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### SACRED HEART SCHOOL PHILOSOPHY

We believe in the development of a Catholic community in which God is the center of our lives. We believe that communication is an integral part of this community. We believe in a loving atmosphere that generates Christian values, positive self-worth; personal growth and development of healthy minds and bodies; reverence for other people and cultures, nature, and the arts. We believe in the development of personal responsibility and awareness of how personal choices affect community. We believe learning is a positive and ongoing experience.

### SACRED HEART MISSION STATEMENT

The mission of Sacred Heart School is to promote life-long learning and Christ centered values in a Catholic setting.

## REGISTRATION AND ENROLLMENT

All registrations and withdrawals are handled through the school office. With the enrollment application, there is a \$200 registration fee per family.

All immunizations must be current prior to the first day of school (K-4) as mandated by the state of Minnesota. Students will not be permitted to start the school year without the required immunizations.

Preferred student to teacher ratio is 20:1.

## TUITION

On average, it costs the parish of Sacred Heart \$4,200.00 per student/per year for a K-4 parochial education. However, Sacred Heart remains committed to providing a tuition free school to parish members.

The Sacred Heart School Board of Education is responsible for determining non-parishioner tuition. For the 2015-2016 school year, the rate is \$2500.00 per pupil. The contract year begins in August and ends in May. Please contact the school office for more information.

Parish members are encouraged to give a minimum of \$1,500.00 per year in church support.

Each enrolled family is required to donate a minimum of 20 volunteer hours to the school and/or parish community.

## READINESS POLICY

It is the policy of Sacred Heart School and the Sacred Heart Board of Education that if at the end of six weeks in kindergarten it appears that a child is not socially, emotionally or academically mature, a conference shall be held including the classroom teacher, principal, parent, and support staff to review the progress of the child involved. Further assessment can be requested by parents or school where a learning concern is suspected. A decision will be made by the school whether the child should continue in the kindergarten classroom or an alternative program.

## ENROLLMENT POLICY FOR TRANSFER STUDENTS

If a student seeks enrollment to Sacred Heart School after he/she has previously been enrolled in another elementary school, the following steps will need to be followed before he/she is accepted into the school:

1. The parents must complete the Sacred Heart registration form and pay the registration fee.
2. Parents must sign a "release of information" form so that the student's records can be secured from the other school.
3. Upon receiving the student's records, which must include health records, report cards, testing information and a student's IEP if he/she has one, a decision will be made by the Pastor and the Principal.

## RE-ENTRY POLICY

If a student is discharged from Sacred Heart School for:

- Failure to comply with school policy
- The best interest of the child or the other students at Sacred Heart
- Parent removes his/her child

The following steps will need to be followed if the student is to be considered for re-enrollment:

1. Children will not be permitted to re-enroll during the school year. All re-enrollments will have to start with the academic year in September.
2. The parent needs to submit in writing a letter of intent a minimum of two months before the opening of school in the fall as to his/her desire to re-enroll his/her child in Sacred Heart.
3. Upon receiving the letter of intent to re-enroll, the Principal and Pastor will review the letter of application and make a decision by August 15, of that year, as to the acceptance or rejection of the re-enrollment application.

## NON-CUSTODIAL PARENT RIGHTS

Sacred Heart School complies with the Family Educational Rights of Privacy Act of 1974.

Sacred Heart will, on request, send report cards to non-custodial parents unless there is a court order or legally binding instrument prohibiting such contact.

Custodial and non-custodial parents are encouraged to attend their children's conferences together.

The school must be informed of any legally binding instruments that bar non-custodial parents from contact with their children. Keeping the school informed of potential family problems, separations, or divorce allows us to be more sensitive to children's needs at school. If school personnel can in any way help families by better understanding any problems, do not hesitate to contact the school office.

## STUDENT HOURS

7:50 A.M. Student arrival time

8:00 A.M. Students who arrive in the classroom after this time are considered tardy

2:40 P.M. Dismissal preparations

2:45 P.M. Dismissal

\* This is subject to change due to bus schedules. Please see parent communication in the fall for any changes.

## BEFORE SCHOOL

Student arrival time is 7:50 a.m. Upon arrival students enter the building and go directly to classrooms. Children are prohibited from arriving at school before this time unless enrolled in the SHARP program. Students arriving prior to 7:50 a.m. will be sent to SHARP and parents will be billed.

## DISMISSAL

Teachers dismiss students from classrooms.

Immediately after children take their places in the hall, the actual dismissal from the building begins. All teachers attend to the needs of the children and assist in maintaining order.

Parents are asked to wait for dismissal before picking up children.

To provide the maximum amount of safety for students attending Sacred Heart School, parents should drive only in designated drop off/pick up area. Children left waiting or found to be loitering on school grounds after dismissal will be placed in the SHARP program, if available, and parents will be billed appropriately. If SHARP is not available, parents will be contacted to pick up their child/children immediately.

