excellence in Religion***

Grades 3 – 6 (one per Grade)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

***St. Cecelia Award for Excellence in Music***

Grades 3 – 6 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

***St. Francis of Assisi Award for Excellence in Science***

Grades 3 – 6 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Thomas More Award for Excellence in Social Studies***

Grades 3 –6 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Thomas Aquinas Award for Excellence in Math***

Grades 3 and 4: (one per grade)

Grades 5 through 6: (one per grade)

Criteria:

- +Displays effort and cooperation in class

- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Paul Award for Excellence in Language Arts***

**Grades 3 through 5: (one per grade)**

**Grades 5 through 6: (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Sebastian Award for Excellence in Physical Education***

**Grades 1 – 6 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Joseph Award for Excellence in Art***

**Grades 1 – 6 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Clare Award for Excellence in Computer***

**Grades 1 – 6 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### **Birthday Observances**

Birthday treats may be brought to school by parents or guardians for students. Students are invited to come to the Principal's Office for a birthday pencil.

### **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Bullying and Cyberbullying**

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

### **Bus Transportation**

Bus transportation is available to eligible Warsaw Community School students through the Warsaw Community School Corporation. Route information may be obtained by calling the Transportation department at 269-1750. Bus riders are to abide by the Transportation Handbook provided by Warsaw Schools, which specifies rules and regulations for bus behavior. As misbehavior on the bus jeopardizes the privilege of all students to have access to bus transportation, additional consequences may be imposed, such as loss of bus privileges for a specified number of days, or total loss of bus transportation.

Transportation may also be arranged through KABS (Kosciusko Area Bus Service.)

### **Car Pool**

All cars must have a name clearly displayed in the front windshield on the driver's side of the car. Name signs are provided by the school. The name signs will be handed out to the students on the first day of school. Students will be called to the appropriate pick-up area by their name. It is important that students are aware of their carpool or bus service.

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

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

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

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

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

### **Cheating**

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

### **Child Abuse Laws**

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

### **Conduct**

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

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

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time.

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

**Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival**

**in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's backpack or in his/her possession.**

### **Counselor**

School counselors serve the needs of students and parents through class and individual consultation.

### **Crisis Plan**

Sacred Heart School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Lincoln Elementary School
2. Off Campus – across the street at Titus Funeral Home

### **Discipline**

#### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

#### ***Suspension***

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

#### ***Expulsion***

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

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

## **Drugs, Alcohol and Weapons**

The use or possession of weapons, drugs, alcohol, tobacco, “look-alikes” of such, or substances injurious to the health of the student is forbidden on Sacred Heart School premises or at Sacred Heart’s events, at home or away.

A student found in possession of any of the above items faces immediate suspension and probable expulsion from the school. A student who shows through writing, drawing, or in conversation, a fascination with drugs or alcohol will be warned and a parent conference will be initiated to prevent difficulties.

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

## **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

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

Tornado drills are held periodically. The procedures are:

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

## **Extra-Curricular Activities**

Sacred Heart School sponsors a number of extra-curricular activities including sports, cheerleading, Science Club, Choir, Student Council, Ed-Com, Spanish, etc. Students must maintain average grades in academics and conduct to participate in these “extra-curricular activities.” Two D’s or one F in any subject area, including conduct and effort, will make a student ineligible to participate in extra-curricular activities. Any student absent a half-day or equivalent to three class periods may not participate in or attend any extra-curricular sponsored activities on that day of absence. All school rules apply at these extra-curricular events. Faculty members, sponsors, and chaperones with just cause have full authority to admit, refuse admission to, or dismiss

any student from an event.

