



St. John - Sacred Heart
Catholic School

A Tradition of Academic Excellence & Faith-filled Living

2023 – 2024
FAMILY HANDBOOK



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WELCOME

Welcome to St. John – Sacred Heart School. We will offer grades 3K-8 for the 2023-2024 school year.

The operation of the school is governed by an advisory committee, which is overseen by the pastor.

This handbook has been developed to inform you of the rules, regulations, and operating procedures of the school. All families are asked to sign a verification form indicating that, as a SJSH Catholic School family, they understand and accept the contents of this handbook.

ST. JOHN-SACRED HEART
N361 MILITARY RD.
P.O. BOX 78
SHERWOOD, WI 54169
989-1373

E-MAIL

sishprincipal@gmail.com - Principal
secretary@stjohnsacredheart.org – General/Secretary

WEBSITE

<https://stjohnsacredheartschool.org/>

ACCREDITATION

Wisconsin Religious and Independent Schools Accreditation
Accredited every year since 2003

SCHOOL OF DISTINCTION

St. John-Sacred Heart Catholic School
Diocese of Green Bay - Diocesan School Board Award 2011

SCHOOL MISSION AND PHILOSOPHY STATEMENT

MISSION

The mission of St. John - Sacred Heart School is to provide a quality Catholic education with an emphasis on Christian values, academic rigor, and transformational service, setting the stage for life-long learning and discipleship.

PHILOSOPHY

We believe parents are the primary educators of their children and that the school provides the facility, the resources, and the personnel that contribute to the child's ongoing education.

We believe the role of the teacher is to facilitate and enhance each child's foundation of knowledge, instructing in a manner that recognizes individual talents and learning styles.

We believe the curriculum revolves around the religious dimension of the school, focusing on instruction, prayer, service, and community. We are a sacramental community united in the Eucharist.

We believe the school's curriculum must enable each child to develop his/her intellectual, physical, spiritual, moral, aesthetic, emotional, and social skills.

We believe the role of the school is to develop skills that encourage our students to become life-long learners who make educated decisions rooted in Catholic values and who function as contributing members of the community.



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SCHOOL PRINCIPLES

STATEMENT OF NON-DISCRIMINATION

St. John - Sacred Heart 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan payments, and athletic and other school-administered programs.

PUBLICITY DISCLAIMER

Photos, slides, and videos of SJSH students, as well as examples of student work, will be used at the discretion of the school staff for purposes of publicity, marketing, or fundraising unless otherwise directed by the parent in writing.

OBJECTIONS TO SCHOOL MATERIALS

Any parent finding school materials questionable in nature or content is encouraged to bring their concerns to the attention of the principal. A procedure is established to review such material.

SCHOOL BOARD/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The School Board and principal retain the right to amend this handbook for just cause. Parents and students will be given prompt notification if changes are made.



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SCHOOL PROCEDURES AND POLICIES

ADMISSIONS AND REGISTRATION

Children entering 3K or 4K level be three or four, respectively, on or before September 1. Children entering Kindergarten must be five on or before September 1. All children must be toilet trained before the start of the school year.

Registration begins in December for the following school year. New students may register at any time by contacting the school office. Registration forms include a general information form and a tuition agreement form. A non-refundable registration fee is required at the time of registration.

Students do not have to be Catholic to attend St. John - Sacred Heart School but are expected to participate in all religion classes and prayer services/liturgies. They will not participate in the reception of Sacraments.

Students transferring from another school must complete a transfer of records form.

ALCOHOL/TOBACCO/DRUGS/SMOKING

The possession, sale, or use of alcohol, tobacco, drugs, or other controlled substances on the school grounds is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

ATHLETICS

We do not offer in-house athletics but encourage families to participate in either Hilbert or Kaukauna school offerings. When available we will send this information home in the weekly folder.

ATTENDANCE/ILLNESS/MEDICATION

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students not here by the end of the first recess are marked absent to the nearest half-day. Students leaving for appointments during the day will be marked absent to the nearest half-day.

- Students arriving late must report to the office.
- In the event a child must leave school early, parents are asked to sign their child out in the office.

Students are expected to be present in school unless ill or otherwise excused. We discourage absences from school for reasons other than illness. *PLEASE TRY TO SCHEDULE VACATIONS WHEN SCHOOL IS NOT IN SESSION.*

Please inform the school office when your child has a medical appointment. Parents should call school before 8am, stating the nature of the illness or reason your child will not be in attendance for the day. If the school does not receive a call, school personnel will attempt to reach a parent to verify the absence.

Sick children will be sent home only after you have been notified. If you cannot be reached, another person at the number listed on your child's registration form will be contacted.

It is sometimes necessary for a child to take medication during school hours. If your doctor orders medication for your child, check with him/her to see if the medication is to be given at school. Often medications which need to be taken three times a day can be taken before school, right after school, and then before bed. This would eliminate administering medication at school.

COMMUNICABLE DISEASES: If your child contracts a communicable disease, please inform the county nurse of your respective county, as they monitor such outbreaks. Wisconsin state law requires that your child remain at home a minimum number of days. For example, the requirement for chicken pox is usually 5 to 6 days. Check with your physician or the nurse before sending your child back to school.

FEVER: If your child has a fever, do not send him/her back to school until he/she has been free of fever without the use of medication for at least 24 hours.

PRESCRIPTION MEDICATION: A Medical Consent form must be completed for students taking prescription medications during school hours. This **MUST** be signed by a parent **AND** your doctor. (The exception is for students who require an inhaler, epi-pen, insulin, or any life-threatening medical condition. In these cases, a more detailed health form is required.) The prescription medication must be brought to school in its original container. Your pharmacist can give you a duplicate container (one for home and one for school) if medication is to be kept at school.

