



# **Sacred Heart Catholic School**

## **Student/Family Handbook 2021-2022**

### **Faith – Family – Learning**

## **Academics and Curricula**

### **Academic Standards**

Sacred Heart Catholic School follows the standards and sacramental guidelines set by the Diocese of Green Bay Department of Education and the Wisconsin Department of Public Instruction. Students are required to maintain a Grade Point Average greater than 1.0 in core academic classes. When a student's GPA falls below 1.0 (D Average), the parents/guardians, student, teacher(s), and principal will meet to determine an appropriate course of action to support the child's growth.

### **Student Success**

Teachers are required to notify the principal, by writing a student success plan, when a student has an unmet expectation or benchmark. Student success plans will be written when a concern arises in the areas of faith formation, achievement, growth/progress, behavior, school skills/work ethic, or external influence/life events. Once a success plan is drafted, the principal will follow-up with teachers to ensure the plan is being implemented and bringing about the desired improvements. Parents/Guardians will be notified accordingly.

### **Grade Placement/Promotion Standards**

Sacred Heart has tough standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on student readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

### **Field Trips**

Sacred Heart Catholic School encourages field trips as part of a diverse curriculum, and therefore field trips are considered mandatory. Students can be denied participation if they fail to meet academic or behavioral requirements as determined by the teacher and/or principal. The principal will approve all field trips.

Parents/Guardians will be asked to sign a permission form for all field trips that require bus transportation, fees, or special supplies. Walking trips and routine trips, such as to the public library, are approved by parents/guardians on the annual acknowledgement page at registration.

No child will be denied participation in a field trip due to inability to pay associated fees. Parents/Guardians should contact the school office to request assistance when needed.

Student emergency information and a first aid kit will be taken on field trips.

Bus transportation will be used for non-walking field trips when financially feasible. A \$2 per student fee will be charged for bus transportation. Private passenger vehicles may be used on rare occasions. Diocese regulations regarding private passenger transport of students will be followed.

## Grading Procedures

### Grading Scales

- Preschool and 4K student progress will be measured two times per year - early December and early May. Skills will be marked Consistently Demonstrates, Usually Demonstrates, Developing, or Not Evaluated.
- Grades K-2 do not earn letter grades. Marks are given quarterly. The grading code for these grades is:
  - S+ Very Good, Exceeds Basic Requirements
  - S Satisfactory Progress
  - S- Having Difficulty Meeting Basic Requirements
  - P Progress Shown but Below Grade Level
- Grades 3-8 earn letter grades and a GPA is calculated accordingly. Grades are given quarterly.
  - 99-100% A+
  - 95-98 A
  - 93-94 A-
  - 91-92 B+
  - 87-90 B
  - 85-86 B-
  - 83-84 C+
  - 79-82 C
  - 77-78 C-
  - 75-76 D+
  - 70-74 D
  - 69 D-
  - 68 P
  - 67 and lower U

### Honor Roll

Each quarter, students in grades 6-8, with a GPA of 3.0 to 3.49 and no D or F will be awarded Honors and students with a GPA of 3.50 to 4.0+ and no C, D, or F will be awarded High Honors. Honor roll students will receive a certificate documenting their achievement.

## **PowerSchool**

PowerSchool is our web-based gradebook and our use thereof is mandated by the Diocese of Green Bay. Parents/Guardians can log into PowerSchool to check their student's attendance, grades and food service account balances. Please contact the school office for help in learning how to log-in.

## **Progress Reports**

Students in grades 4K-8 will receive report cards quarterly and mid-quarter reports as deemed necessary by classroom teachers. Preschool students will receive report cards two times per year. These reports are a means of communicating with parents/guardians and students about the progress that is being made. Comparing reports between students is discouraged. Be aware that grades can change between mid-quarter and the end of the quarter. **Please sign and return the report card envelope each quarter, KEEP THE REPORT CARD.**

## **Graduation**

Upon successful completion of all coursework in 8th grade, students will graduate from Sacred Heart Catholic School. Students will receive a signed diploma. A Graduation Mass and ceremony will be planned to honor the achievements of the students. Attendance by graduates is expected at the special Mass and ceremony. Traditionally the 7th grade families plan the graduation ceremony.

## **Homework Agreement**

Assignments are an integral part of the students' learning experience and are considered part of the instructional program. Homework is an essential part of learning; it reminds the students of what was presented in class and helps the students remember the concepts. Homework is due at the beginning of the school day or class period. A specified time should be set aside for reading, studying or for special projects each day. Incomplete homework may result in no credit. Students requiring additional support or time should make arrangements with the assigning teacher. For unexcused absences, class assignments and homework will be due and the credit given at the teacher's discretion. Students in Kindergarten to Second grade may have about 15 to 30 minutes of homework per night. Students in Third to Fifth grades may have 30-45 minutes per night. The students in Sixth to Eighth grades may have 45-60 minutes per night. These times are not set in stone, but are average.

## **IDEA – Individuals with Disabilities in Education Act**

In partnership with the Shawano School District, we are able to offer limited services to students with special needs. Each student's case is reviewed and services will be discussed annually. These federal dollars are limited. The required annual parent meeting regarding equitable funds is scheduled each spring.

## **Library**

We maintain a library with a diverse collection of print materials available to students and staff on a check-out basis. The library collection is intended for use by students in both academic work and leisure reading. The librarians can be reached at [library@sacredheartshawano.org](mailto:library@sacredheartshawano.org).

### **Check-out Procedures**

Preschool and 4K students are allowed to check-out 2 items while students in K-8 are allowed to check-out 3 items per week. Items are due at the start of the next week's class time or as otherwise instructed. One renewal per item is permitted. Special book bags are provided for the Preschool - Kindergarten students to help develop responsible habits.