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

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

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
9. Students who are participating in the field trip must ride to and from the field trip with their class. Students not participating in the field trip will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **If a field trip must be re-scheduled due to inclement weather, the original permission slip will be considered valid for permission for the student on the re-scheduled date. Every attempt to notify parents of the re-scheduled event will be made.**

12. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
13. **No younger siblings may accompany the parent chaperone on a field trip.**
14. **No student will be refused attendance for a field trip due to the inability to pay the field trip cost. Please notify the teacher or principal, and an arrangement will be made for your student's attendance.**
15. **All chaperones must have gone through the Diocesan mandated training, have a current criminal background check, and if driving, provide proof of insurance. Drivers must be over 21 years of age, have adequate car insurance coverage, not smoke or consume alcoholic beverages during the field trip, show only G rated movies, have appropriate seating adaptations as outlined by Indiana State Law\* for children 80 pounds or less, and not use cell phones while driving.**

### **\*Indiana Child Passenger Law**

Indiana state law requires that as of July 1, 2005 **all children ride properly fastened by a child restraint, which can include a belt-positioning booster seat, until their 8<sup>th</sup> birthday.**

#### **CHILD SAFETY SEAT GUIDELINES**

Rear Facing Only Infant Seat: From birth to one year of age and at least 20 pounds.

Rear/Forward Facing Convertible Seat: Rear facing until one year of age and 20 pounds  
Forward facing until one year of age or older and 20-40 pounds.

Forward Facing Only Seat: From over one year of age and 20-40 pounds.

Belt-Positioning Booster Seat: From 4-8 years of age and 40-80 pounds and up to 4'9" tall.  
Never use with lap only belts.

Vehicle Lap/Shoulder Safety Belt: From 4'9" in height and 80 pounds.

**It is strongly recommended that all children 12 and under ride in the back seat. If the child must ride in the front turn off air bag or move front seat as far back as possible from air bag.**

**\*Children at least 8 years old until their 16<sup>th</sup> birthday are required to ride properly restrained in a child restraint system or seat belt in all seating positions in all vehicles.**

For more information please call: Automotive Safety Program at 1-800-KID-N-CAR or log on to [www.in.gov/cji/clickit](http://www.in.gov/cji/clickit).

## *Gifts*

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

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

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

## *Grading Scale*

*A = 93 – 100*

*B = 85 – 92*

*C = 77 – 84*

*D = 70 – 76*

*F = 69 or below*

## *Harassment*

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

## *Health Services*

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

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

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

## **Illness**

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

We encourage perfect attendance, but please keep your child home when the child has had a very bad cough or any contagious disease. If your child has been absent because of a contagious disease they should have a release note from the doctor.

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

Students are not to be sent to school ill (i.e. temperature above normal.) Temperature must be within normal limits (97.6F – 99.6 F) for 24 hours prior to being sent to school. This means that students must be fever free **without medication** for 24 hours. Students must not be in school if they are vomiting, having diarrhea, a rash of undetermined origin or oral temperature 100 degrees F or above.

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

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

## Accidents

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

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

## Medication

Employees of the school (i.e., school nurse, principal, school personnel) may administer prescribed medications including injectable insulin, or blood glucose test by finger prick only if **written permission is obtained from the physician and parent or guardian.** The school will provide this form. A new permission form must be obtained at the start of each new school year. School staff will be trained by the nurse on proper technique of medication administration and blood glucose test. This administrative regulation is in compliance with the policy IC 20-1-1-6: IC 20-1-6-4 :IC 20-1-6: IC 34-30-14. Oral medication will be administered between the hours of 7:30 a.m. to 2:30 p.m. No exceptions.

The parent or guardian of the student must provide medication. Medication must be in the **original container** for any over the counter medications and in the **original pharmacy bottle** for any prescribed medication. All medications must be labeled, and are to be brought to the Nurse's office before school begins.