NON-PRESCRIPTION MEDICATION (including supplements & cough drops): A Medical Consent form must be completed for students taking non-prescription medications, including supplements and cough drops, during school hours. The form **MUST** be signed by a parent or legal guardian. No doctor signature is necessary. All non-prescription medications must be brought to school in the original container with your child's name written on the container.

NO MEDICATIONS/SUPPLEMENTS, prescription or non-prescription, will be administered without completed forms and signatures. In addition, school personnel must confiscate any medication/supplement a student has in his/her possession that is not recorded on a Medical Consent form.

All Medical Consent forms and detailed medical consent forms are available in the school office. All medications/supplements & completed consent forms should be brought to the school office.

BICYCLES/SKATEBOARDS

Students are allowed to ride bicycles or skateboards to school. For safety reasons, students must obey all traffic regulations. Motorized equipment is not allowed.

The school assumes no responsibility for bicycles or skateboards. However, a bike rack is provided for proper parking and locking. Skateboards must be stored at the designated spot.

For the student's safety, bicycles must be walked and skateboards must be carried when on parish grounds. Students that do not follow this requirement will not be allowed to bring their bike or skateboard to school.

BLENDED LEARNING -Multi-Age Classrooms

Blended Learning is a formal process that is student centered utilizing technology as a support and resource.

This formal process is done through the rotations of teacher instruction, technology support, and independent learning. Students are grouped and taught according to their needs.

BUS TRANSPORTATION

Bus routes and schedules are established by the public school system in which the family resides. Questions regarding bus operations should be directed to the respective bus company.

Hilbert/Lamers 920-832-8800

Kaukauna/Kobussen 920-766-0606

Parents and students should notify the principal or the bus company of any safety hazards they have observed during bus operations.

Students are expected to follow the rules set forth by the district or the bus company. Rule infractions are brought to the attention of the parents and the principal. Continual abuse of bus privileges may result in denial of transportation.

CHANGE OF ADDRESS/PHONE NUMBER

For administrative and emergency reasons, it is important that parents notify the school office of any address or phone number change during the school year. If the public school district of residence changes, please notify the school office as well.

COMMUNICATION and CONFERENCES

A newsletter containing items of interest to parents and students is posted on the school website regularly. Additional information of interest to school families and parishioners is also posted on the website. Anyone having material or information for the newsletter must send it to the principal by the Wednesday before the desired publication date. All newsletter enclosures and messages are reviewed and approved by the principal. Non-school communications from area organizations are posted in the main entrance of school.

Parents and guardians are encouraged to keep in close contact with teachers concerning the progress of their child. Contact can be made through notes directed to the teacher, phone calls, e-mails, or conferences with the teacher. Please do not wait for a problem to develop to express concern or seek advice or assistance.

Since our teachers' primary responsibility is the education and supervision of their students, they may not take phone calls during the school day (with the exceptions of emergencies and during prep time). Messages are given to the respective teacher to be dealt with during a non-teaching or non-supervisory time.

Teacher e-mail addresses are posted on the school website. Since a teacher may not have a chance to read e-mail messages on the day you send it, please make sure that all important messages are sent by note with the child or phoned in to the school office.

Parents or guardians having a concern dealing with the principal should make contact with a note, e-mail (sjshprincipal@gmail.com), or phone call. If necessary, a conference can be arranged.

Report cards are issued four times each year at the end of each quarter. Conferences are scheduled twice each year. Fall parent-teacher conferences are mandatory for all. Spring conferences are by request of the parent and/or the teacher.

SJSH School utilizes POWER SCHOOL. This online source allows you to access student assignments, see current grades and check on lunch accounts. See the link on the school website.

CONDUCT/LION SPIRIT

Student behavior and language reflects on St. John - Sacred Heart Parish and School. Students are expected to:

1. Respect individual rights and the rights of others in a comfortable and pleasant atmosphere. Students must be considerate in words and actions.
2. Maintain proper behavior during class hours and at school-related activities. Respect must be shown and obedience given to all staff, including volunteers and supervisors.
3. Respect parish and school property. Textbooks must be covered and, when taken from the building, must be in a backpack or plastic bag. Damage to school/parish property will be fined accordingly. Vandalism is a serious matter as it relates to school and parish property. In the event an act of vandalism occurs, the school staff will attempt to determine the responsible person(s). Parents of SJSH students or children of SJSH parishioners will be contacted for a discussion on consequences and restitution. If damage is extensive, the police may also be notified. If the responsible person is identified as someone other than a SJSH student or parishioner, or is unknown, the incident will be reported to the police.

The teachers will contact parents if significant misbehavior occurs. In turn, parents are asked to contact the teacher when misunderstandings arise. Good communication between home and school is essential.

LION SPIRIT

Students at St. John-Sacred Heart are expected to follow school rules and contribute to a positive learning environment. Appropriate behavior is required in the school, on the playground, on the bus, on field trips, and all other school functions.

Student Expectations

- Speak and act respectfully to other students, staff, volunteers, and visitors.
- Use appropriate language.
- Complete all assignments as directed by the teacher.
- Respect other people's possession.
- Obey the dress code.
- During recess, if students are not going out for recess a teacher must supervise them.
- Leave gum, candy, and soda at home unless granted teacher permission.
- Grades 3-8 must bring their assignment notebook to every class unless directed otherwise.

On the playground:

- Refrain from rough play, pushing, shoving, or knocking people to the ground.

- Wear boots when snow is on the ground and snow pants when playing in the snow.
- Remain in sight of the supervisor at all times.
- Use equipment as intended. Do not jump off the swings.
- Return playground equipment (balls, ropes, etc.) to the storage bins at the end of recess.
- Do not have food, drink, or gum.
- Walk bikes and carry skateboards when on parish grounds.