## **Literacy**

Students in Kindergarten-8th grade will be assessed at the start of the school year and quarterly thereafter on their individual instructional reading level. This assessment is facilitated by the classroom teacher. Parents/Guardians will receive notification of their child's reading level and information about grade level expectations. Reading at home is highly encouraged and further outlined in the Homework Agreement.

## **Standardized Tests**

Students in grades K-8 will take the Measure of Academic Progress (MAP) test up to three times per year. Depending on the grade, students will test in the subjects of reading, math, language, and science.

## **Technology Agreement**

Each student and his/her parent/guardian must sign an Acceptable Use Agreement for Computers and Telecommunication Agreement at the time of registration. Students may not use the school's computers or other telecommunication devices until a signed agreement is on file in the school office.

Furthermore, students must adhere to the following:

\*As computer users, students will agree to follow School Expectations in all work with computers. Students will recognize that all computer users have the same right to use the equipment and that these resources are meant for academic purposes only. Students agree to be responsible and use consumable supplies, such as paper and ink, without waste. Food and drink are not allowed near computers.

\*Students must be responsible and recognize that copyright laws protect software and therefore no unauthorized copies of software should be made, used, sold, or borrowed. Students are not allowed to bring their own storage devices, such as thumb drives, because the risk of infection is too great. Each student will be given a safe space to save files.

\* Network administrators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Files stored on the server and in Google Drive are not private.

\*Students should exercise caution and careful judgment when sharing personal information online. Our network is filtered by a Child Internet Protection Act qualified filter. It is possible, however, that a student may still encounter material that is considered inappropriate. Students are responsible for not pursuing material that could be considered inappropriate.

Students who choose to violate these directives and those outlined in the Acceptable Use Agreement will lose their computer and technology privileges at school.

## **Title I – Support for Reading and Math**

In partnership with the Shawano School District, we participate in the federally funded Title I program which offers support to students struggling in reading and/or math. Student achievement data and teacher input are considered when selecting students to receive Title I programming. Parents/Guardians must give permission for their child to participate. Title I services are only available to students in the grades that Title I services are offered in the public school. Attendance

## Excessive Excused Absences

A student is allowed ten (10) days of excused absences per school year. The 11th absence that is requested to be excused will be marked as unexcused, unless otherwise permitted by the principal. A doctor's note may be required. More than ten (10) excused absences from school is considered excessive.

## Truancy

School attendance is mandatory in the state of Wisconsin. Truancy is defined as any absence for part or all of one or more days from school. Wisconsin Statute 118.16 further defines a habitual truant as a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

The school secretary acts as our School Truancy Officer and will document absences accordingly to abide by state law. Parents/Guardians will be notified of unexcused absences and any accumulation thereof. Appropriate law enforcement agencies will be notified if/when a student is deemed truant.

## Absentee Procedure

Sacred Heart Catholic School has a closed campus. For reasons of safety, students may not leave the school campus without written parental/guardian permission. The student must be signed out of the school office by a parent, guardian, or authorized adult. The school office needs to be notified **IN ADVANCE** of pre-arranged vacations and other extended times away from school. **Remember that if a student has more than 10 days of excused absence per year, including vacation time, that the 11th day requested as excused will be marked as unexcused which can lead to truancy.** Parents/Guardians and teachers are encouraged to work together to determine what work will need to be completed when/while a student is absent.

## Vacation Planned Absence Form

**When planning a vacation, students must obtain a planned absence form from the office at least 3 days in advance of a planned absence. It must be filled out by the parent and the teacher.**

Students can be excused from school for the following reasons: illness, funerals, school-related activities, medical appointments, family emergencies, and court ordered appearances. It is the responsibility of parents/guardians to notify the school office in advance, when possible, of their child's absence from school.

### Attendance definitions:

If a student arrives at school at 8:15am he/she is considered tardy.

If a student arrives **after** 9:30am he/she is considered absent ½ day.

If a student leaves **before** 10:15am he/she is considered absent for the whole day.

If a student leaves during his/her lunch period and does not return he/she is considered absent ½ day.

If a student leaves **after** 2:40pm he/she will be considered here all day.

## Tardy Procedure

Students are considered tardy at 8:10am and will need a pass from the school office in order to be admitted to class. A reason for the tardiness needs to be given via a note or a phone call. An unexcused tardy will be noted if a child arrives at school after 8:15am and no notification or reason for tardiness is received from the parent/guardian. Tardies count towards truancy.

## Excused Full-Day Absence Notification Expectation

Parents **must call or email** to notify the school office of any absence prior to 9:30am on the day of the absence and state the reason for the absence. [office@sacredheartshawano.org](mailto:office@sacredheartshawano.org)

### Excused Mid-day Absence Procedure

1. Parent/Guardian must contact the school or provide a written excuse stating date/time, and destination.
2. Parent/Guardian **must report to the school office to sign out their child**. Please enter school through Door #5 on Center Street.
3. Upon return, the student must sign-in at the office.

## Unexcused Absence Procedure

If no call is received prior to 9:30am the student's absence will be marked as unexcused. The office will place a call to the parent/guardian to confirm the absence.

## Perfect Attendance Awards

Perfect attendance is defined as no absences per school year. Excellent attendance is defined as 3 or less absences per school year.

## Accreditation

Sacred Heart Catholic School is proudly **accredited** by Wisconsin Religious and Independent School Accreditation. We meet high standards to provide an exceptional education for our students. Sacred Heart Catholic School has been accredited since 1996.

## Affiliations

Sacred Heart Catholic School is **affiliated** with the National Catholic Education Association. Sacred Heart Catholic School is **associated** with Sacred Heart Parish. Sacred Heart Catholic School co-founded the Parochial School Partnership with St. James Lutheran School in 2014.

## *Vision Statement*

We, Sacred Heart Catholic School, in unity with Jesus Christ, our families and parishes, envision our school providing a strong foundation in the Catholic religion, where we integrate our morals and values into a high quality academic program centered on students' individual needs therefore creating lifelong learners distinguished by how they live their faith!