All children riding the bus are to get on the bus at Sacred Heart. Students who are usually bus riders are not permitted to leave school grounds by another mode without parental permission.

Parents should not remove children from a bus line until they have been signed out in the office.

If there is a change in a student's daily departure plan, **a written note must be sent in advance or parents must call the office by 2:00 P.M.** This is especially important with younger children who can become very upset with a change in plans.

## BUSING

Busing is available to those students who live a distance of two miles or more from school.

For busing information or problems, call:

Clemons Bus Lines, Inc. (507) 833-4438  
Lenz Bus Lines (507) 835-5104

\*Once students board the bus, the bus company is in charge. If something gets lost on the bus or an incident occurs on the bus, parents should contact the bus company.

\*\*Please Note\*\*

-A crossing guard is on duty before and after school to assist children in safely crossing at the intersection of HWY 14 and Fourth Street.

-Bike racks are located on the East end of the main school building by the playground. Bike locks are recommended. The school is not responsible for any lost or stolen property. Children must dismount their bike and walk beside it on school property and while crossing with the guard.

## ATTENDANCE

All students are expected to attend classes on each day school is in session. Regular attendance at school is essential.

At no time are the students allowed to leave the premises during the school day unless previously arranged. A written request or telephone call from parents is required for children to leave school before the time of dismissal. **Parents must sign children out on the clipboard in the office before they leave the building. If children return before the end of the school day or arrive late, they must report to the office and sign in.**

Parents should report to the office or the playground supervisor if they need to have contact with their child/children, or they want to remove their child/children from the playground. Only the principal or his/her designee can give permission to remove children from school grounds.

Attendance is taken in the morning. All absentee excuses must be called in on the day of or the day before absenteeism. If the office doesn't receive information on an absent student by 9:00 A.M., the parent will be contacted.

Parents should notify the office if children contract a communicable disease. \*See Communicable Disease Chart on Page 7.

When an absence is anticipated (i.e. vacation), parents should inform the school and teachers as soon as possible, but no later than one week in advance. Taking children out of school two or three days before a major break in the academic calendar is highly discouraged. These days are often used for testing or skills assessment.

Every effort should be made to schedule appointments outside of school time.

## TARDINESS

Students who arrive in the classroom after 8:00 A.M. are considered tardy unless buses were delayed. Repeated tardiness will be investigated and parents notified.

## SCHOOL NURSE

Through state aid and in cooperation with the Waseca Public School System, Sacred Heart School has the assistance of a part-time nurse. The nurse or other supervising adult is available to administer first aid and care for sick children.

The school nurse conducts vision and hearing screenings for all students in the fall, facilitates dental hygiene instruction in the winter, and handles health referrals.

## CARE OF SICK CHILDREN

A child should not attend school with any of the following symptoms:

- Severe cold
- Fever
- Sore Throat
- Severe Coughing
- Undiagnosed Rash
- Vomiting
- Diarrhea
- Pink Eye

If a child becomes ill, the child will be isolated from other children whenever possible. Parents or emergency contacts will be notified to pick up the child as soon as possible.

If a child is too sick to go outside for recess or physical education, the child is too sick to attend school. A doctor's note is required for children not participating in Physical Education due to illness or injury.

## MEDICATION

When possible, parents/guardians should try to schedule all medication administration during non-school hours.

When prescription medication must be administered during the school day, written notification from parents is needed. A form called "Medication Request and Authorization for Prescription Medication" needs to accompany the prescription. This form must be dated and signed by the parent/guardian and physician. These forms are available in the school office or on our website [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com). Prescription medication must be in the original bottle as dispensed by the pharmacy. Adults are requested to bring any medication to the school office. All medication that is administered will be recorded in the medication book by the school nurse, secretary, or principal.

A form called "Administration of Non-Prescription Medication" must accompany any over-the-counter medications (such as non-aspirin pain relievers, cough syrup, etc.). Aspirin will not be given unless there is a physician's written permission due to possible complications of Reyes Syndrome. Because of the danger of choking, cough drops are not allowed.