Students may not have medication in their possession while on school premises, without written permission of the parent or guardian, written authorization of the student's physician and agreement signed by the student. This permission and agreement form is kept in the Nurse's office. **By law, school personnel are prohibited from dispensing any medication except under the direction of a physician.**

- **Prescribed medications must be in their original container with specific directions.**

- **Medications must be kept under lock and key in the school nurse's office.**
- **Although office personnel attempt to be certain students take their medicine, it is the student's responsibility to come to the office at the proper time.**
- **Over the counter medication can be given only with written permission of the parent or guardian on a daily basis.**
- **Herbals and vitamin supplements will only be administered by school personnel if there is a written form signed by the student's physician and parent, on file in the school/nurse's office.**
- **Medications should be brought to the office personnel by the parent. Students should not have any medications with them unless exceptions have been cleared by the administrator with the cooperation of the family physician and parent.**

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

## **Communicable Disease**

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

## **Immunizations**

All students are to be properly immunized according to Indiana State Board of Health guidelines. No student shall be permitted to attend school for more than **20 days** beyond the opening date of the school year without furnishing a physician's certificate of having received the proper immunization. It is the responsibility of the parent/guardian to provide a copy of the original immunization record at registration.

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

IC 20-34-4-2; IC 20-34-4-5

## **Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, Sacred Heart School uses a Wednesday folder system. Official school-wide emergency communications are sent using the school e-mail system.

## **Homework**

Homework is an integral part of student life and a serious responsibility. It is assigned as a means to help pupils preview, drill, comprehend, and enrich subject matter taught in the classroom. Only neat and complete class work and homework will be accepted by teachers. The quantity of the homework given will be dependent upon the age, needs, and ability of each child. Students are expected to complete homework assignments at home and not in school during other class periods. Students generally have time in class to begin their homework assignments. This is important in the event that a student needs additional help from the instructor in order to complete the assignment properly. Homework will be completed at home in addition to completing any assignments not finished during the school day. It is the responsibility of the student to return completed homework to the teacher. A Homework Notice will be sent home to the parents when homework is not turned in. Parents are to review, sign, and return this notice as well as any papers that are sent directly to their attention. This is essential to keep parents abreast of a student's progress.

## **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 3:00 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out

## **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in**

**the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **Lunch Program**

Sacred Heart School offers a hot lunch program daily. Meals are prepared through the services of outside vendors. Parents may make payments on the student lunch account through the school office and view the student Lunch Account through Power School. The cost of each meal will be deducted from the Student's Power School Lunch Account. The cost is \$3.25 per day except for Wednesday Special Lunches.

Sacred Heart students participate in the school milk program provided by the Federal Government. Through this program one-half pint of milk is available to each student who wishes, on a daily basis. The milk fee is paid in the school office at registration for the whole year. Milk prices are provided at registration. A choice of chocolate or white is available and decided at the beginning of the school year. No refunds or deductions are made for days absent.

Students must place their order for a hot lunch on a monthly schedule. Those choosing not to purchase hot lunches may bring a cold lunch from home. Milk is available to all students. The consumption of caffeinated drinks and soft drinks is prohibited. If a student is not eating a school lunch, his/her lunch must be at the school prior to 8:00 a.m. If not, a hot lunch will be ordered for the child at the parent's expense. This ensures that each child has a lunch. **As a courtesy for all students, "Fast-food" lunches are not to be brought into the school cafeteria. If you would like to take your child out for lunch, you may sign him/her out for the lunch and recess period. Parents are welcome to join their student for lunch at any time. Please notify the office if you would like a hot lunch.**

Special lunch days such as Arbys, Quiznos, Pizza Hut and Hot Dog Day will occur on Wednesdays. Arbys, Quiznos, and Pizza Hut are deducted from student lunch accounts. HASA parents sponsor Hot Dog Day, and students bring lunch money on that day. Lunch account balances may be accessed on Power School. Parents are responsible for checking account balances and insuring that the balance is sufficient to cover ordered school lunches. Student's whose lunch balance reaches **negative \$10.00** must carry lunch until the balance is positive.

Students are to remain seated and orderly in the cafeteria. Courtesy, respect, and dignified conduct are expected at all times. Students who are continually corrected will lose their cafeteria privileges. Quiet conversation and proper table manners are mandatory. All students are responsible for cleaning up after themselves, which includes wiping up spills and crumbs, and throwing away garbage. No food or

beverages are allowed outside of the cafeteria. Cafeteria workers and supervisors are to be obeyed at all times. Students not obeying cafeteria rules will be subject to disciplinary action.