## *Mission Statement*

Sacred Heart Catholic School educates our students to witness for themselves and others, the Sacred Heart of Jesus. Therefore let us work cooperatively to ensure the optimum academic, spiritual, physical and social growth of every student.

Behavior and Discipline

## School Rules/Expectations

At Sacred Heart Catholic School, students are expected to:

- **Live Your Faith**
- **Be Responsible**
- **Be Respectful**
- **Be Safe**

## **Discipline**

All school staff have the authority to discipline students. Teachers and the principal will have discretion over disciplinary matters. Students who choose to not follow our expectations will be expected to “fix” their choice or accept a consequence for their actions. Consequences for misconduct can include suspension and expulsion. Sacred Heart Catholic School reserves the right to discipline a student for conduct on or off school grounds that could be detrimental to the reputation of the school. Certain behaviors are not tolerated and action steps made to such behaviors will depend on several factors such as: age of the child, severity of the event, intentions of an event and history of previous or similar behaviors. It is important to note that the administration will decide what offense is appropriate based on the above factors and that this is a general guideline. Sacred Heart Catholic School also reserves the right to search anything a student brings onto the school campus.

### **Misconduct**

Misconduct is considered any choice that can be deemed unbecoming of a Catholic, disrespectful, irresponsible, or unsafe. Examples of misconduct include, but are not limited to, disobeying authority, not completing assigned work, disrupting class, lying, disrespect, cheating, lacking manners, loitering, and touching others.

### **Serious Misconduct**

Serious misconduct is considered a choice that can be deemed immoral, harassing, illegal, or dangerous. Examples of serious misconduct include, but are not limited to, bullying, threatening behavior or harassment, swearing, inflicting physical harm, possession or use of any product containing nicotine, vaping, drinking, drugs (prescription or nonprescription), inhalants, weapons, theft, plagiarism, truancy, and causing damage to property.

**Bullying:** GBD Policy #5160 Bullying or harassment is defined as unwelcome verbal or physical contact that involves some sort of force, whether overt or subtle. Staff will be filling out a form for each incident to be documented.

**Tobacco/Nicotine Products:** Possession or use of any product containing nicotine is not allowed at any time in the school or parish building, or on campus, at school functions off school property, or in any vehicle used for school purposes. This includes but is not limited to vaping, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes (all types), and all “look-alike” products.

**First and Second Infraction:** Each infraction is recorded in the school office. Parents/Guardians will be provided a copy of the report and are expected to sign and return the original report to school on the next school day. Parents/Guardians will be provided a courtesy copy of the report to keep. The student may be asked to call and inform his/her parent/guardian by phone of what occurred at the time of the infraction. Law enforcement will be notified as deemed necessary by the principal. The principal has discretion to suspend a student on a first or second infraction. Immediate suspension will take place for possession of a dangerous weapon such as guns, and any form of knives.

## **Probationary Enrollment**

Students with unresolved behavior issues, attendance concerns, or academic underperformance may be placed on probation. The principal has discretion in matters of probation. A formal probationary enrollment agreement will be drafted by the Admissions Director stating the conditions and timelines of the probation.

## **Suspension**

A student may be placed on SUSPENSION for serious misconduct occurring on campus, serious misconduct during school related activities off campus or for continued misconduct.

1. The principal will determine if suspension is reasonably justified.
2. Immediately, the parent/guardian will be contacted for a conference. Student, parent/guardian, principal and teacher will discuss the reason and the decision for the suspension. A written record of the conference will be kept on file apart from the student's permanent record.
3. A student will not be suspended for more than five (5) consecutive school days.
4. The Pastor is to be notified of all suspensions.

***In-school suspension:*** Students will be provided with school assignments to be completed by the end of the day or finished as homework. Homework will be assigned as normal..

***Out-of-school suspension:*** Students will be provided class assignments and homework while on suspension to be completed and turned in upon return to school.

## **Expulsion**

A student may be EXPELLED after all efforts of motivation and counseling have failed, for serious misconduct or after three (3) suspensions.

1. The principal will determine if expulsion is reasonably justified and will confer with the Diocesan Office of Education and the Pastor.
2. Parents/Guardians will be informed by written notice of the expulsion.
3. A conference between the parent/guardian, student, principal, and teacher(s) will be held to discuss the grounds for expulsion. A written record of the conference will be kept on file apart from the student's permanent record. The student's permanent record will indicate expulsion as the reason for transfer.
4. The student may be given the option to withdraw in lieu of an expulsion with the written agreement that they will not reapply to the school for a minimum of one year without incident.
5. Expulsion will be reported to the student's home school district administrator.
6. Student and parent/guardian will be notified in writing of their right to appeal to the School Board within five (5) days of the expulsion.
7. The student, parent/guardian, and principal will be informed in writing of the Board's decision.

## **Suspension and Expulsion Policy**

Behavior that violates the school's policies on suspension and expulsion.

It should be noted that decisions regarding suspension are made by building administrators and recommendations for expulsion are made by the Parish Priest. Thus, a teacher's decision to remove a student from class for behavior that violates the school's policies regarding suspension and expulsion may, but does not necessarily mean that the student will also be suspended or expelled.

**An appeal may be made to the School Board within 5 working days of receiving the notice of suspension and/or expulsion.**

## **Items Not Allowed**

Students may not bring toys, stuffed animals, or personal athletic equipment to school. Only playground equipment provided by the school will be allowed on the playground.

Furthermore, electronics and media devices are prohibited. Exceptions may be made for students who use their own computing device for classroom work, internet access, etc. These exceptions will be discussed and contracted between the student, teacher, and principal.

Any item brought to school that causes disruption will be confiscated for one day. A second violation will result in the item being confiscated for the rest of the school year.

If a student needs to have a device at school, the device must be silenced and left in the student's backpack when they arrive at school. If a student is seen using their device during school hours (7:30-3:15) it will be turned into the office. The device can be picked up in the office at the end of the day.