\*Communicable Disease Chart

Disease	Symptoms	Communicable Period	Incubation Period	Control Measures
Athletes Foot	Blisters and itching between toes	While infected lesions and spores are present.	10-14 days	Clean feet and socks between uses. Keep feet dry. Medicated powder or ointments.
Body Ringworm	Flat spreading lesions on body, center of ring may look like normal skin.	May come back to school after prescription medication has been started.	10-14 days	Prescription ointments to skin; boil towels between uses. Personal cleanliness.
Chicken Pox	Fever, small round skin eruptions that may develop crusts.	1 day before to 6 days after appearance of rash	2-3 weeks (13-17 days)	None specific
Head Lice	Itching of scalp, small grey bugs in hair. Small white eggs (size of a grain of salt) on the hair shaft that will not brush off.	May come back to school after prescription medication has been applied.	Eggs hatch in 8-10 days. Adult louse lives about 30 days & lays about 3-4 eggs a day.	Clothing and bedding washed in very hot water & dried on hot cycle of dryer and thorough vacuuming. Unwashable items may be sealed in a plastic bag for 30 days.
Impetigo	Small blister-like eruptions containing fluid that may develop.	May come back to school 24-48 hours after prescription medication has been applied if there are no new lesions.	1-5 days	Antibiotic ointments, personal cleanliness. Systemic antibiotic p.r.n.
Infectious Mononucleosis	Fatigue, sore throat, headache, swollen glands.	May come back to school when physician gives permission.	5-15 days	
Pin worms	Itching around anus especially at night from small white thread appearing worms about 1/8 to 1/2" in length.	May come back to school as soon as prescription medication is given.		Prescription medication, clothes & bedding washed in very hot water. Nails and hands kept very clean.
Pink Eye	Red eyes, drainage from eyes.	May come back to school after medication has been started.		Cleanliness, use own towel and wash cloths.
Scabies	Mites burrow under skin. Skin irritation may become infected.	May come back to school 24 hours after prescription medication has been applied.	Several days	Prescription medication to affected areas. Cleanliness of body, clothing & bedding washed in hot water.
Strep infections or Scarlet Fever	Fever, nausea, vomiting, line rash, sore throat.	During incubation and illness. May come back to school 24 hours after prescription medication has been taken.	2-5 days	Antibiotics and early treatment prevent most attacks of rheumatic fever.

## EMERGENCY INFORMATION

Students are required to have emergency contact information on file in the school office. Parents are required to notify the office promptly of any address or telephone number changes. Forms are available in the school office or online at [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com).

In the event of an emergency, the office will begin by calling the parties listed primarily (i.e. custodial parents) on the emergency contact information sheet.

## WEATHER RELATED SCHOOL CLOSING

The District 829 School Superintendent may close schools due to weather or road conditions.

Sacred Heart School utilizes the School Messenger Parent Contact System. This allows Sacred Heart to automatically call home and cell numbers with school information. Text messaging and email are also a part of this system. As with all systems of this sort, accurate and current information is vital. Please contact the school office with any changes to your contact information immediately.

Closing announcements will be broadcast using the School Messenger Parent Contact System. If a storm is imminent, children will be sent home from school. Sacred Heart will follow the same closing procedure as the public school.

## CURRICULUM

Sacred Heart School is accredited by MNSAA. This accreditation mandates that instruction be provided in the following areas:

1. Religion
2. Math
3. Language Arts
  - a. Phonics
  - b. Reading
  - c. English
  - d. Spelling
  - e. Handwriting
4. Music
5. Physical Education
6. Social Studies
7. Science
8. Art
9. Library/Media/Technology

The MNSAA Annual Report, a complete Scope and Sequence, and Learner Outcomes are available in the office upon request or online at [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com).

## SCIENCE FAIR

The Science Fair is part of the 3<sup>rd</sup> and 4<sup>th</sup> grade curriculum, and therefore, the students are required to participate. Please see our website for further information regarding this important event.

## MEDIA CENTER

Students will have a designated time each week in the library and computer lab. During this time they may receive instruction in library or computer skills, and will be guided in selecting library books.

## NOTEWORTHY SERVICES

### SHARP

The Sacred Heart After-school Resource Program or **SHARP** is supervised by a qualified professional and is staffed by individuals who respect and enjoy working with children. **SHARP** provides a wide variety of well planned, carefully supervised activities which complement the children's school experiences. The schedule includes homework help, tutoring, enrichment activities, computer, library, supervised group, large motor activities, and a snack time. Students are expected to arrive at **SHARP** prepared with necessary materials to complete homework. The **SHARP** supervisors will not allow children to return to classrooms for forgotten homework or materials.

**SHARP** is open from 7:00AM-7:50AM for the morning session and from 2:45PM-5:30PM for the afternoon session every day Sacred Heart School is in session, unless otherwise noted. Contact the school office for further information. You may also visit the school website at [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com).

### JUNIOR GREAT BOOKS

Children in fourth grade may be given an opportunity to take part in the Junior Great Books discussion program. These discussions take place during school hours for about 30 minutes per week. The number of weeks the program will take place is set as needed.

### ADDITIONAL SERVICES PROVIDED BY SACRED HEART SCHOOL

Reading and math interventions are available for students who qualify and are administered through Sacred Heart School.

### ADDITIONAL SERVICES IN CONJUNCTION WITH THE WASECA PUBLIC SCHOOL DISTRICT

The following State and Federally funded services are available for Sacred Heart students and administered through the Public School System:

1. Title I – a supplemental reading and math program
2. Special Education Evaluation and Instruction
3. Speech Therapy
4. Physical and Occupational Therapy
5. Adaptive Physical Education
6. Family Services Coordinator
7. Hearing Impaired Services

For further information on any of these programs, please contact the school office.