On the bus:

- Follow all bus rules
- Listen to and obey all bus driver directives

In the cafeteria:

- Try all food and dispose of waste materials in an orderly manner
- Clean up any dropped or spilled foods at the table and stack trays upon return
- Items will not be thrown
- Use indoor voices

- **In the hallways:**

- Walk at all times
- Move quickly and quietly when changing classes, getting materials from the shelves/lockers, or using bathrooms

In the classrooms and library:

- Enter the room and take your seat quietly
- Raise your hand to speak and wait to be called upon before speaking
- Be patient when others are
- keep your area clean
- pick up paper and garbage off the floor
- if given a snack time, eat only the foods specified in section F of the Healthy Lifestyle section of this handbook
- use school property appropriately (i.e. no sitting on desks or tables)
- obey all classroom rules and procedures

Technology Restrictions:

- cameras, phones, or digital recorders are not allowed in school without special permission. A form is available on the school website
- handheld games, iPods, video games, etc. are not to be used in school without teacher permission

COUNSELORS

Counselors are not available at our school. The Diocese of Green Bay offers this service through Catholic Social Services and their satellite offices.

CURRICULUM

Curriculum for all subjects are available in the school office. The course of study at St. John - Sacred Heart School is consistent with state requirements for minutes of instruction and follows the standards and benchmarks of the Diocesan Education Department.

The school's religion curriculum involves the teaching of Catholic doctrine, the modeling of Christian attitudes, and the imparting of values. All three of these areas integrate and influence each other. Religious education in the school offers our student's experiences in faith, sharing, worship through liturgy and prayer, opportunities for service, and formal instruction within the context of the Christian community.

Students receive daily religion instruction and pray regularly throughout the school day. They attend liturgy once each week, and students in grades 3-5 participate in the Sacrament of Reconciliation during the seasons of Advent & Lent.

Community is stressed in school-wide projects and interactions. Service is a vital component of the school community. Students are expected to participate in the following service activities:

All Students

- Letter writing, collection of resources for chosen projects
- Seasonal collections for area food pantries and homeless shelters
- Service project opportunities
- Cards for shut-ins and sick
- Buddies with 4K students

Select Grades

- Grade 2, Sunshine Spreaders
- Grades 2-8, Mass servers and Mass Choir
- Grade 3-8, Buddy Program with 3K and 4K (when possible)
- Grades 3-8, Christian Leadership council
 - Assist with school fundraising and community building projects

An important component of our religion curriculum includes awareness of safe environments. Students learn about dangerous situations and are taught how to deal with unsafe or threatening situations (physical, sexual, emotional, etc.). Parents have a right to exclude their child(ren) from these classes by notifying the school and completing an opt-out form. Unless notified, each child will receive a minimum of three classes dealing with safe environment issues. Parents that opt out of these classes will be provided the lesson materials and will be expected to discuss the information in their home.

DAILY SCHEDULE

- 7:20 First Bell (students enter head to Gymnasium)
- 7:30 Students go to classrooms
- 7:40 Announcements
 - Classes begin immediately following announcements
- 10:00-10:15 Recess (3K-5)
- 11:20 Lunch period begins
- 11:30 Half-day students dismissed
- 11:45 Lunch recess begins
- 12:15-12:25 Classes resume
- 2:48 Bell
- 2:50 Dismissal
- *Early Dismissal Days – 11:40

Arrival Time

All students not riding the bus should be dropped off at the front door between 7:20-7:35. Students must enter the building upon arrival and report to their designated area. Parents dropping off a 3K or 4K student should use the main door.

Dismissal Time

Parents are expected to have their child picked up within five minutes of the respective dismissal time. Students remaining after this time will be sent to extended care and parents will be charged the current hourly rate. Our end of the day bell rings at 3:48pm so students will be dismissed at 2:50pm.

Departure Procedure

The buses will be parked in front of the school main doors or on the side near the garage, we will dismiss those students on the bus first and the buses will depart. We will then allow the students to walk on the sidewalk (we eliminate any students walking into the parking lot) to their pickup vehicle in the stalls.

School Cancellation

School closings due to inclement weather are broadcast over the following radio/television stations:

WHBY (1150 AM)

WCUB (980 AM)

WGEE (1360 AM)

WIXX (101.1 FM)

WDUZ (1400 AM)

WLUK, WFRV, WBAY-TV

Parents are asked to listen for the Hilbert or Kaukauna school-closing, delay, or early dismissal announcement.

If either of these public-school districts are closed, SJSH School will also be closed. If school is closed, extended care will not be provided.

For a delayed start or an early dismissal due to inclement weather, SJSH School follows the HILBERT District decision. Kobussen Busing will transport the Kaukauna District students according to the Hilbert District decision.

- In the event of a delayed start students enrolled in the half-day 3K, 4K, or 5K sessions will not meet.
- In the event of an early dismissal, extended care is NOT provided.

If Kaukauna runs a 2-hour delay and Hilbert does not, school will still start at 7:40am but the am bus from Kaukauna would run on the 2-hour delay. If Hilbert runs a 2-hour delay, there will be no ½ day classes on this day. Please watch your local news on days with severe weather. You will receive an email from school, but the news will have the information first.

In the unusual circumstance where school must be canceled during the school day, teachers will ensure all students have satisfactory transportation prior to dismissal. Teachers will follow parent directives which are indicated on a form sent home each fall.

DRESS CODE

Students are expected to dress appropriately and groom to:

- Promote self-dignity & respect
- Encourage school pride
- Encourage self-worth
- Promote an academic and Christian atmosphere

TOPS: Dress shirts, blouses, polo shirts, turtlenecks, sweatshirts, hooded sweatshirt and t-shirts must fit properly (not too tight or loose). Necklines must be no lower than four finger-widths below the collarbone. Sleeveless and wide-strap tank tops will be allowed but private areas must be covered, spaghetti straps are not allowed.