### **Medication**

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

- b. Child's name
- c. Name of doctor prescribing the child's medication
- d. Frequency
- e. Dose
- f. Date

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

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### **Off-Campus Conduct**

The administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

**This off campus behavior includes, but is not limited to cyber-bullying.**

### **Office Records**

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

### **Out of Uniform Guidelines**

#### **Students may wear:**

- \*jeans
- \*tennis shoes
- \*short socks

- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts
- \*sweatshirts
- \*jogging suits
- \*nail polish
- \*jewelry
- \*dresses
- \*slacks

**Students may not wear:**

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats

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

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

**Parents As Partners**

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

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

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

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

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

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

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

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

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

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

### **Parent Teacher Organization**

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

By-Laws for HASA are available.

### **Parking Lot Procedures**

#### **MORNING ARRIVAL**

- **Doors open for student arrival at 7:30 a.m. There is no supervision prior to 7:30 a.m. so be certain you do not drop your children off before then.**
- **Drop Off Procedures**

All vehicles should enter Sacred Heart School grounds on the north (Ft. Wayne St.) west drive, which is the main entrance to the Church. Please remain in the line that forms. All students should be dropped off as the traffic stops under the portico. The students should exit the car and proceed to the nearest door. Any person who needs to accompany the students into the Main Office should park in the areas east of the main church entrance. Please drive slowly and carefully in the lot since many children may be out on the parking lot. All vehicles should exit the east exit of the main drive, or the east exit onto Harrison St. near the Rectory.

- **DO NOT HAVE YOUR CHILD WALK ACROSS ANY OF THE PARKING LOTS WITHOUT AN ADULT.**

## **Pick Up Procedures**

All vehicles should enter Sacred Heart School from the Ft. Wayne (North) St. entrance to Sacred Heart Church. This may necessitate lining up on Lindberg Street to proceed north to Ft. Wayne and then east into the parking lot. The teachers, or staff, on duty for dismissal, will dismiss students. Each parent will have a nameplate visible in the front window so the student's name may be called. If you have an appointment with a teacher or are coming into the office, you must park in the east lot and come into the office. As in the morning at drop off, you simply drive along the front of the school to pick up your child. Any children still waiting in the school after all the cars are gone will be brought to the office to wait. After that point, the parent must then park and come into the office to sign the child out. No child will be left on the porch or in the school lobby. All cars should exit the parking circle using the east drive on the Ft. Wayne St. side.

- IF SOMEONE ELSE IS PICKING UP YOUR CHILD, PLEASE LET OFFICE PERSONNEL KNOW IN WRITING.

**PK-3 AM class will dismiss at the West door (the door by the new classrooms). Parents should line up next to the Parish Office and wait for the teacher to walk your child to the car.**

**PK-4 AM class will dismiss at the Ft. Wayne (North) St. Door. Parents should line up and wait for the teacher to walk your child to the car.**

**PK-3 & PK-4 PM classes will dismiss with the rest of the students in the regular pick-up line.**

**Students may ride the Warsaw Community Schools' bus, or KABS. They will be dismissed, under the direction of a staff member, when the bus arrives.**

**Any student who walks or rides a bike, will be dismissed after all cars have exited the area.**

This plan was created with the safety of all children in mind, and may be amended if circumstances of construction or church event might jeopardize the safety of students arriving or dismissing.

## **Parties**

Students are permitted three class parties a year: Fall Parties, Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these three parties. We would appreciate treats be already prepared into individual servings.

## **Personal Belongings**

The school provides coat racks, “cubbies” and desks to accommodate the personal belongings of students. We cannot be responsible for items of considerable worth or excessive amounts of money that are brought to school by students. Parents are urged to monitor what their children bring to school with them. Please note that glass containers are unsafe and must not be sent to school.