## COMMUNICATION

### VISITS

Parents and parishioners are welcome to visit the school. Arrangements for visiting the classroom should be made with classroom teachers prior to the intended visit. According to state law (MN Statute: 609.605), parents and other visitors must report to the school office first to check in and receive a visitor's badge, rather than going directly to a classroom. Regular school volunteers must comply with the Diocese of Winona Safe and Sacred policy. This policy requires all volunteers to complete the Virtus training, the Volunteer Code of Conduct, and a criminal background check.

### TELEPHONE

Parents are requested not to call for children during the school day. If parents need to contact children, they may leave a message in the office no later than 2:00 P.M.

Children must secure permission of the classroom teachers before visiting the office to use the telephone. The telephone may not be used for making after school social plans.

### CELL PHONE/ELECTRONIC DEVICES

Cell phone use during the school day is not permitted. Students must leave cell phones off and stored in backpacks during the school day.

Electronic devices such as iPods, iPads, Kindles, and Nooks may be used during the school day for reading. Students choosing to bring such devices do so at their own risk. Sacred Heart School will not be responsible for stolen, lost, or damaged electronic devices.

### BIRTHDAY PARTIES

**Birthday party invitations must be taken care of outside of school.**

### PARENT-TEACHER CONFERENCES

Each year, parent-teacher conferences are scheduled. The purpose of parent-teacher conferences is to increase communication between teacher and parent, resulting in better and more effective educational service for students. Parents should make every effort to schedule other activities around these dates.

### WRITTEN PROGRESS NOTES

Students' progress is evaluated via a report card three times per year. Special progress reports from teachers may also be sent home. Parents are encouraged to take an active part in their children's education. Parents should contact the children's teachers whenever they have questions, comments, or suggestions that concern students' progress or behavior. Please see [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com) for individual teacher contact information.

## ASSESSMENTS

Sacred Heart School utilizes NWEA Assessments, STAR Early Literacy, STAR Reading/Math, and Read Naturally Benchmark Assessor to monitor student progress in the fall, winter, and spring.

## ACCESS TO STUDENT RECORDS

Student records are kept in a locked file in the office. The administrative assistant generally carries the keys on her and when not in her possession or the principals, they are kept in a locked drawer in the principal's office.

Authorized personnel can be given a student file(s) by the principal or administrative assistant only. Student records are not removed from the school office. The administrative assistant is the person who generally is responsible for the update of student files, processes requests for student records when transferring to another school, and personally delivers the transferring fourth grade records to the public school.

## HOMEWORK

Homework is an important part of the total education of children. Meaningful homework not only reinforces skills and concepts learned in school, but also serves as a communication link with parents.

Homework for primary age children could take the form of skill drill, reading, research, or some enrichment activity.

**Parental involvement is appreciated and as always any questions regarding homework should be directed to the teacher. Classroom teachers are generally available until 3:20 p.m. Parents needing assistance after 3:20 p.m. should contact the school office. Classrooms are locked after 3:20 p.m.**

When a child is absent due to illness or vacation, homework will be given to the student when he/she returns to school. The student will be given two days to complete work for each day absent.

## FAITH/SPIRITUAL FORMATION

One of the principle objectives of Sacred Heart School is the development of the children spiritually so their lives become attuned to prayer and worship, and they grow in their relationship with God and all people. Opportunities to live a spiritual life are present in the following activities:

### **Mass**

Students have the opportunity to participate weekly in Mass, with meaningful liturgies, which prepare them for a further understanding of the Mass. They prepare their liturgies under the guidance and direction of teachers. Liturgies are well prepared, practiced, and reverent so as to present a prayerful atmosphere and a conscious awareness of the presence of God. In light of this, **children should dress in appropriate attire.** Families and friends are encouraged to join in these celebrations.

### **Para liturgical Services**

Lenten and Advent devotions, prayer services, Stations of the Cross, praying the Rosary, and Para liturgical services are held in the school and church throughout the year.

### **Sacraments**

A preparation for the reception of the Sacraments of Eucharist and Reconciliation for the first time takes place in second grade.

### **Prayer**

Prayer is an important part of each day. Classrooms begin and end the day with prayer and incorporate prayer into daily activities.

### **Faith Sharing Centers**

Family Faith Sharing Centers are provided for First Reconciliation and First Eucharist preparation. Further information will be provided as these times and dates are determined.

### **Retreats**

Our fourth grade students attend a retreat in May at Camp Omega in Waterville [www.campomega.org](http://www.campomega.org). To help fund this program, the school has an ongoing recycling program. Please consider dropping off aluminum cans in the appropriate bin to help students attend this rewarding program.

### **Vocations**

Vocations are a very important part of the faith formation. Students in K-4<sup>th</sup> grade receive monthly religion instruction from the parish pastor during the school year.

### **Missions**

Missions are a very important part of the faith formation. Students K-4<sup>th</sup> grade receive instruction on a third world country that is served by the Columbian Mission Program. Students also participate in local, national, and world mission projects.