Pictures or writing on shirts must be compatible with school/church values (i.e. no drugs, alcohol, music groups, double meanings, see-through, low-cut, etc.)

BOTTOMS: Jeans, corduroy, dress pants, jumpers, dresses, and skirts are allowed. All pants must be off the floor, clean, and not torn (not even by manufacturer). Leggings may be worn underneath a dress/longer top. Shorts, skorts, and capris may be worn only during August, September, May and June unless the temperature is forecast (using the forecast posted on the school website) to be above 60 degrees. Dresses, skirts, shorts, and skorts must reach to the end of the child's longest fingertip.

Writing on backside of bottoms is not allowed. Wind pants and athletic pants are discouraged.

SHOES: Tennis shoes, dress shoes, sandals, dress boots, and cowboy boots are allowed. All footwear must be properly laced or buckled, have a heel/sole less than one inch, and have a back. Students must have a separate pair of laced gym/tennis shoes for physical education classes. Crocs are allowed but not for gym class or Mass.

HEAD: Minimal make-up, two stud earrings per ear maximum, no extremes in hair color, style or cut. Hats may only be worn in school for special occasions (i.e. hat day, career day, etc.).

MASS AND OTHER SCHOOL FUNCTIONS (field trips, Math bowl, forensics, graduation, etc.):

Students are expected to wear dress pants and clothing within the dress code guidelines. Jeans, shorts, or capri pants may not be worn. An exception would be a field trip to a farm, caves, etc. Oversized or hooded sweatshirts are not allowed for Mass.

Winter: Students will have outdoor recess unless the temperature/wind chill is 10 or below. Hats, water proof mittens/gloves and boots are needed for outdoor recess. Snow pants are required when snow is on the ground.

Younger Children (3K, 4K, & 5K): Please label all clothing with first and last name. Provide an extra change of clothing in case of an accident.

EMERGENCY PROCEDURES

Procedures for emergencies are practiced each month. Written plans for fires, tornadoes, bomb threats, hazardous spills, intruders, and crisis situations are on file in the office and are located in each teacher's handbook. Procedures for fire and tornado with routes are posted in every classroom.

EXTENDED CARE PROGRAM

Extended care is available on all school days before and after school hours. The program is available for *scheduled* early dismissal days but is not available when school is dismissed early for weather or other emergency related reasons. Registration forms, program information, and our fee schedule can be obtained across from the office in the family forms area.

FIELD TRIPS

Field trips broaden the educational experience of the students and are an extension of the curriculum. Field trips guidelines include:

- All field trips must be approved by the principal.
- In most cases expenses are paid by the students.
- Parents are informed via letter and/or permission form of the purpose of the field trip, type of transportation, date, approximate times of departure and return, costs, and appropriate dress if needed.
- No student may participate in a field trip without a **signed permission form**. **Notes or letters of permission are not acceptable.**
- Chaperones are sometimes needed. All chaperones must be approved by the Diocese as having attended a VIRTUS training session, completed a background check, and verified having read the Diocesan policy "The Code of Pastoral Conduct."
- Teachers have a plan for emergencies in the event it is needed. The teacher will be aware of special needs and medications.
- Transportation for field trips is by bus unless special permission is granted for unusual circumstances. In that case, drivers of private vehicles for field trips need to comply with Diocesan policies, School Board policy, and State Statutes.
- Jeans, shorts, or Capri pants may not be worn. An exception would be a field trip to a farm, caves, etc. Oversized or hooded sweatshirts are not allowed and must be removed indoors.

FIREARMS/WEAPONS/DANGEROUS OBJECTS

Students are not allowed to bring any item to school that is dangerous, can be used as a weapon, or resembles a weapon. Items include, but are not limited to, guns, knives, pocketknives, swords, etc. Failure to comply will result in suspension or expulsion and may result in referral to proper authorities.

1990 Federal Government Gun Free Zone Act:

"It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, imprisoned for not more than 5 years, or both."

FUNDRAISING

School fundraising is limited to activities approved by the Board & School.

GRIEVANCES/CHAIN OF COMMAND

In the event that parents have concerns or have needs to be addressed, they should contact their child's teacher to address the issue. If after consultation with the teacher, further action is needed, the parent should contact the principal for assistance. If the issue persists, the parent may contact the pastor.

HEALTHY LIFESTYLE POLICY

It is the goal of St. John - Sacred Heart to make a significant contribution to the general well-being of its students, nurturing them spiritually, cognitively, and physically. The school environment shall facilitate the development and practice of life-long wellness behaviors to positively influence students' understanding, beliefs, and habits regarding good nutrition and regular physical activity thereby optimizing student performance potential.

To ensure the health and well-being of all students, the school's policy regarding a healthy lifestyle is as follows:

- I Students at St. John - Sacred Heart shall have access to adequate and healthy food choices at affordable prices on scheduled school days and at school functions.
- II **Nutritional Guidelines**

Decisions made in school programming need to support and promote proper dietary habits, encourage positive nutrition messages, and contribute to students' health status and academic performance. The following nutritional guidelines should be followed in distribution and sale of foods to facilitate good nutrition and to avoid foods with minimal nutritional value.