## Centered on Christ

### Liturgy

**Students are expected to regularly participate in the life of Sacred Heart Parish and to live their faith!**

**Mass:** As Liturgy is central to our faith, our students and staff in grades 4K-8 attend Mass each week. Preschool students will attend Mass once a month. A portion of each student's Religion grade is based on participation during Mass. Students are expected to be dressed appropriately for Mass. Please refer to the dress code for guidelines. Students and Staff in grades 3-8 will be going to Mass on Wednesday, Thursday and Friday.

Grades 2-8, on a rotating basis, are responsible for planning and carrying out the details of the weekly Mass. Preschool-Grade 1 will be invited to assist other grades. Family members are invited and encouraged to attend Mass with their children.

### Adoration

Students in grades 4K-8 will participate in Adoration of the Blessed Sacrament on the first Friday of each month. Students are welcome to bring personal prayer books, journals, a Bible and/or a rosary during Adoration. The time spent in Adoration is relative to a student's age, but is expected to increase over time. Dress respectfully on days we attend adoration.

### Sacraments

**Baptism:** Students are expected to be baptized. If not, families will work with Father Scott, or his designee, to become baptized.

**First Reconciliation:** Students prepare for and receive their First Reconciliation while in 2<sup>nd</sup> grade.

**First Eucharist:** Students prepare for and receive their First Eucharist while in 2<sup>nd</sup> grade, after completing First Reconciliation. Participation in a retreat for students and parents/guardians is required.

**Holy Eucharist:** Students who have completed their First Eucharist may receive the Eucharist at Mass each week.

**Reconciliation:** Students are offered a time for personal confessions during Lent and Advent.

## **Altar Servers**

Students learn about altar serving in 4<sup>th</sup> or 5<sup>th</sup> grade, depending on the year. Upon successful completion of the training, the servers will be added to the school Mass schedule, and the weekend schedule.

## **Service**

Students will be engaged in service to others throughout the school year. Specifically, an annual service/mission trip is planned for the 8th grade class.

## **Communication**

### **Parent/Guardian – Teacher**

**An assignment notebook is provided to each student in grades 2-8. Parents/Guardians are expected to check and initial their child's assignment book each night in order to know about homework and important notes from the teacher.**

Ongoing communication between parents/guardians and teachers regarding student progress is expected and should take place during school hours 7:30am - 3:30pm by phone, written note, email, or in person. It is appreciated when appointments can be made in advance. Our teachers are very dedicated and will do their best to accommodate parent schedules in order to build and maintain relationships with each family.

### **Parent/Guardian Teacher Conferences**

Parent/Guardian Teacher Conferences are scheduled in the Fall and Spring. Each family is expected to participate in the Fall conference in honor of the partnership they have with the teacher and school staff to provide a quality education to our students. Spring conferences are on an as needed basis and the teacher will contact the parent or guardian.

Additional conferences may be needed and requests for conferences will be accommodated.

### **Expressing Concern**

Problems should be resolved at the lowest level whenever possible. Parents/Guardians should first contact (1) the teacher, followed by (2) the principal, (3) the School Board, and (4) the Pastor, in this order.

### **School Office - Families**

Once per week, Family Folders will be sent home from the school office. A Family Folder is a special folder provided for each family by the school. This folder will contain all of the week's important papers from the school office such as the newsletter, calendar, payment receipts, lunch menus, and flyers from local groups of interest to families.

Family Folders will be sent home with the oldest child in the family. **Please return the Family Folder the next morning.**

### **Website**

Our school maintains a website [sacredheartshawano.org](http://sacredheartshawano.org). Parents/Guardians and others may register as users on the site and receive email notifications of updates to the site or news blasts. All parents/guardians are encouraged to register as website users/members.

## Contact Information

Address: 124 E. Center St., Shawano, WI 54166

Website: [sacredheartshawano.org](http://sacredheartshawano.org)

Main Office: 715-526-5328 Fax: 715-526-4105

Office hours: 7:30am-3:30pm on school days

Find us on Facebook!