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

### **Phone**

A phone is available for use by students only in the event of an **emergency**. Students will not be allowed to use the phone without written permission from their teacher. **Students may not use the phone to get permission to go to someone’s house after school or to change after school plans. No students are to have or use cell phones during school hours. Students will not be allowed to call home for forgotten homework assignments, gym clothing, library books or lunches, etc.** Please assist your child with developing organizational skills so that he/she will be properly prepared for class, lunch and extra-curricular activities. School personnel or students will not be called to the phone during school hours unless it is an emergency. Phone messages are highly discouraged but will be taken by school personnel and delivered prior to dismissal.

### **Picture Day**

School pictures are taken annually in the fall. Students are not required to wear their uniforms for these pictures. They are to wear clothing as designated in the Handbook under “Out of Uniform Day.” Purchasing school pictures is optional.

### **Promotion Policy and Retention Policy**

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

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

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may be recommended for transfer to another area school.

## **Report Cards/Progress Reports**

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

**Progress Reports** will be given mid-way between each nine-week grading period.

Grades are a reflection of the work the student has accomplished in a particular subject area. They are a combination of written and oral work, classroom participation, homework, effort and test scores. In addition to grades for particular subjects, students will be graded on completing assignments, effort and conduct. Electronic reporting of student progress will be available to parents on-line through Power School. Parents and students will be given individual access codes in order to obtain the information from Power School. Parents without access to the Internet may obtain copies of the reports by submitting written requests either to the office or to their child's teacher, or may arrange to access the on-line program through the school library.

## **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 2:30 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 2:30 PM without a teacher, face detention, suspension, or expulsion.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Sacred Heart School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## **School Hours**

Grades K through 6: 7:30 AM – 2:30 PM. Students not in their homeroom at 7:45 AM are considered tardy. **No student should arrive prior to 7:30 a.m. There is no supervision for students arriving prior to 7:30 a.m. (unless these students ride the Warsaw Community Schools bus)**

PK 3 and PK 4: 8:30 a.m. – 11:00 a.m. and 12:00 p.m. – 2:30 p.m.

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

The school doors are opened for students at 7:30 AM. School is dismissed at 2:30 PM each day.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 2:30 PM will receive:

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

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

### **School Office Hours**

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

### **School Property**

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

### **School Safety**

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

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

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## **School Security**

Doors on the east and west sides of the school building and gym doors remain locked at all times for security reasons. Parents should use the church doors (DOOR NUMBER ONE) when entering the building.

A security system at the school entrance (by the school office) will be activated daily at 7:45 a.m. until the end of the school day. All persons who enter the school building must sign in and wear an identification badge. This arrangement has been initiated to provide total school security for your child(ren) while they are in the school building. As a courtesy, please do not go to your child's classroom without requesting a conference time with the teacher. After the first day of school, parents should not accompany their child to the classroom. If you are delivering items for the classroom or your child, the office will be happy to assist you.

As it is difficult to have outside security while students are at recess, adults and students will be instructed to report any unusual activity. Students will be instructed by school personnel on how to act and react to such behavior while on the playground.

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

### **School Visitors -**

For the protection and security of the students in the school, it is required than any person entering the building during the school day come directly to the office before going to any other part of the school. The log kept in the office will be used in the case of emergency to check that all persons have exited the building. It is important that all guests sign in and out of the guest registry. Parents are asked not to interrupt teachers while class is in session, or go directly to the classroom door to drop off or pick up a child. If you have a need to speak with a teacher, please contact the office for an appointment. Parents are always welcome to visit class when advance arrangements have been made with the teacher. The only access to the school is through the doors near the Main Office. Please do not ask a student to let you in any other door. Arrangements for access at another door may be made through the School Office.

### **Service Projects**

The stewardship program for students in Kindergarten through Grade 6 is entitled "Light the World." The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities

through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6<sup>th</sup> grade** will participate in projects directed toward the hungry and homeless.