 - A Food options should be served with consideration toward variety, appeal, taste, and safety.
 - B Food options should be nutrient dense per calorie, including but not limited to: lean meat, fish, poultry, eggs, whole grains, nonfat milk, legumes, vegetables (particularly dark green), and fruits (particularly citrus).
 - C Consistent with Dept. of Public Instruction guidelines, provide food options that are low in fat, calories, sugars, caffeine, and additives such as dyes, sulfates, and MSG. Food service will further follow federal guidelines regarding sodium content.
 - D Lunches and snacks brought from home should adhere to the above guidelines.
 - E Any sales of candy, defined as any item that has a sugar listed as one of the first two ingredients, will not be permitted on school grounds during the instructional day.
- III **Lunch Program**
 - A **Lunchroom Climate**

A lunchroom environment should provide students with a relaxed and enjoyable climate by providing:

 - i) Adequate space to eat with pleasant surroundings
 - ii) Adequate time for meals (at least 20 minutes)
 - iii) Access to handwashing facilities before meals

B The Lunch program offers food aligned with the aforementioned nutritional guidelines.

IV Snacks and Celebrations

A Timing of food sales, snacks, and parties should not conflict with the lunch program.

B 3K will have a daily snack. 4K-Grade 8 teachers may allow students to have a mid-morning snack, which must be **one serving size or less**. Acceptable items are as follows:

- Fresh fruits or dried fruits (raisins, banana chips, etc.)
- Raw veggies
- Plain pretzels
- Plain popcorn
- Fresh cheese sticks, chunks or string cheese
- Goldfish crackers (or a healthier equivalent like organic or gluten free varieties, e.g. Cheddar Bunnies)
- Whole grain/low sodium crackers (Triscuits, Wheat Thins, or organic varieties)
- Plain rice cakes
- A snack-sized sandwich (No peanut butter allowed)
- Plain Cheerios
- Trail mixes (variety of items listed above – may not contain nuts or candies)
- Applesauce

C Exceptions

- 1) An exception will be made for birthday treats, which will be consumed at lunch or at the end of the day. Drinks are not allowed as part of a birthday treat.
- 2) Exceptions may also be made at the discretion of the principal for the following purposes:
 - a) Fundraising
 - b) School promotion
 - c) School functions such as parties, celebrations, feasts, and sporting events.

D Beverages

- 1) Water
Water consumption is encouraged throughout the day, particularly during periods of hot weather. Staff members should remind students of the value of water consumption by allowing periodic water breaks and allowing students to keep water bottles in the classroom with the following parameters:
 - a) Water bottles must be clear (non-tinted), have a secure top, and contain only plain water.
 - b) Students may not share water bottles.
 - c) Students misusing water bottles are subject to disciplinary action.

- d) Water bottles are not allowed in computer lab, science lab or library.
 - e) Individual teachers are allowed discretion in determining classroom use.
- 2) Milk
 - a) Both flavored milk and unflavored milk will be available to students taking hot or cold lunch.
 - b) Low fat (1%) and nonfat (skim) are in single serving size.
 - c) Whole or lactose free milk is not available but may be brought from home by a student when it is medically necessary.
 - 3) Juice
 - a) Must be pure 100% juice with no additives.
 - b) Allowed only during approved school functions
 - 4) Soda
 - a) No soda is allowed during the school day.

V Curriculum

A Physical Education

- 1) Physical activity should occur on a daily basis at school through at least one of the following:
 - a) Physical Education class
 - b) Co-curricular activities
 - c) Recess
- 2) Physical Education should be offered as a class two times per week.
 - a) It should instill the importance of physical exercise.
 - b) It should expose students to a wide range of physical activities so students develop knowledge and skills to be physical active for life.
 - c) It should provide instruction on the five health related components of fitness:
 - i. Cardiovascular endurance
 - ii. Muscular endurance
 - iii. Muscular strength
 - iii. Flexibility
 - v. Body composition instruction, which includes proper diet and healthy eating habits

B Health Curriculum

- 1) The goal of the health curriculum is that students will learn good food habits to help build and maintain good health.
- 2) Some of the topics covered include, but are not limited to:
 - eating habits
 - guide to a healthy diet

- dietary guidelines
- food guide pyramid
- weight problems
- eating disorders
- fad dieting
- food safety
- food allergies
- healthy heart choices
- healthy snacks
- diet and disease
- understanding calories
- sources and variety of foods
- healthy breakfast
- food labels
- major nutrients
- multicultural influences
- serving sizes
- proper sanitation
- identifying and limiting junk food

- 3) All instructional staff members are encouraged to model proper nutrition choices and to integrate positive health messages throughout all subject areas where appropriate.

HOMEWORK/GRADES/HONOR ROLL

Homework is an extension of the learning started in school and is a necessary part of our education process. It should not be excessive and can be completed in a reasonable length of time, as suggested below:

Grades 3K-5K	.25 hour/day
Grades 1 – 3	.5 hour /day
Grades 4 – 8	1 hour /day

If a student is absent from school, he/she is allowed one day for every day missed to make up assignments. Homework is given upon the child’s return. Parents need to assume responsibility to help the child make up work that is missed on extended absences, since the volume of work that is missed cannot be replicated. Students missing school for an extended period miss class discussions, models, demonstrations, classroom practice and extension activities. Parents should expect that their child’s grade, as a result, would be affected.

The following grading scale is used for grades 3-8:

A = 93-100 B = 85-92 C = 77-84 D = 70-76 F = 69 or below

The upper ranges of scores within each grade category may earn a “+” while the lower ranges of scores within each grade category may earn a “-”.

Report cards are issued four times each year at the end of each quarter.

SJSH School utilizes POWER SCHOOL. This online source allows you to access student assignments and current grades. See the link on the school website.

INVOLVED PARENTS ASSOCIATION (I.P.A.)

The Involved Parent Association is designed to be a partnership between the home and the professional staff. This partnership should reflect mutual support and cooperation.

Objectives:

- To work together to ensure the highest advantage in physical, mental, social, and spiritual education for every student.
- To offer well-planned programs of special interest to parents or guardians to assist them in fulfilling their responsibilities in the training of their children.
- To help parents or guardians know more about education at the local levels.
- To offer opportunities for parents or guardians to understand the educational program of the Diocese of Green Bay and the philosophy of Catholic education so as to create a greater appreciation of Catholic education.