### **Virtues**

Virtues and character development are a very important part of the faith formation. Students K-4<sup>th</sup> grade will receive instruction from *Virtues in Practice*. Each month students K-4<sup>th</sup> grade will study the same virtue. The curriculum spirals, and every three years the same virtues are repeated with greater depth, and new saints are introduced as models of those virtues. The program includes a three year cycle. The cycles are a Year of Faith (Year I), a Year of Hope (Year II), and a Year of Charity (Year III). After three years the cycle repeats itself, however, at a higher level.

### **VOLUNTEERS**

Sacred Heart School families are required to volunteer 20 hours of service to the parish or school community each year.

Volunteers are an important part of Sacred Heart School and greatly enhance the educational opportunities for children. Parents' dedication and expertise is greatly needed and appreciated.

School volunteers are required to meet the requirements mandated by the Diocese of Winona. Please reference [www.dow.org](http://www.dow.org) for this policy. It is listed under Departments, Life, and then the Safe Environment Program, Virtus. Located on the right hand side of the screen is a link to the Code of Conduct. All volunteers are required to meet the Minnesota requirements for Criminal Background Checks.

Volunteers must report to the school office and get a visitor's name tag before beginning duties.

## FIELD TRIPS

Field trips can be very valuable for children in that they provide experiences and access to information and artifacts not generally available in the classroom.

Field trips are opportunities to broaden and enrich learning experiences for the students. Field trips are normally scheduled for a school day as part of the educational program. Parents will receive special notification for all field trips and permission forms to sign. Students who do not have a written permission slip at the time of field trips will not be allowed to participate.

Parents chaperoning any school field trip must complete the Virtus training, read and sign the Code of Conduct, and have a criminal background check on file in the school office. There is a \$5 processing fee involved with this application.

Parents should arrive at the time noted by the classroom teacher. Chaperones are requested to help with the supervision of all children at the event and on the bus. Parent chaperones are also expected to support teachers by enforcing school rules. Parents are reminded that it is not appropriate to bring younger siblings when volunteering as a chaperone.

If children are not well the day of a planned field trip, please refrain from sending them to school. Attending to the needs of a child or children who are not feeling well is very difficult for teachers/chaperones. Children who do not report to school in the morning because they are not feeling well will not be allowed to attend an afternoon field trip.

Permission slips are available at [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com).

## MARATHON

The marathon for nonpublic education is the major fundraising event held annually. All families are strongly encouraged to participate in and support this activity. For more information please go to [www.sacredheartschoolwaseca.com](http://www.sacredheartschoolwaseca.com).

## CONTRIBUTIONS AND GIFTS

Donations for any educational purpose are welcome. On-going needs include computer software, library books, classroom materials, field trip stipends, etc. Please contact the school office for more information.

## ENDOWMENT FUND

A goal of the Sacred Heart Parish Board of Education of Sacred Heart Church is to make sure that the children of future generations will continue to have the opportunity to receive a religious education. For this reason, the Board has established an Endowment Fund to help the parents and the parish make this possible. It is known as the Sacred Heart Education Endowment Fund.

The Endowment Fund will be invested, with only the annual interest to be given to the educational programs to help meet ever-increasing expenses. A Board of Trustees, separate from the parish Finance Committee, has been set up to manage the Fund and make the most advantageous investments. Contributions are tax-exempt. Interested parties should contact LeAnn Dahle at 835-2780.

## EMPOWERING DISCIPLINE PHILOSOPHY/LOVE AND LOGIC

Sacred Heart School believes that students are responsible for their behavior and in maintaining harmony within the school.

The essence of Christian discipline is formation and growth of a sense of personal responsibility. The empowering discipline philosophy is a means for developing personal responsibility and concern for others. We believe students at Sacred Heart School have:

- A right to education in the Catholic faith and Catholic ideals
- A right to an environment that is conducive to learning
- A right to courtesy and respect from adults and other students
- A right to have their personal property respected
- A right to an environment that is both physically and personally safe

We recognize that common expectations, consistent enforcement, and logical consequences for behavior help students grow in becoming accountable for their actions. To that end, we have developed the following philosophy for which students will be held responsible and accountable at Sacred Heart School.

**EMPOWERING** is a **PHILOSOPHY** – not a system. Rather than focusing on discipline as punishment, we are going to focus on discipline as in "self-discipline." This means that as we interact with students, we are going to model and teach the behaviors we want to see when they walk across the stage at graduation.

**EMPOWERING** is a **PROBLEM SOLVING** approach. We are going to hand students' problems back to them with guidance to own and solve.

**EMPOWERING** is **PRINCIPLES** based. All of our actions are based on the following principles or guidelines:

- We will treat students with dignity and respect at all times and require the same behaviors in return.
- We will guide students to own and solve their own problems.
- We will help students to make decisions, and then live with the consequences.
- We will use logical consequences instead of punishment when possible.
- We will treat problem behavior as an opportunity for the student to learn and grow.
- We will grant students/parents due process procedure when requested.
- We will report criminal activities to the proper authorities.