### *Special Needs*

Students experiencing difficulty with the academic program can receive individual attention. Adjusted programs may be implemented after assessment in the classroom. Upon review and recommendation of the Building-based Student Assistance Team, a student may be referred for further evaluation to determine appropriateness of an IEP or 504 contract. Students needing academic assistance may be given individual or small group assistance through Viking Ventures or Homework Help.

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

The special education cooperative receives referrals from a variety of individuals who may have a concern that a particular child has special educational needs. In the school setting, the child's teacher or building principal may initiate the referral. Parents who are concerned about their child's educational performance may also initiate a request for evaluation. Once a referral has been made, the public school provides a school psychologist who will lead the evaluation team.

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

Students who are eligible for services because of a communication disability will receive their speech/language services at the site of the private school. However, the amount of those services may be limited, or reduced as compared with services available in the public school.

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

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

### **Spiritual Activities**

**Mass** - Each week, all student and teachers participate in the celebration of the Eucharist. In addition, opportunities are provided for special school Masses and Prayer Services throughout the year. All students will be issued envelopes to be used at the weekend liturgies. It is suggested that parents assist the student with opportunities to earn money to be shared as their stewardship obligation.

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

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

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

### **Student Directory**

A Student Directory listing students’ and parents’ names, addresses, home telephone numbers, and e-mail addresses will be available in the school office by the end of September. The Student Directory should be used to acquaint parents with the

names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes. Stop in the office if you are interested in a directory.

### **Student Records**

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

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Sacred Heart School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

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

### **Telephone**

Permission to use the telephone must be obtained from the school secretary/principal or teacher. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

**Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's backpack or in his/her possession.**

### **Testing**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Terra Nova is given in Grades K through 2. The Primary portion of the NWEA is also administered to grades K, 1 and 2. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5. Students in grades 2-6 take the NWEA and students in Grades 3-6 take the ISTEP+.

## **Title IX**

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

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

## **Uniforms and Dress Code**

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

School Belles, Inc.®  
Phone 1-800-548-3883

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

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

Students, PK-4 through Grade 6 must be in uniform every day. The first Monday of every month will be “Casual Monday.” There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. Dress passes may not be used on a School Mass Day. Students must bring the dress pass with them in the morning, or they will be refused entry to class. The student will remain in the office while a parent will be called and may either bring the uniform to school, or may bring the “Dress Pass.” **There is a special uniform for Physical Education classes, also to be purchased through the school office at the registration or at Designs by Kim in downtown Warsaw.**

**Sacred Heart** School sweatshirts, which can be worn with both the P.E. uniform and the school uniform, are ordered through the school only.

School socks may be crew length or ankle socks. Socks should be navy blue, brown, or white. **Socks should include no logo or writing.**

**Skirts should be no shorter than three inches above the knee. (Finger-tip length)**

## ***Physical Education Uniform***

***(students in Pk-4 and K may wear appropriate gym clothing and do not have to change)***

Navy cotton uniform shorts may be worn. All shorts should be fingertip length.

Red 100% Cotton T-Shirt with Logo

**High top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.**

Sneakers must be worn with socks

## **Uniform Guidelines**

### **Boys' Attire**

- Navy blue uniform pants, corduroy or twill, pleated or plain front sized according to appropriate waist measurement and length (No oversized, baggy, or flair legged are allowed or cargo pockets. No pants are to be worn below the natural waistline.) Navy blue shorts (above standards) are acceptable September through October and April through June. and must be knee/fingertip length.
- Red or white knit polo shirts, or white oxford/cotton shirts, long or short sleeved. Shirts must be tucked in, not rolled. White or red knit uniform shirts designed to fit at the waistline (banded), short or long-sleeved are acceptable.
- Navy blue, brown or black belt.
- Black, white or navy blue crew-length socks.
- Brown, navy or black dress shoes, penny loafers, deck shoes, bucks, saddle shoes or **solid** white, black or navy low-top tennis shoes are acceptable footwear. There should be no striping, or flashing lights, wheels, or designs on the tennis shoes. No above the ankle hiking or construction type boots or cros.