Position	First Name	Last Name	Email	Phone
Pastor	Scott	Valentyn	<a href="mailto:svalentyn@sacredheartshawano.org">svalentyn@sacredheartshawano.org</a>	715-526-4101
Principal	Gary	Cumberland	<a href="mailto:gcumberland@sacredheartshawano.org">gcumberland@sacredheartshawano.org</a>	715-526-5328
Administrative Assistant	Linda	Meisner	<a href="mailto:lmeisner@sacredheartshawano.org">lmeisner@sacredheartshawano.org</a>	715-526-5328
Director of Admissions and Development	Autumne	Gee	<a href="mailto:agee@sacredheartshawano.org">agee@sacredheartshawano.org</a>	715-526-5328
Preschool Teacher	Melonie	Reopelle	<a href="mailto:mreopelle@sacredheartshawano.org">mreopelle@sacredheartshawano.org</a>	
4K Teacher	Michelle	Powers	<a href="mailto:mpowers1@sacredheartshawano.org">mpowers1@sacredheartshawano.org</a>	
5K Teacher	Taylor	Lohff	<a href="mailto:tlohff@sacredheartshawano.org">tlohff@sacredheartshawano.org</a>	
1st Grade Teacher	Jami	Gegare	<a href="mailto:jgegare@sacredheartshawano.org">jgegare@sacredheartshawano.org</a>	
2nd Grade Teacher	Paula	Kundingner	<a href="mailto:pkundingner@sacredheartshawano.org">pkundingner@sacredheartshawano.org</a>	
3rd Grade Teacher	Nicole	Seefeldt	<a href="mailto:nseefeldt@sacredheartshawano.org">nseefeldt@sacredheartshawano.org</a>	
4th Grade Teacher	Emily	Stepanek	<a href="mailto:estepanek@sacredheartshawano.org">estepanek@sacredheartshawano.org</a>	
5th Grade Teacher	Kaitlynn	Kupsky	<a href="mailto:kkupsky@sacredheartshawano.org">kkupsky@sacredheartshawano.org</a>	
6th Grade Teacher	Steve	Zais	<a href="mailto:szais@sacredheartshawano.org">szais@sacredheartshawano.org</a>	
7th Grade Teacher	Samantha	Miller	<a href="mailto:smiller@sacredheartshawano.org">smiller@sacredheartshawano.org</a>	
8th Grade Teacher	Scott	Marohl	<a href="mailto:smarohl@sacredheartshawano.org">smarohl@sacredheartshawano.org</a>	
Phy Ed Teacher	Sue	Kenfield	<a href="mailto:skenfield@sacredheartshawano.org">skenfield@sacredheartshawano.org</a>	
Music	Vickie	Wagner	<a href="mailto:vwagner@sacredheartshawano.org">vwagner@sacredheartshawano.org</a>	
Art Teacher				
Learning Support	Julie	Hanauer	<a href="mailto:jhanauer@sacredheartshawano.org">jhanauer@sacredheartshawano.org</a>	
Title I Math/Reading Teacher	Shannon	Neumann	<a href="mailto:sneumann@sacredheartshawano.org">sneumann@sacredheartshawano.org</a>	
Paraprofessional	Sue	Dietz	<a href="mailto:sdietz@sacredheartshawano.org">sdietz@sacredheartshawano.org</a>	
Paraprofessional	Melissa	Marquardt	<a href="mailto:mmarquardt@sacredheartshawano.org">mmarquardt@sacredheartshawano.org</a>	
Paraprofessional	Mariah	Rush	<a href="mailto:mrush@sacredheartshawano.org">mrush@sacredheartshawano.org</a>	
Library Paraprofessional	Jeanne	Boyd	<a href="mailto:library@sacredheartshawano.org">library@sacredheartshawano.org</a>	715-526-5328
Food Service Director	Tanya	Myerchin	<a href="mailto:tmyerchin@sacredheartshawano.org">tmyerchin@sacredheartshawano.org</a>	715-526-5329
Building and Grounds Supervisor	Scott	Pieper	<a href="mailto:spieper@sacredheartshawano.org">spieper@sacredheartshawano.org</a>	
Custodian	Scott	Flaig	<a href="mailto:sflaig@sacredheartshawano.org">sflaig@sacredheartshawano.org</a>	
Home and School			<a href="mailto:homeandschool@sacredheartshawano.org">homeandschool@sacredheartshawano.org</a>	

Booster Club			<a href="mailto:booster@sacredheartshawano.org">booster@sacredheartshawano.org</a>	
Business Administrator	Rita	Berndt	<a href="mailto:rberndt@sacredheartshawano.org">rberndt@sacredheartshawano.org</a>	715-526-4102
School Board	Tim	Ross	<a href="mailto:schoolboard@sacredheartshawano.org">schoolboard@sacredheartshawano.org</a>	
Parish Secretary	Linda	Mathieu	<a href="mailto:lmathieu@sacredheartshawano.org">lmathieu@sacredheartshawano.org</a>	715-526-2023
Coordinator of Student Services	Lori	Mathwich	<a href="mailto:lmathwich@sacredheartshawano.org">lmathwich@sacredheartshawano.org</a>	
Youth Minister	Kate	Ruth	<a href="mailto:kruth@sacredheartshawano.org">kruth@sacredheartshawano.org</a>	715-526-4108

## Dress Code

The values of an institution are reflected in the appearance of those who are a part of that institution. As we are Catholic Christians, and people who are striving to live the Gospel of Christ, it seems appropriate to establish guidelines concerning the dress of all those who are a part of Sacred Heart Catholic School so that our values may be apparent to all who encounter us.

### Modest dress expectations:

- Comfortable and appropriate fit
- Free of offensive words/graphics and those related to skulls, alcohol, tobacco, drugs, sex, or violence
- Free of visible wear and NO HOLES
- Shoulders and chest covered
- Mid -section, back and low back covered
- Skirts and dresses should be within 3 inches of the knee, regardless of leggings/tights underneath
- Shorts should be within one inch of the knee and not be worn unless the temperature outside is greater than 50 degrees at the start of the school day
- Undergarments are not visible
- See through fashions, large, loose knits, and lace openings are not allowed
- Quiet, well-fitting footwear (for safety, flip-flops are not permitted to be worn for school) Hair, if dyed, must be a natural hair color

### Appropriate Dress

Student dress should be appropriate for the day's schedule and activities. Students should consider the day's weather when dressing for school. Our school building is not air-conditioned, yet students are expected to maintain modest dress in all conditions. Consider shorts or skirts and lightweight fabrics on hot weather days.

**Bottoms:** Size should be appropriate for students (i.e. proper fit in the waist and in length). Undergarments should not be visible. Leggings may be worn but must have a shirt that covers the bottom.

**Mass Dress Code:** For Mass, students are expected to dress in tan khaki or black bottoms NO LEGGINGS and a red school polo shirt. Khaki or black shorts are allowed. (see above for shorts requirements)

**Footwear:** Non marking athletic shoes are required to be worn during physical education class. Gym shoes may be kept at school. All footwear must attach to the foot completely; back straps required on all sandals. For safety, it is preferred that footwear cover the majority of the child's foot.

**Field Trips:** Appropriate dress for field trips and class activities will be advised by classroom teachers.

**Grades 5-8 Phy-Ed Dress Code:** 5<sup>th</sup>-8<sup>th</sup> grade students are required to change for gym class unless otherwise instructed. Proper dress includes a t-shirt long enough to tuck in, shorts or sweatpants, and tennis shoes. Further details will be provided from the phy-ed teacher at the start of the school year.

**For Recess:** For recess, students will be expected to wear coats or jackets when the temperature outside is **less than 50 degrees.**

**For Swim Lessons:** For swim lessons, in the spring, students need a swimsuit. Females are to wear a one-piece suit or a t-shirt over the top of their suit to cover any exposed midsection.