**EMPOWERING** involves **THREE STEPS:**

- |                |                  |   |
|----------------|------------------|---|
| <b>Step 1.</b> | <b>MODEL</b>     | Model behavior.                                 |
| <b>Step 2.</b> | <b>RELATE</b>    | Build rapport with the students.                |
| <b>Step 3.</b> | <b>INFLUENCE</b> | Teach the behaviors we want to see in students. |

## SACRED HEART SCHOOL BULLYING PREVENTION POLICY

### **Preamble:**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you" (John 13:34). As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

### **Definitions:**

*For the purpose of this Policy the following definitions shall apply, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

"Aggressor" means a student who engages in Bullying or Retaliation.

"Bullying" is the **repeated** use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Targeted Student, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Student or places the Targeted Student in reasonable fear of such harm;
- causes damage to the Targeted Student's property;
- places the Targeted Student in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Targeted Student;
- infringes on the rights of the Targeted Student at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-Bullying" means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

"Hostile Environment" means a situation in which Bullying causes the school environment to be permeated with intimidation, isolation/exclusion, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

"Retaliation" means any form of intimidation, reprisal, or harassment directed against any person who

reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, support staff, and paraprofessionals.

“Targeted Student” is a student against whom Bullying or Retaliation has been perpetrated.

### **Prohibition Against Bullying and Retaliation:**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors. Bullying, including cyber-bullying is prohibited:

- on School Grounds
- at any school-sponsored or school-related activity, function or program whether
  - on or off School Grounds;
- at a school bus stop;
- on a school bus used by the school;
- through the use of technology or an electronic device owned by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

### **Reporting:**

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student’s teacher, who must then report it to the Principal.

Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school’s discipline policy.

**Retaliation:**

Retaliation against a Targeted Student, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited. Every effort will be made to keep the identity of the reporter confidential.

**Response and Investigation:**

The school takes seriously all reports of bullying.

Upon receipt of a report of bullying the Principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. Due to unforeseen circumstances, if three schools days is not feasible to investigate, the targeted student must be provided a time-line when the investigation will take place.

The School reserves the sole discretion to determine the scope and adequacy of the investigation. The investigation may be reported to local law enforcement.

Anyone with questions about the investigation should direct those questions to the Principal.

**Violations:**

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Targeted Student, the Aggressor, and any other affected persons about available community resources: Social Services, family service worker, social worker, counselor, Catholic Charities.
- notify law enforcement if circumstances warrant notification

**Training:**

All staff will receive initial training of this policy, followed by an annual review here after, and, at the discretion of the Principal, for volunteers who have significant contact with students.

## **Publication and Notice:**

The Principal shall provide written or electronic notice of this Policy to the Staff, and include this policy in the school handbook.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This Policy shall be available in the administrative offices of the school.

Sacred Heart School strives to provide students and employees with a working environment which is free from sexual harassment and bullying. Students may report sexual harassment or bullying by students or school employees to the principal, pastor, or directly to the Diocese of Winona.

Any students found to have violated the sexual harassment/bullying policy will be subject to student discipline procedures. Disciplinary procedures may include reprimand, suspension, and/or expulsion. For further explanation, please contact the principal.

## **WEAPONS**

At no time will weapons of any kind be allowed on the Sacred Heart Campus. The weapon and the perpetrator will be brought immediately to the school office. The weapon will be immediately confiscated and parents will be contacted. Reprimand and /or suspension, as determined by the principal, will follow. If deemed necessary, the police department will be contacted.

## **ILLEGAL AND HARMFUL CHEMICALS**

At no time will illegal and harmful chemicals of any kind be allowed on the Sacred Heart Campus. This includes, but is not limited to, alcohol and tobacco products of any kind. Violation of this policy will result in confiscation of the controlled substance. Further action, as deemed necessary by the principal, may include suspension and/or contact with the local police department.

## **CRISIS MANAGEMENT DRILLS**

### **FIRE DRILLS**

In keeping with state regulations, fire drills are held throughout the year. Fire drill plans are issued to teachers, who in turn will direct this information to students during the first week of school. Instructions are posted in each classroom.

### **TORNADO DRILLS**

Tornado drills are held periodically throughout the year. The children are directed to assigned main floor areas, away from windows.

A steady siren signal of 3-5 minutes indicates that a tornado may have been sighted in Waseca County. In the event that this should occur, no one is to leave the building. Children are directed to their assigned areas. Concise directions for designated tornado areas are posted in the classrooms. Students sit flat on the floor with legs crossed, or kneel, and sit on legs. Their heads are kept down and covered with their arms.

## CODE GREEN – LOCK DOWN DRILLS

Lock down drills are held periodically throughout the year. The children are directed to an assigned lock down area by the classroom teacher.

