

*Sacred Heart School
Faculty, Staff, and Organizations*

433 Baraga Avenue
L'Anse, MI 49946
906-524-5157

www.sacredheartlanse.org

ADMINISTRATION & STAFF

Pastor	Fr. Corey Litzner
Principal	Mrs. Christy Miron
Secretary	Ms. Amber Johnson
Custodian	Mr. Bruce Harju
Groundskeeper	Mr. Robert Perreault

TEACHERS

Young 5/Kindergarten	Ms. Victoria Tulppo
Grades 1 and 2	Sr. Carolee Vanness
Grades 3 and 4	Mrs. Wendy Hiltunen
Grades 5-8 Math/Science/Latin/Spanish	Mrs. Rachel Peacock
Grades 5-8 Language Arts/History/Religion	Mrs. Sandy Jorgenson

SCHOOL COUNCIL MEMBERS

Mr. Nate Froese, President	Mrs. Diane Richard
Mr. Alan Niemela, Vice-President	Mrs. Bridget Summers
Mrs. Katy Holm, Secretary	Mrs. Jacque Velmer
Mr. Eugenio Callejas	

DIOCESAN PHILOSOPHY

Our Catholic Schools in the Diocese of Marquette share in the evangelizing mission of our local Church.

We are:

Communities of Faith

- In communion with our Bishop and Pastors
- In partnership with our parents
- In Christian collaboration among our staff, teachers, and parish
- In respectful personal relationships between teachers and students

Committed to the integral formation of our students

- Through educational practice founded upon an understanding of children as persons who are created in the image of God
- By enabling our students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love

Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- To deliver challenging learning experiences to develop learning, thinking, and life skills that lead to success at the next level
- To assess student learning and allow us to adjust our teaching to meet learning goals
- To provide and coordinate learning support services to meet the unique learning needs of all our students
- To offer a progressive technology infrastructure designed to support our teaching and learning goals

Committed to excellence in all co-curricular and extra-curricular areas of our programs

- To imbue in our students a culture of charity through our community service programs
- To provide team sports and other extra/co-curricular programs as a means to a well-rounded formation of our students

Sustained by the faith witness of our teachers and staff

In which each of our teachers and staff members are called to live lives of personal holiness rooted in our love for Jesus Christ and His Catholic church. We are witnesses to this personal love to our students and families we serve.

MISSION STATEMENT

Sacred Heart School integrates faith and reason to develop the whole child into a disciple of Jesus Christ, a great thinker, and a lifelong learner.

ADMISSIONS POLICY

Sacred Heart School is open to any child whose parents desire of a Christian education for their child. All students entering Sacred Heart School will begin a 90-day probationary period in order to determine whether the school can meet the child's needs.

Upon enrollment, parents will need to complete the following forms:

- Registration Form (one per child)
- Emergency Card (one per family)
- Health History (one per child)
- Tuition Commitment Form (one per family)
- Parent Involvement Form (one per family)

New enrollees are also required to show proof of Social Security numbers and baptismal certificate (if applicable.)

Students entering standard Kindergarten must be five years of age by September 1st and show reasonable readiness as determined by the teacher. Students entering Young 5 Kindergarten must be five years of age by March 1st and show reasonable readiness as determined by the teacher. A child enrolling in school for the first time must have a pre-school health, dental, hearing, and vision screening and up-to-date immunizations (or immunization waiver form from the health department).

Transfer students will be placed at the level recommended by the previous school.

YEARLY TUITION (revised 2015)

Young 5 Kindergarten	\$2,100.00	One child only / Five full days per week
	\$1,300.00	Five ½ days per week
	\$1,250.00	Three full days per week
	\$1,050.00	Three ½ days per week

Grades K-8	\$2,100.00	One child
	1,300.00	Second child
	900.00	Each additional child

Book fee: \$50 per child.

Sacred Heart School partners with SMART Tuition for the processing and collection of tuition and fees. [Click here](#) to enroll with SMART; our school code is 13215.