### **Girls' Attire**

- Grades K-4 – Plaid Jumper
- Grades 5-6 – Plaid Jumper or Skirt. **Note:** Modest length, no more than three inches above the knee when kneeling (fingertip length). **Excessively short skirts will result in an Out of Uniform Slip.**
- Navy blue trousers, corduroy or twill, pleated or plain front sized according to appropriate waist measurement and length. Navy blue shorts (above standards) are acceptable September through October and April through June) and must be fingertip length. Navy blue, brown or black belt if pants have belt loops. No cargo pocket pants, oversized, baggy or flair legged pants.
- Red or White knit polo shirts, or white oxford/cotton/Peter Pan collared shirts,

long or short sleeved. Shirts must be tucked in, not rolled. Only top collar button may be open. White or red knit uniform shirts designed to fit at the waistline (banded), long or short-sleeved are acceptable.

- Plain white, or navy blue crew-length, knee socks, or tights, exclusive of decoration. Solid navy leggings may be worn under a jumper or skirt.
- Hair bands, ribbons and bows must be navy, red or white (or the plaid which can be purchased through Schoolbelles.) Beads, or other hair ornaments not of the above plain colors, are unacceptable.
- Brown, navy or black dress shoes, penny loafers, deck shoes, bucks, saddle shoes or solid white, black or navy low-top tennis shoes are acceptable footwear. There should be no striping, or flashing lights, wheels, or designs on the tennis shoes. NOTE: No platform shoes, crocs, dress boots, clogs, sling-back or open-toed sandals or neon colored styles. No heel should exceed 1-½ inches.

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

## **Boys’ and Girls’ Options**

Red or blue dress sweatshirts, sweaters, sweater-vests or fleece with the Sacred Heart logo or purchased through Schoolbelles, the school or HASA sales are acceptable. Oversized, ripped, written on, or otherwise untidy sweatshirts are unacceptable and will not be allowed. Team shirts may be worn on special days with approval by the principal and arrangements with the coach.

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

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

**All students** – hair should be neat with bangs above the eyebrows. Boy’s hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists**. **Extreme hair coloring and bleaching is not permitted**. No beads or scarves should be worn in the hair. All hair ornaments must be red, white or navy in color.

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

No visible tattoos of any kind.

No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops**. Boys may not wear earrings of any type.

**Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

Girls may wear plain navy blue leggings under their uniform.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

**Brownie/Scout Uniforms** – Students may wear the scout uniforms on meeting days.

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

### Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer in any capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher, the students and to the educational process.

### Volunteers

A Volunteer Handbook is available. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

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

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

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television and radio stations. We will follow Warsaw Community Schools. Messages will be sent to the e-mail account listed on a student's file. Staff will not make phone calls home to notify you of this early dismissal. It is the responsibility of the parents to listen to the radio or tv if weather conditions deteriorate.

**FIELD TRIP PERMISSION SLIP**

To Whom It May Concern:

I hereby ask permission for my son/daughter \_\_\_\_\_

to attend \_\_\_\_\_

(Description of place or activity)

leaving on \_\_\_\_\_ ;

time leaving \_\_\_\_\_ ;

time returning \_\_\_\_\_ .

Educational Purpose of the Trip \_\_\_\_\_

\_\_\_\_\_ .

Students will need: \_\_\_\_\_

I do not hold anyone connected with this activity responsible if any misfortune should occur. I understand and support the fact that my son/daughter must comply with the directions given by the school to the group involved in this activity.

In order for my child to go on this field trip, he/she must have all assignments up to date and must have acceptable behavior prior to the field trip.

Transportation: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

(Keep for emergency purposes.)

## *Parent Signature Page*

I have read and discussed with my student(s) the 2009-2010 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

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Parent signature

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Date

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Parent signature

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Date

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Student signature

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Date

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Student signature

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Date

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Student signature

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Date

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Student signature

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Date

***SIGNED FORM DUE in school office : August 21***