**Boots/Winter:** During the winter, **all** students are expected to wear coats, hats, mittens/gloves and **boots.** Students who wish to play in the snow are required to wear snow pants. Boots are considered outdoor clothing and therefore students will be required to bring shoes to wear while inside school. At times when the parking lot or playground may be wet due to rain or melting snow, boots will be required. Boots to wear outside will be required on these days.

## **Dress Code Violations**

When a student's dress violates the dress code, the child will first be offered appropriate clothing from the school clothes closet. If there are no available clothes for the student, then the child will need to call his/her parent/guardian to have appropriate clothes brought to school.

## **Enrollment**

New enrollment, re-enrollment, and withdrawals are facilitated by the Admissions Director.

### **Statement of Non-Discrimination**

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

## **Admissions Priority**

Returning students will have first priority to enroll, second, members of Sacred Heart Parish, and third, members of local Catholic parishes.

Students with sexual and/or violent criminal history will not be considered for enrollment.

## **Students with Special Needs**

We welcome students who have disabilities, and will make reasonable accommodations for students with disabilities. Whenever a student seeks enrollment, we inquire as to whether the student has a history or is presently eligible for special education or related services. Students with disabilities who require special education will be enrolled if a program and resources are available to meet the student's needs.

## **Authority of the Principal/Administrator**

The final decision for admission, instruction, and retention of any student rests with the principal/administrator. Careful consideration will be given to the admission of students with special needs, but are not required to enroll, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

## **Probation**

All new students admitted to the school are enrolled on a probationary status for one semester. During this time, assessments will be made to determine if the school can meet the student's needs.

## Enrollment on Hold

Annually on July 1, enrollment will be put on hold for any student whose tuition from the prior year is not paid in full. Parents/Guardians are always encouraged to communicate with the school office when there is a hardship preventing their ability to pay tuition.

## Food Service Program

Nutritious, home-cooked, meals will be prepared each day and students are encouraged to take advantage of this program. Parents/Guardians are welcome and encouraged to come and have breakfast or lunch with their child but should first notify the school office so the family food service account can be charged appropriately. **It is important that our families support our food service program in order for us to be able to continue to offer the service. Please encourage your children to eat breakfast and hot lunch. Please take advantage of the free/reduced pricing if you qualify.**

**Breakfast:** Breakfast will be served at the start of the school day for Preschool-Grade 8 in the cafeteria. Full price is \$1.40 and reduced price is \$0.30. The price for adults is \$2.00.

**Lunch:** Full price is \$2.40 and reduced price is \$0.40. The price for adults is \$3.25. The lunch menu is set monthly and is available on our website [sacredheartshawano.org](http://sacredheartshawano.org) and will also be sent home in the Family Folder.

**Free and Reduced Meals:** Families must qualify, based on household income, for free or reduced meals.

Applications are available in the school office and are held in confidence. A family may apply at any time of the year, especially if the household membership or income changes.

**Cold Lunch:** Students with cold lunch may purchase milk.

**Milk:** All students will be offered daily milk outside of lunch time. The price for milk is \$0.40. Students may choose white or chocolate, although white is preferred.

**Field Trip Lunches:** The school food service program offers a cold lunch option for field trips. The cold lunch prices are the same as normal lunch prices, full and reduced respectively. Parents/Guardians can order a cold lunch for their child's field trip by filling out the appropriate section of any field trip permission slip. The lunches will be prepared in the school kitchen and provided to the children before they leave for the field trip.

**Account Balances:** Balance slips will be sent home to each family every other week. **Balances are to be kept positive to ensure continuation of meal service.**

## Partnership with Parents/Guardians

The education of your child is a partnership between parents/guardians, child, and school personnel. If, in the opinion of school administration that partnership is irretrievably broken, the school reserves the right to require a family to withdraw.

## Household of Faith Agreement

**Each family is REQUIRED to sign a Household of Faith agreement each year.** The agreement details the specifics of how the school is committed to supporting each family with opportunities for faith formation, sacramental preparation, and financial assistance in return for faith-filled partnership from parents/guardians through responsible parenting and giving of time, talent, and treasure. It is our goal to move each family forward in their faith.

## Parents/Guardians in Classrooms

Parents/Guardians are welcome as an integral part of the team that educates our students. Persons who intend to visit on a regular basis and/or who intend to spend more than one hour for their visit may be required to complete the volunteer approval process and inform the principal of the reason for their visit.

## Related Organizations

### School Board

The School Board is an advisory body, operating the educational programs at Sacred Heart Catholic School, subject to such regulations that proceed from the Green Bay Diocesan Board of Total Catholic Education. This Board is established by Sacred Heart Parish and is responsible to the Pastoral Council. The School Board meets monthly. Meetings are posted in the church bulletin. All meetings are "open" except those designated as Executive Sessions. To be placed on the agenda, contact the principal or the president of the Board.

**2020-2021** School Board President: Tim Ross      email: [schoolboard@sacredheartshawano.org](mailto:schoolboard@sacredheartshawano.org)

### Home and School Association

Please contact the school office regarding your interest in the Home and School Association.

### Booster Club

Sacred Heart Booster Club organizes Athletics for students in grades 4-8. There is volleyball, girls and boys basketball, and cheerleading. Student athletes must meet the criteria for eligibility as determined in the Athletics Program Manual. All sports are coached by approved volunteers. Participants may incur a fee. Email the officers at [booster@sacredheartshawano.org](mailto:booster@sacredheartshawano.org).

## Routines

### Arrival

Supervision is provided for students beginning at 7:30am and therefore students should not arrive at school prior to 7:30am. Our school day will begin at 8:00am. All students are expected to arrive on time.. Any student not in his/her classroom at 8:10am will be considered tardy and must stop in the school office for a tardy slip. Students should be dropped off under the carport and proceed to the playground until the bell rings. Breakfast will be served in the classroom.