Smart Tuition makes it easy for you to:

Select a payment method that works best for you:

- Choose to receive a monthly invoice, or
- Set up recurring automatic payments from your bank account or credit card
 - Visa, MasterCard, Discover, and American Express are accepted

Access your account online:

- Review account history, transaction details, and print monthly invoices
- Edit your contact information, password, and payment method
- Make a payment or set up recurring payments

Receive payment and follow up reminders:

- For recurring payments, a reminder is emailed 7-10 days before the due date
- For missed payments and outstanding balances you will receive an email and phone call

Speak with a customer service representative:

- Live agents are available 24 hours a day, 365 days a year
- Call toll free to make payments anytime day or night

Tuition Assistance is available through:

- Kremer Foundation grants (applications due the end of May for following school year)
- Diocese of Marquette tuition assistance
- SHS scholarships

Those applying for tuition assistance must complete appropriate paperwork, provide proof of income (tax forms), and comply with appropriate deadlines.

DAILY SCHEDULE

Classroom supervision by teachers begins at 7:50 a.m. Students arriving earlier than that must report to the school lunchroom to work or read quietly until released to the classroom. Students are to be in their classrooms, ready to work at 8:10 a.m. Punctuality is critical to getting a good start to the day; tardiness inhibits the education of our students.

7:45 Teachers available in classroom
8:05 Warning bell
8:10 Start of classes
10:30 Morning recess (grades K-4)
11:20 Lunch and recess
3:10 Dismissal

DISMISSAL

To maximize learning time, parents picking up their child/ren should wait in the entrance hallway by the office until students are dismissed from the classroom. **When it is necessary for a child to leave school early for any reason, parents or responsible adults must report to the office and sign out the student.** This will include time, reason for leaving, and signature of responsible adult.

At dismissal, care is taken to observe all safety regulations such as being seated on the bus, observing directions of safety patrols, and never moving across the road between parked cars. Bicyclists are likewise to cross with patrols if leaving the grounds to cross Baraga and L'Anse Avenue intersections.

SECURITY POLICY

At 8:10 a.m. each day, the school will be secured and will remain so until dismissal of students. Any parent or volunteer seeking to enter the school during the school day must be screened and signed in/out by secretary.

STUDENT DROP-OFF AND PICK-UP

Please do not park in the bus lane (from the fire hydrant to the sidewalk leading to the front door) in front of the school at any time. To insure safety and prevent accidents, parents dropping off or picking up students should do so on the school side of the street. If your car is parked across the street from the school, you are asked to walk your child across the street.

CURRICULUM

From Bishop John Doerfler's *Foundations Document for the Catholic School Curriculum of the Diocese of Marquette*:

The core of our curriculum is the person of Jesus Christ. We hope to graduate students who have "encountered the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits in the student a desire to grow in the knowledge and understanding of Christ and his teaching. In this way, those who encounter Christ are drawn by the power of the Gospel to lead new lives characterized by all that is beautiful, good and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church."

Furthermore, our curriculum seeks to form our graduate's character, aiming as high as its perfection.

A person of character is someone who within their personality unifies and develops the powers of their soul through the help of grace:

- *to seek and to know the truth through the exercise of their intellect and memory;*
- *to choose the good and act according to it through the use of their intellect and will; and*
- *to be informed and inspired by all that is beautiful through the use of their intellect, imagination and passions.*

The Catholic school curriculum is at the service of these motivations and goals.

ACCIDENTS

Sacred Heart School is not liable for accidents or injuries incurred on school property. No general insurance is carried on the student body.

ADMINISTRATION OF MEDICATION

The student's parent/guardian must provide a "Permission for Prescribed Medication Form." This form consists of: name of medication, dosage, date to begin/end administering medication, special storage requirements, physician's name/address/phone, parent/guardian signature, and date.

A Permission Form for Prescribed Medication can be found in the back of the handbook.