Any parent or legal guardian of a student enrolled in the school is a member. Any other person who is interested in the training and education of Catholic youth is also eligible for membership.

LEAVING CAMPUS

Students may not leave the school grounds during school hours for any reason without the written consent of their parent. Students must either bring the written consent to the office or be signed out by a parent or designated adult.

LIBRARY/MEDIA CENTER

Philosophy

Students today must develop the ability to solve problems, communicate effectively, and be life-long learners in order to succeed in life. They must also acquire the information-gathering skills.

An effective library/media program provides level-appropriate literature for recreational reading, curriculum support, and the encouragement of thought and discussion of values and moral issues.

Policies

All library books are checked out for a one-week period. If your child is not finished with the book, it may be renewed for another one-week period, unless the book has been reserved by another student or teacher.

Overdue notices are sent out as needed child's classroom.

There is a minimum charge of \$5.00 for lost or damaged materials. The charge for a lost book is based on the price listed in **BOOKS IN PRINT** or other catalog sources.

LITURGIES

Celebration of liturgy is central to our faith. Students attend Mass once each week, on Holy days and other special occasions. Students are expected to fully participate in liturgies by serving, singing, reading, presenting gifts, etc. Students attend Mass on Wednesdays. Parents are encouraged to attend.

Students are expected to wear dress pants and clothing within the dress code guidelines. Jeans, shorts, or Capri pants may not be worn. Oversized or hooded sweatshirts are not allowed and must be removed indoors.

LOCKERS

Students in grades 5-8 are assigned lockers to store their belongings in. They are also issued combination locks for the lockers. Students are responsible for their personal items within their assigned locker. They should not allow other students to go into their locker or give them the combination to their lock. Valuable items should be left at home. The lockers belong to the school. The school has the right to search the lockers.

LUNCH/MILK PROGRAM

Hot Lunch

Hot lunch is served daily. A monthly menu is available on the school website.

Power Lunch is used to track deposits, a purchased lunch, or a la carte milk. Each child eligible to participate in the lunch program has their own individual account. Students with a negative balance will be asked to bring a cold lunch/drink until a positive balance can be established. Parents are responsible to check the balance of their child's account on Power School. Make checks payable to SJSH Hot Lunch. If a student graduates or leaves the school, he/she may request a refund or have the money donated to the Hot Lunch Program.

Cold Lunch

Students bringing a cold lunch need to keep their lunch with their back pack. Use of the refrigerator and microwave oven is not allowed.

Milk

Students bringing cold lunches to school may purchase milk at lunch time. PER THE SCHOOL'S HEALTHY LIFESTYLE POLICY, only milk or water may be consumed with the lunch meal.

SNACK MILK

3K students are offered milk with their daily morning snack for a separate fee. This fee is to be paid on Orientation Day or the first week of school. The fee for the 2022-2023 school year will be \$37.50

MISCELLANEOUS

To minimize problems within classrooms, party invitations cannot be distributed in school unless all students (or all girls, or all boys) in the classroom are invited.

SCRIP

SCRIP is a program that allows you to use gift cards instead of cash when making your purchases at participating stores. These businesses allocate a percentage of your purchases back to the parish.

As a parent, using SCRIP helps both the parish/school and YOU! With any SCRIP purchase you make, 50% of the profit you generate is applied to your tuition at SJSH School or St. Mary Central Catholic High School or Xavier High School.

SCRIP profit is the amount of money SJSH receives for each SCRIP gift certificate sold. For example, if you purchase \$100 in SCRIP that offers a 5% rebate, the amount of SCRIP revenue generated by that sale is \$5.00. Of that \$5.00, your family would earn a \$2.50 tuition credit. The other \$2.50 goes to the school.

Any SCRIP profit earned between May 1 and the end of April is applied to your tuition in the form of a credit for the following school year. For those in a Catholic high school, a check is mailed to the school.

An order form is available for in-stock SCRIP as well as special orders. The name section of the order form includes the family name that is to be credited with the purchase. The computer system is arranged by Head of Household and by family phone number. In order to be given the correct credit that is due, you must make sure the name and phone number is included on every SCRIP order. The parish is not responsible for any order without this information and credit will not be given to your family if it is not identified. Special orders are placed the Monday after your order is received and will be ready for pickup at Head Insurance by that Thursday.

STUDENT ASSESSMENT/STANDARDIZED TESTING

Our school will be using Renaissance STAR360 testing this school year. The testing will be done two times per year at a minimum.

Students in grades 5 are given the ACRE Test, which assesses knowledge of religion concepts and faith.

STUDENT PROMOTIONS/RETENTIONS

Promotions and retentions are based on each student's academic, physical, social, and emotional growth and may involve consultation with parents, teacher(s), principal, and any other personnel involved with the students.

STUDENT RECORDS

Confidential student records, which include progress and behavioral reports, are maintained in the office.

Progress reports include the student's grades and attendance. They may be transferred to another school when written notice is received from the parent, guardian or the receiving school in which the student is enrolled.

Behavioral records include ability tests, achievement tests, health records, psychological tests, personality tests, and any other records. The records are maintained one year after graduation.

A student's official file is kept in the school office. This file contains the student's registration form, diocesan progress reports, attendance records, and standardized test results. A parent, guardian wishing to review this file must give a 24-hour notice by way of written request and set an appointed time to review the file.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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.

SEXUAL MISCONDUCT

The Diocese of Green Bay will not tolerate the sexual abuse or sexual exploitation of a minor/vulnerable adult by a priest, deacon, other minister, employee, or volunteer who is in the service of the Diocese.