### Drop off

**Busses:** In the morning, busses will be dropping off students on Center Street in front of school.

**Parents/Guardians/Caregivers:** Before school starts, students arriving to school via private transportation will be dropped off under the carport in the parking lot. Students arriving after 8:15am should be dropped off at Door#5 on Center Street and push the buzzer to gain access to the building.

### Pick-up

**Busses:** After school, the bus will pick up students on Center Street in front of school and report to Hillcrest Elementary School to have students meet up with their home-bound bus.

**Parents/Guardians/Caregivers:** During the school day parents/guardians should come to Door #5 on Center Street and push the buzzer to gain access to the building. After school pick-ups should take place by Door #2 in the school parking lot. Students will be dismissed curbside to private vehicles as they follow the established traffic flow through the carport. Please do not park under the carport or obstruct the flow of traffic.

## **Dismissal**

Dismissal time is 3:05pm. Teachers will escort the children to the parking lot where parents/guardians/caregivers are to pick them up. **For security reasons, non-school staff are not allowed down the hallways at dismissal time.**

## **Student Wellness, Health and Safety**

### **Emergency Information**

All parents/guardians must complete the portion of the registration form that includes emergency information for each student.

### **Treatment Protocol**

#### Minor injuries

1. First aid treatment will be provided.
2. Parents/Guardians will be notified by phone or written note.

#### Serious injuries - those requiring professional medical attention

1. First aid treatment will be provided.
2. Parents/Guardians will be contacted by phone.
3. If unable to contact parents/guardians, school will seek additional medical support deemed necessary, including calling 911.

Accident reports will be completed by the teacher, supervisor, or principal (available in the school office). Sacred Heart Catholic School does not provide any health or accident insurance for injuries incurred by your child while at school.

### **Hygiene**

Students should practice acceptable hygiene. This includes, but is not limited to, regular bathing, daily brushing of teeth, daily hand washing, hair and nail care, and wearing clean clothes and shoes. Students should be free of strong odors. Personal care items such as soap, shampoo, and toothpaste are available from the school office in cases of need.

### **Illness**

Students should be free of illness and symptoms that distract from learning when attending school. If your child becomes ill during the school day and is determined to have a fever, the parent/guardian will be called to pick up the child. Students who throw up at school will also be sent home. Students must be fever free for 24 hours before returning to school.

## Contagious Conditions

A student with a suspected or confirmed contagious condition must provide a doctor's note before returning to school. Examples include, but are not limited to, pink eye and chicken pox.

## Medications

GBD Policy 5070

In order to comply with the State of Wisconsin Examining Board, the parent/guardian must complete a Medication Administration form for each prescription and nonprescription medication the student is to receive during school hours. This consent form must be renewed annually.

It is the student's responsibility, if appropriate, to take his/her medication at the designated time. A member of the school staff will administer the medication. All medication must be in its original container with the following information printed clearly: student's name, name of the drug and dosage, time and quantity to be given, and physician's name. Medication will be kept in a secure location.

## Tuition and Accounting

### Tuition Amounts

Tuition will be set by the School Board, with the approval of the Finance Council and the Pastoral Council. The budget is reviewed annually. Tuition is charged and collected over a 10-month period of September to June.

2021-22 Tuition:	Preschool	\$2,950
	Preschool ½ day	\$2,050
	4K – 8 <sup>th</sup> grade	\$4,950

### Payments

Parents/Guardians may elect to pay tuition in one lump sum before school starts or in 10 equal payments from September to June. A Tuition Agreement is required for each family before school starts. Payments of cash or check will be accepted in the school office during normal business hours. Tuition payments may also be mailed. For your convenience we encourage the use of ACH/EFT debiting (automatic withdrawal from checking or savings) for tuition payments. ACH Authorization forms are available from the school office and online at [sacredheartshawano.org](http://sacredheartshawano.org). Payments are due by the 22nd of each month.

Any person making a payment, for tuition or otherwise, is responsible to ensure they are given a receipt documenting the payment. Any person who is not provided a receipt should bring the matter to the attention of the principal.

### Tuition Agreement

Each person responsible for tuition is required to have a Tuition Agreement on file in the school office before the first day of school. The Tuition Agreement is a contract between the school and family and must be signed.

### Parish Subsidy

Tuition can be subsidized by your parish. Parents/Guardians are responsible to request a subsidy from their parish using the Parish Subsidy Commitment Form. Most nearby Catholic parishes will subsidize 2/3 of tuition charges, but

parents/guardians should be aware that each parish has a unique financial situation and may or may not be able to offer 2/3 subsidies in any given year. Families will be billed full tuition until a Parish Subsidy Commitment Form is on file in the school office. Forms are available from the school office and online at [sacredheartshawano.org](http://sacredheartshawano.org).

	$\frac{2}{3}$ Subsidy	Tuition <b>with</b> $\frac{2}{3}$ Subsidy <b>(FAMILY PORTION)</b>	Tuition <b>without</b> Subsidy
Preschool	<b>\$1,620</b>	<b>\$1,190</b>	\$2,950
Preschool $\frac{1}{2}$ day	<b>\$1,190</b>	<b>\$860</b>	\$2,050
4K-8	<b>\$3,210</b>	<b>\$1,740</b>	\$4,950

## Tuition Assistance

Persons who find payment a hardship **must** request financial assistance by completing an Application for Tuition Assistance. Applications are available from the school office and online at [sacredheartshawano.org](http://sacredheartshawano.org). Applications can be submitted at any time and/or amended as circumstances change. The Admissions Director is responsible for reviewing applications and granting requests.

## Multiple Student Discount

For each additional student enrolled, a discount of \$125 will be applied to the Tuition Agreement.

## Late Fees

Payments that are not received on time, or without timely communication to the school office, will be assessed a \$35 late fee.