ATTENDANCE

Parents shall recognize that regular attendance at school is essential for proper growth and development. Due to the knowledge gained through unrepeatable teacher presentation and class discussion, children should not be kept out of school except for serious reasons of health or other needs. If a child is absent, please call the school office before 9:00 a.m. to excuse them. If the office is not called by 9:00, the school secretary will call parents to inquire as to why the child is out of school. A written explanation of the child's absence will be required when he/she returns to school. If your child is absent more than three consecutive days, a signed note from a doctor is required.

Make-up work - It is the student's responsibility to obtain assignments and to complete work missed while absent. If the family must be out of town for a number of days, we ask that you give the school sufficient prior notice in order that the teacher(s) may have time to plan and assemble the child's work which will be missed in the absence.

Tardiness - Students are considered tardy if they are not in the classroom when the bell rings at 8:10 a.m. or at the beginning of any class period during the day. Frequent unexcused tardiness will be cause for discipline and possible referral to the CCISD's truancy officer. Any tardies in excess of three per quarter will equal an absence for the purpose of determining perfect attendance.

Excused Tardiness: An excused tardy will result in the student being allowed to make up the missed work for credit. The parent/guardian must call or email the office, or send a signed note with the student in case of tardiness. Just because the office is notified of the tardy does not necessarily mean the tardy is excused. An example of an excused tardy would be a doctor's appointment, bad weather, transportation breaking down, sickness, anything that is

prearranged with the school, or **unusual circumstances out of control of the student and/or parent/guardian**—at the discretion of the principal.

Unexcused Tardiness: An unexcused tardy will result in the student having to make up missed work, but not receive credit for it. An example of an unexcused tardy would be over-sleeping, lingering in the hallway, being detained for disciplinary reasons, or any other circumstances under control of the student or parent/guardian.

Consequences: Morning tardiness and tardiness between classes is considered a level-one consequence in the code of conduct.

Absences: Excused & Unexcused - Excused absence means that the school recognizes the reason for the absence as being necessary and legitimate, and a parent/guardian calls or emails the school office by 9:00 a.m. of the day of absence. The student may make up work which was missed during the absence and will receive credit. When calling, please give your name, the name of the student, his or her homeroom, and the reason for the absence. Unreported absentees will be verified by a phone call home or place of work and the absence will be considered unexcused.

Unexcused absence means that the school does not recognize the reason for the absence as being necessary or legitimate, such as truancy, or school was not notified by a parent/guardian of the absence by 9:00 a.m. on that day. The student receives no credit for the day's work.

If any student misses more than half of the class time, morning, or afternoon, due to illness, early dismissal, or dentist/doctor appointment, they will be considered absent even if they are excused. The principal may make exceptions to this regulation.

A pattern of frequent absences and/or tardiness may be reported to the CCISD's truancy officer for further action.

All children must, upon returning to school, bring a written note signed by a parent or guardian stating the reason for the absence and the date(s) upon which the absences occurred. The note is to be given to the homeroom teacher who will keep it on file as verification for allowing make-up schoolwork.

BAD WEATHER/SCHOOL CANCELATIONS

In case of bad weather, school closings will be announced on local radio stations, TV6, and the school Facebook page. Whenever L'Anse Area Schools are closed due to bad weather, Sacred Heart is closed too. Emergency closings that occur during the school day will also be announced over the local radio stations. In the event that school is dismissed early, students need to know their alternative transportation plan in advance. PLEASE DISCUSS THIS WITH YOUR CHILD BEFOREHAND.

BUS RULES

The Arvon Township School, Baraga Area Schools, and L'Anse Area Schools provide transportation for Sacred Heart School students. Sacred Heart students are expected to follow the bus rules and will be held accountable according to their bus discipline policies of the district whose bus they ride. Since most students requiring transportation ride L'Anse Area Schools buses, a copy of their bus rules and discipline policy can be found at the end of the handbook.

CHILD LURES/CHRISTIAN CHASTITY

In compliance with diocesan policy, students will receive training in the Child Lures and Christian Chastity programs. Additional information will be sent home prior to the scheduled lessons.

COMMUNICABLE DISEASE POLICY

Sacred Heart School will follow the recommended guidelines from the Michigan Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual confidentiality.