## INSURANCE

Parents are responsible for the insurance of their child/children.

## SAFETY AND SECURITY MEASURES

As part of an ongoing effort to ensure a safe environment for our students and staff, Sacred Heart School utilizes one main entrance area to enter the building. The main entrance and other locked entrance doors are equipped with closed circuit cameras. All visitors are required to check in at the office before proceeding to classrooms and must obtain a visitor's badge.

## CARE OF SCHOOL AND PERSONAL MATERIALS

### DRESS CODE

1. Children need to be dressed in clean, modest, weather appropriate clothing. Children do go outside for recess daily.
2. Students may not wear pants with holes in them.
3. Children may not wear short skirts, short shorts, halter tops, tube tops, midriff tops, and tops with spaghetti straps, see-through mesh shirts, or muscle shirts that expose the upper torso.
4. T-shirts with offensive messages are not appropriate.
5. Belly buttons may not be showing.
6. No spike jewelry.
7. Children may not wear hats, caps, hoods, or bandannas in the school building.
8. Students must wear **socks and shoes/sandals that strap/fasten securely to the foot**. Flip-flops and clogs, etc. will not be permitted. Consider heel height when purchasing shoes for children.
9. Non-skid tennis shoes are required for physical education and playground activities.
10. Parents should make sure to use particular discretion in clothing when children will be participating in Mass or performing in school programs.

Parents will be notified in writing when appropriate clothing is not worn. Repeated incidents may require parents to bring appropriate clothing in if their child/children is/are not following the dress code.

While we have tried to address all dress code situations here, we reserve the right to decide if a student is wearing an inappropriate or unsafe article of clothing.

### PERSONAL ITEMS

Personal items such as combs, brushes, hats, etc., should not be shared with other students for sanitary reasons.

A school bag is required for each student.

## LOST AND FOUND ITEMS

Items that are found are kept on a table in the school foyer. When an item is lost, this is the first place children should check.

## CARE OF BOOKS, EQUIPMENT, AND SCHOOL PROPERTY

Respect for books, equipment, and school property is the responsibility of students. Students are urged to be careful in handling textbooks, library books, and any other school materials in their possession. Students will be expected to pay for damaged or lost school equipment

## LUNCH

Hot lunch and milk prices are set in the fall, and families are notified of these prices.

Hot lunch and milk will be charged to the students' accounts monthly. Parents will receive the monthly bill with the monthly newsletter packet that is sent home with children around the first week of each month. Free and reduced price lunches are available for those families who qualify. Please contact the school office for further information on this program.

The lunch program operates on the "offer vs. service" option. Children must take food items representing three food groups. Children may take all items offered if they choose. Children are not required to take milk. Children have a choice of the foods they will eat, so it is expected that they will make an honest effort to eat what they take.

Children may bring lunch from home and purchase milk, or bring their own beverage in non-breakable containers. Pop is not allowed.

**Lunchables and food from area restaurants or fast food establishments are not allowed.  
All children remain at school for lunch.**

## LUNCH PAYMENT POLICY

Sacred Heart School Parents receive a lunch bill by the 10<sup>th</sup> of each month. Payment for school lunches is due by the 20<sup>th</sup> of each month. If payment is not received by the 20<sup>th</sup>, a reminder is sent out stating a prompt payment will bring the account up to date. If an account is 30 days past due, a second notice is sent requesting payment within 10 days. If payment is not received within 10 days of this notice, a letter is sent informing the parent/guardian that the child or children can no longer participate in the school lunch program and will need to bring "cold lunch" from home until the account is paid in full. If this is repeated in the course of an academic year, the family will no longer be allowed to participate in the school lunch program.

## NON-DISCRIMINATION STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, [complete the USDA Program Discrimination Complaint Form](#), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

## SACRED HEART SCHOOL WELLNESS POLICY

### PURPOSE

The purpose of this policy is to promote sustainable life practices by assuring a school environment that fosters well-being through education, nutrition, and physical activity.

### GENERAL STATEMENT OF POLICY

- Sacred Heart School recognizes that health education, nutrition, and physical activity are essential components of an educational program that maximizes student attendance and learning.
- The school environment will promote student health, well-being, and the ability to learn by providing opportunities for healthy eating and physical activity.
- Sacred Heart School encourages the involvement of students, parents, teachers, school nutrition staff, and other interested persons in implementing, monitoring, and reviewing health education, nutrition, and physical activity policies and practices.

- All students in grades K-4 will have opportunities, support, and encouragement to be physically active on a regular basis.
- All students will have access to a variety of affordable, nutritious, and appealing foods that meet their health needs.
- School nutrition staff will attempt to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning and will provide clean, safe, and pleasant settings and adequate time for students to eat.