## Other Fees

All transactions returned, such as NSF, will be assessed a \$35 returned item fee.

## Delinquency

Any default of the Tuition Agreement or account delinquency may result in the account being sent to a collection agency and can also lead to denial of continued/future enrollment.

## Ways to Reduce Tuition

**THE WISCONSIN PRIVATE SCHOOL CHOICE PROGRAM:** Please contact the school office for eligibility requirements.

**SCRIP:** Families are encouraged to purchase SCRIP cards for their regular shopping needs. A percentage of each card purchased will accumulate and be applied as a tuition credit the following school year. Order forms are available in the school and parish offices, and in the gathering space. SCRIP is sold after some Masses.

**Kremer Grant:** Parents/Guardians who qualify or nearly qualify for free/reduced lunch prices should also consider applying for the Kremer Grant. Funded annually by the George and Mary Kremer Foundation, this grant provides tuition assistance to families for students in grades 4K-8. The amount per person depends on the number of qualified applicants in a given year. Notice of the Kremer Grant is sent to all parents in early spring.

**Referral Incentive:** With the generous support of a donor, any person who refers a new family to the school is eligible for a \$100 incentive. The incentive can be taken as a \$100 tuition credit for the person making the referral or can be gifted to the referred family. The incentive may also be taken as \$100 in SCRIP.

## Miscellaneous A-Z

### Bicycles

All bicycles must be registered in accordance with the city of Shawano ordinance. Students should remember to obey all traffic regulations while biking. Students are expected to wear helmets. Bicycles are required to be properly parked and **LOCKED** in the bike rack. **The school/parish assumes no liability for damaged or stolen property.**

### Bussing

1. The school assumes responsibility for bussed students from the time they arrive on campus until they leave on the bus at the close of the school day.
2. The rules of the bus company are to be obeyed at all times. The bus company is responsible for the supervision of students on the bus.
3. The bus driver possesses the same jurisdiction over the students as the teacher.
4. Students will wait for the bus in an orderly manner. The teacher on duty will direct students to their bus.
5. Infraction of the above rules will be brought to the attention of the parent/guardian.

Bussing is a *privilege* not a right. Continual abuse of bus privileges may result in the denial of transportation. Students and parents/guardians are encouraged to immediately notify the principal or bus company of any safety hazards observed during bus operations.

Parents/Guardians who wish to make requests for changes in routes or stops should contact their assigned bus company. Bus routes and stops are planned and established by Kobussen, Shawano 715-280-3001, and Menominee Transport, Keshena, 715-799-3222.

### Court Orders

Sacred Heart Catholic School abides by the provisions of the Buckley amendment with respect to the rights of custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### Lost and Found

Items that are lost and found will be placed in the cubbies near the school office. Items that have not been claimed are donated to charity.

### Media Release

We take photos throughout the school year to document and celebrate the many exciting activities and changes that occur. These photos will be used in the school newsletter and on our website or in other parish publications. Parents/Guardians are provided a media release each year at the time of registration. A media release permits the school to use a student's photo and descriptive information (name and grade) in the media, such as in a local newspaper or publication produced by an organization other than Sacred Heart.

### School Cancellations and Delays

We will follow the delay and cancellation decision made by Shawano School District. The TV and radio broadcasts may or may not list Sacred Heart Catholic School separately from Shawano Schools.

There will not be Extended Care on delayed school days.

School cancellations, delays and unplanned early dismissal will be broadcast on the radio stations of WTCH-960AM, WOWN-99.3FM and on TV stations NBC 26, FOX 11, ABC, and CBS. If the Shawano School District closes due to poor weather conditions, Sacred Heart will also close. Please do not call the school office.

Families will be asked at registration to commit to a plan of action for their child(ren) and school staff to follow should school close early on any given day.

## **Security**

All school doors are locked. The front door, door #5, and Door #2 (red awning) are monitored by video surveillance. Access through door #5 is permitted to appropriate individuals upon their request through the intercom system at that entrance during regular office hours.

## **Telephone use**

Students will be allowed to use the school office phone for emergencies and other times deemed necessary by the school office personnel.

## **Visitors**

Any person entering the school building to visit a teacher, child, or to bring a lunch, etc. must check in at the office to sign in. Visitors will be asked to sign in upon arrival and out again before leaving the building. Visitors will also be asked to wear a visitor badge. Sacred Heart office staff reserves the right to deny access to a classroom due to school activity.

## **Volunteers**

The Diocese of Green Bay requires **EVERY** volunteer in the school to complete the training *Protecting God's Children* also known as **VIRTUS** training, complete a background check and sign a Volunteer Code of Conduct.

Parents/Guardians are expected to volunteer 10 hours at school events and in the classrooms of their children. Volunteering is one way parents and guardians can fulfill their responsibility to be partners with Jesus Christ, the school staff, and the parish in providing a quality education to our students.

## **Academic Standards**

### **Promotion Standards**

Sacred Heart Catholic School wants to ensure all students are ready to move to the next grade level. Promotion decisions are based on student's readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

### **Academic Standards**

At Sacred Heart we measure student growth against the standard set by the state of Wisconsin for each particular grade level. If a student is 2 years or more below grade level in reading, writing or math discussion will be had as to the promotion of that student.

Sacred Heart Catholic School adopted all academic standards put forth by the Catholic Diocese of Green Bay Catholic Schools. All Curriculum, Standards, and Benchmarks, and Assessment information can be found by going to the following link: <https://sites.google.com/site/dgbcatholicschools/curriculum-and-assessment>

A more specific breakdown of each standard can be accessed by click on the content area below:

### **High School Diploma Policy**

Sacred Heart Catholic School does not offer high school grades therefore does not offer a high school diploma.

### **Transfer of Credits Policy**

Sacred Heart will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Sacred Heart academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

### **Management Rights**

School administration reserves the right to make changes to this handbook at any time for just cause with proper notice given to parents.