REPORTING SEXUAL ABUSE:

If you know of an incident of sexual abuse of a person **who is now under the age of 18** by a priest, deacon, employee, or volunteer, **PLEASE IMMEDIATELY CALL THE CIVIL AUTHORITIES AND THE DIOCESE.**

If the person was abused as a minor and is now an adult, please contact:

Office of Safe Environment
Diocese of Green Bay
At 877-270-8174 or 920-272-8174

Write to: Office of Safe Environment, Diocese of Green Bay, P.O. Box 23825, Green Bay, WI 54305-3825
Letters should be marked Personal and Confidential and indicate when and how the person writing can be contacted for further information

More information can be found at **www.gbdioc.org**

To report **suspected** child abuse, elder abuse, or abuse of an adult at risk contact:
Department of Human services in your county.

For individual county information:

<http://dcf.wisconsin.gov>

<http://www.dhs.wisconsin.gov/aging/elderabuse>

A copy of the Diocesan Code of Pastoral Conduct is included with the Orientation Packet. Parents who wish to volunteer their services to the school need to sign the Volunteer Acknowledgement, complete an online background check, and attend a Virtus training session. To complete the online information, go to gbdioc.org/protectingourchildren and then click on Background Check and Virtus training session

TECHNOLOGY ACCEPTABLE USE POLICY

All students in Grades 3K-8 have access to school computers, the internet, and personal devices. As computer and Internet users, students must agree to follow the rules and code of ethics while working with computers and the Internet at St. John - Sacred Heart School.

Technology and Internet Acceptable Use Policy and Agreement

This agreement is designed to serve as a guide for responsible use of technology in order to protect privacy and ensure the safety of our students and staff. Use of our technology equipment and services is a privilege, not a right. This agreement applies to all technology resources, including school-owned and those bringing

their own device (BYOD) into St. John - Sacred Heart School or on school grounds.

We have internet systems available at St. John - Sacred Heart School for educational purposes only. This includes classroom activities, direct and independent learning activities, individual and collaborative writing, and publishing. Our school staff has the right to place reasonable restrictions on the students who can access our network and internet system and the material they may post on it. There will be sites and online communities and communications accessible as educational tools within St. John – Sacred Heart School campuses. St. John – Sacred Heart School technology staff reserves the right to block network access to any online resources at any time. St. John - Sacred Heart School is not responsible for the content of external web site links.

Students in grades 3-5 will be using a Google Apps for Education account. Google Apps for Education allows students to experience and develop 21st century skills. Google Apps for Education is a set of online tools for communication, collaboration, and document storage. Our main goal is to use Google Docs: a word processing, spreadsheet, presentation, and drawing program that allows multi-user access and editing. Our primary reasons for supplying this tool to students are:

- To give our students practice in using current technology applications and tools
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience.
- To give students a place to store their work that can easily be transferred from school to home or home to school.

To ensure the safety of our students, Google Apps for Education has a domain that is “closed.” This means that students can only share documents with their teachers and other students in our school. As a parent, we want you to be involved, too. You will have full access to your child’s Google Account by asking your child for their Google Account username and password.

When using any technology equipment in and at our campuses:

1. Students may use technology equipment, including, but not limited to computers, networking systems, internet, mobile devices, communication devices, cell phones, email, social networking sites, and cameras, with care and respect upon teacher/staff permission. Personally-owned devices must be powered off upon entering the building and remain in a classroom-designated location for grades 3K-4 or in their locked lockers for grades 5-8 until permission is granted to use it in the classroom. They must not be powered back on until they have left the building to go home.
2. The student is fully responsible, at all times, for the personally-owned device/devices brought to school. St. John – Sacred Heart School and staff will not be responsible for any information / product that may be lost, damaged, or stolen. Personal devices must be charged and recharged outside of school, unless specific permission is granted. Students are responsible for the condition of the device brought to school, such as updates, antivirus software, and repair.
3. Students may not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on any technology equipment of their own or belonging to the school. Student use of cell

phones or any other mobile device for verbal/text communication is prohibited unless it is an emergency and a cell phone/mobile device permission slip has been handed into the office.

4. Students may not use technology equipment of the school or their own in a manner that is a violation to local, federal or state laws.
5. Students must report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment as soon as a student becomes aware of it.
6. Students must ask permission from staff/teacher to print, download from a disk/flash drive, or software on any of our technology equipment or their own while on the SJSH premises.
7. Students may not use technology equipment to create, store, transfer, post, or use software or electronic content in a way that violates copyright, personal information such as photographs, email accounts, passwords, home addresses, telephone number, parents' work addresses or numbers, or the name and location of our school. Our school name may be used for projects upon teacher approval.
8. Use of cell phones, internet access, or any electronic device as part of our BYOD (Bring Your Own Device) is prohibited during school hours or school functions unless permission is granted by the teacher/staff. Device use is limited solely to classroom work.
9. Students must use computer netiquette* at all times when using St. John-Sacred Heart School's technology equipment and services as well as any device they bring to school. (*Computer Etiquette is communicating with others via a computer or internet device with understanding, respect and courtesy.) Any violation of this policy may result in permanent revocation of technology privileges and other disciplinary action may be taken at the discretion of the principal. All technology use is monitored. The teachers / staff reserve the right to inspect and / or confiscate any student's device belonging to the school or their own personal device if reasonable belief exists that the student has violated the terms of this agreement.

Parent / Guardian Responsibilities:

1. Parents / guardians are responsible for reading and reviewing the terms of this agreement with their child / children attending St. John-Sacred Heart School.

Parents / guardians are responsible for any damages, claims, and expenses resulting from their child's / children's misuse of the school's technology equipment.

2. Parents / guardians are responsible to monitor any device that their child brings to St. John-Sacred Heart School to be sure they have been using it in a responsible way and for classroom purposes during the school day.