## **WELLNESS POLICY GUIDELINES**

### **A. Food and Beverage Services**

Students' lifelong eating habits are greatly influenced by the types of food and beverages available to them. Schools have a responsibility to help students and staff establish and maintain lifelong healthy eating patterns. Sacred Heart School will:

1. Ensure foods and beverages made available by the meal program are consistent with current USDA Dietary Guidelines for Americans.
2. Take every measure to ensure that student access to food and beverages will meet or exceed all federal, state, and local laws and guidelines.
3. Encourage school sponsored and fund raising events to be supportive of the wellness policy and guidelines.
4. Make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
5. Discourage tutoring, clubs, or organizational meetings or activities during mealtimes, or recess, unless students may eat during such activities.
6. Designate a person per site to be responsible for the school's food service program, whose duties shall include the selection of foods and beverages made available on campus that ensures compliance with current USDA Dietary Guidelines for Americans and the SHS Wellness Policy.

#### Snacks

Healthy snacks are provided each day by the school.

#### Food Safety

Minimizing the potential for the spread of infectious agents through food handling is critical to safety and health of the students and school staff. Sacred Heart School will:

1. Provide access to hand washing and/or hand sanitizer before handling food or eating meals or snacks.
2. Sell or serve all foods that will be prepared in health inspected facilities under the guidance of food safety certified staff to students.
3. Be sure that students are discouraged from sharing their foods and beverages with one another during meal or snack times.

### **B. Vending and Concessions**

1. Sacred Heart School does not have vending machines on campus.

2. Concessions at school related events will offer a variety of food and beverage items that include healthy options.
3. Foods sold for fundraising will not be sold at times that compete with the school food service program.
4. It is recommended that concession stands offer 50% of the selections be healthy food options and priced competitively with other food options.

#### C. Celebrations and Rewards

1. Sacred Heart School supports celebrations, recognition of academic performance, or good behavior with non food rewards; however, on a limited basis, when food is being offered, nutritious choices are encouraged.
2. Sacred Heart School staff will not withhold foods, beverages, or recess as a form of punishment.

#### D. Fundraising

1. Fundraising efforts will be supportive of healthy eating by emphasizing the sale of healthy food items or of non food items.
2. Sacred Heart School will make school affiliated organizations aware of the policy regarding fundraising with food and beverage items and will encourage them to adopt the same policy.

#### E. Nutrition Education and Promotion

1. The school will ensure that students in K-4 receive nutrition education that provides the knowledge needed to adopt healthy lifestyles. Nutrition education will be well integrated within a comprehensive school health education plan.
2. Sacred Heart School will encourage all students to make age appropriate healthy selections of foods and beverages.
3. Nutrition education will include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. Sacred Heart School will provide educational information, encouraging healthy eating and physical activity for families.
5. Sacred Heart School recognizes family members are a critical part of the team responsible for teaching children about health and nutrition.
6. Wellness concepts will be reinforced by school personnel.

#### F. Physical Activity

The primary goal for Sacred Heart School is to provide opportunities for every student to develop the skills and knowledge of physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long term benefits of physical activity and healthy lifestyles.

1. Students will receive regular, age appropriate physical education.
2. Sacred Heart School physical education curriculum is designed to build interest and proficiency in the skills, knowledge, and attitudes essential to life-long physical activity.

3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.

#### G. Communications with Parents and Guardians

It is important that students receive consistent messages throughout school, classroom, cafeteria, home, community, and media regarding good nutrition and healthy lifestyles.

1. Sacred Heart School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being.
2. Sacred Heart School will support parents' and guardians' efforts to provide healthy diet and daily physical activity.
3. Sacred Heart School encourages parents, guardians, and students to pack healthy lunches, snacks, and treats and to refrain from including beverages and food without nutritional value.
4. Sacred Heart School will offer parents, guardians, and students information regarding nutritious snacks and meals.
5. Sacred Heart School will provide information about physical activity and will support parents' and guardians' efforts to provide their children with opportunities to be physically active outside of school.

#### H. Implementation and Monitoring

1. Approved by the Sacred Heart Board of Education, the Wellness Policy has been implemented throughout the school.
2. Sacred Heart School will include the Wellness Policy in their school action plans.
3. The Nutrition Manager will ensure compliance within food service area and report to the principal.
4. The principal, in partnership with the Sacred Heart Board of Education, will ensure compliance of the policy as it relates to food and beverage.
5. The Nutrition Manager will provide an annual report to the principal. This report will include:
  - a. Procedures for selection of all foods made available during the school day.
  - b. Highlight activities or programs that promote nutrition education, physical activity, and communication with parents.
6. The principal will ensure compliance with the wellness policy and will provide a report of the school's compliance with the policy to the Sacred Heart Board of Education on an annual basis.

#### I. Staff Wellness

School staff serves as role models for students. Furthermore, a healthy school staff will more effectively deliver the message of the benefits of healthy life practices. Therefore, Sacred Heart School will promote staff wellness initiatives and opportunities that encourage healthy lifestyles, which will in turn foster exceptional role modeling.

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