3. Parent / guardian acknowledges that any failure to comply with this agreement may result in disciplinary action determined by the principal, any or all of the student's technology privileges being revoked, and / or reporting illegal violations to the appropriate authorities.

4. Parents / guardian / student acknowledge that any student bringing their own technology device St.

John - Sacred Heart School does not have a personal privacy right to any information, data, file, and communications that are stored on their personal device. Therefore, personal private data, files, communication, and information should not be stored on the device being brought to St. John - Sacred Heart School.

School Technology Expectations

Google Apps for Ed and all the technology hardware and software that we use is a privilege for all the students at our school. Students are expected to use the products we provide in appropriate, safe, and respectful ways. Below is a listing of appropriate ways to use our school's technology products.

Google Apps for Ed:

- is used only for schoolwork as assigned or created by the teacher or requested by the student with a teacher's approval.
- documents, spreadsheets, or presentations will only be shared when the student is asked by the teacher or asks the teacher to create a share.
- comment feature for documents, spreadsheets, or presentations will only be used for constructive comments as directed by the teacher.
- is not a social networking program for students to use in or out of school time.
- pictures are not to be stored, loaded, inserted or kept in Google Apps unless it has been requested by the teacher for part of a document, spreadsheet, or presentation that is a class assignment.
- Is not to be accessed in class/home unless the student is working on a project or other assignment that a teacher has requested or the student has requested upon approval from a teacher.

Laptops/iPads or any personal device:

- is used only for schoolwork as assigned or created by the teacher or requested by the student with a teacher's approval.
- upon completion of the work the teacher has directed them to do they need to do a complete shutdown of the laptop or iPad and return it to its correct location.
- during school the student cannot continue to use the internet as a free "surfing the web" time after their schoolwork is completed.
- only use the features on the iPad/laptop the classroom teacher directs them to use without reminders.
- Students that are assigned the use of a school owned laptop or iPad must be the only one that uses it. No other students should log in / use another students laptop/iPad unless directed by a teacher.

Workstations:

- all the expectations mentioned in the Google Apps for Ed and laptop/iPad section apply to computer lab workstations.

Please remember to be safe, be smart, and be respectful! Use computer "netiquette" when browsing or using the web!

TELEPHONE USAGE

The office phone is used for business. The students may use the phone with permission for emergency/necessary purposes **ONLY**.

Asking permission to go to a friend's house or forgetting things at home does not constitute an emergency. Permission for such things should be given prior to coming to school.

Parents are asked to refrain from calling school to leave messages for their child(ren) unless it is an emergency.

STUDENTS MAY NOT HAVE CELL PHONES IN SCHOOL UNLESS PARENTS HAVE ASKED FOR SUCH PERMISSION. IN THE EVENT PERMISSION IS GRANTED, CELL PHONES MUST BE KEPT IN BACK PACKS OR LOCKERS DURING ALL SCHOOL HOURS AND **THEY MUST BE TURNED OFF (whenever on school property)**. The required permission form is found on the school website and is also available in the school office.

Failure to comply with this policy means a student will not be able to have a cell phone at school during school hours.

TUITION

Tuition is one of the sources of funding for the operation of the school. The remaining finances are derived from fundraising, contributions, and parish financial support.

Tuition is determined annually prior to the registration period.

Parents need to sign a tuition payment agreement when registering. The parent responsible for tuition payments must be the one that signs the tuition agreement.

Parents that are able to contribute more toward the actual educational cost are encouraged to do so under a FAIR SHARE plan. A Fair Share agreement form, which allows families to designate a contribution over-and-above the stated school tuition, must be completed. This contribution is a tax-deductible donation. Credit of that donation for tax purposes can only be made after the total tuition is paid. For further explanation and clarification, contact the school office.

Tuition Grants are available for families that cannot afford the full tuition. Application forms are available in the school office. These confidential applications are given to the principal for a determination of financial aid.

VISITORS

All school entrances are locked during the day. Directions for using the bell/intercom system are posted at the main entrance. All parents and visitors to the school must report to the office when entering and leaving the building. A sign-in/out sheet is used. All visitors must wear a school-issued tag. The exception to this rule is for office deliveries in which the visitor immediately leaves or for a parent picking up a child.

These procedures have been implemented for the safety of our students and staff.

VOLUNTEERS

We depend on the active support and involvement of our parents. This is essential to the success of our students & school. Each family must contribute 20 hours of service to the school during the year or pay \$10/hour for every hour less than 20. Your time and effort is greatly appreciated.

Opportunities to volunteer include working as a library aide, secretarial aide, teacher aide, health program assistants, Education Committee member, athletic program coach or worker, project/fundraising laborer, or work at home cutting labels, making phone calls etc.

All volunteers must verify the reading of the *Diocesan Code of Pastoral Conduct for Volunteers*. A copy can be signed online in your VIRTUS account. In order to volunteer with children you must complete VIRTUS training session and complete a background check. See registration directions that follow.

VOLUNTEER DIRECTIONS FOR SAFE ENVIRONMENT VIRTUS TRAINING AND ONLINE BACKGROUND CHECK

All volunteers including field trip chaperones must be safe environment trained.

Complete an application in which you:

- 1) Provide the Diocese with professional and personal references.
- 2) Acknowledge the appropriate online authorization forms.
- 3) Authorize a criminal background check and receive a satisfactory report.

www.gbdioc.org Hover over "Protecting Our Children" Click on "Background Checks" Click on www.virtus.org

Complete the VIRTUS® Protecting God's Children Adult Online Awareness Training. Register at www.virtus.org

CODE OF PASTOR CONDUCT

Yearly Sign the online Code of Conduct in which you agree to follow and adhere to the Our Promise to Protect (employees) or the Diocesan Code of Pastoral Conduct for Volunteers (volunteers).