If, at any time, a child is exposed to a contagious disease or parasite, the parent will be notified. All parents are requested to follow simple precautionary rules for the benefit of all our children. Do not send children to school if you think he/she has been exposed to a contagious disease; call your doctor; then call the school. Please keep children home if there is any doubt.

COMMUNICATIONS

Sacred Heart School is sending as much communication as possible via electronic means (email, school [website](#), Facebook, and My Student's Progress, our student information system). On occasion we will send important notices and messages home with the oldest in the family; however, we are relying on parents/guardians to stay abreast of school matters by checking their email on a regular basis. Some teachers will also have folders, assignment books or bags they send home with the students.

Phone messages to and from students - The school phone is a business phone and all calls should be kept to a minimum. Students should have all appointments and dismissal arrangements in mind, and materials and equipment with them, before they come to school. **Students will not be permitted to use the phone to make social plans.** Except in cases of emergency of illness, students will not be permitted to leave class to use the phone. Phone calls will be allowed at recess or lunchtime at the staff's discretion.

Cell phones and other electronic devices may not be used during school hours. Any teacher may confiscate such items at any time. A second offense will require a parent or responsible adult to come to school to retrieve the item.

CONDUCT

All Sacred Heart School students shall conduct themselves as Christians living and studying in a Christian community. Behavior management plans and classroom rules are established to protect students' learning rights and teachers' teaching rights.

Classroom rules are set up by the individual teachers, appropriate for each grade level. Behavior that warrants referral to the principal will be handled according to diocesan rule #5143CS (included in this handbook). Specific rules and consequences (positive and negative) are sent home at the beginning of the school year and posted in each classroom.

Damage to school property which is the result of carelessness or disorderly conduct will be repaired at the expense of the student causing the damage. The student must always right the wrong. The school is not responsible for offenses committed outside its jurisdiction; yet any conduct that is detrimental to the reputation of the school or hinders the advancement or the

moral good of other students is sufficient cause for appropriate action at the discretion of the principal.

CHRISTIAN EXPECTATIONS

Sacred Heart School students are expected to show Christian consideration and concern for everyone in the school community, including fellow students, school personnel, and visitors. Courtesy, respect, and obedience are expected of all students at all times.

Students are expected to display the following virtues with their peers as well as with faculty, volunteers, and administration:

- Respectful – Treats classmates, teachers, and adults with respect and courtesy.
- Responsible – Follows directions, obeys rules, and can be relied upon by peers and adults.
- Engaged – Displays an active and enthusiastic pursuit of learning the material in and out of class.
- Expressive – Communicates his/her own ideas and emotions honestly and appropriately with others.
- Attentive – Listens carefully to classmates and adults; observant of transitions between activities.
- Organized – Uses time wisely; uses materials and space with care; observant of expectations and deadlines.
- Diligent – Works carefully and thoroughly in class and on written work (homework, projects, tests, etc.)

Serious violations will be subject to appropriate disciplinary action. Serious violations include, but are not limited to, the following:

- Cheating (this will also result in a zero on the assignment)
- Possession of alcohol or a controlled substance
- Possession of cigarettes, chewing tobacco, cigar, or pipe
- Habitual use of vulgar or obscene language (written/oral/gestures)
- Sexual harassment (written/oral/gestures)
- Possession of weapons of any kind
- Defiance of authority
- Threats or intent to do bodily harm, including bomb threats
- Theft or vandalism
- Habitual misbehavior
- Moral or sexual misconduct
- Other inappropriate conduct, whether inside or outside the school, that is detrimental to the reputation of the school

Any serious violation of the Sacred Heart Christian expectations must be submitted in writing to the school principal for appropriate action ([Diocesan Policy #5143](#)). **Sacred Heart School is a weapons-free/drug-free school.**

DRESS CODE POLICY

Students are required to wear uniforms every day. Exceptions to the daily uniform policy are set by the principal and will be announced in advance. Uniforms may be ordered through Old Navy, Kohl's, JC Penney, Land's End, or French Toast (www.frenchtoast.com). Examples of appropriate uniform pieces can be seen on the school website.

Boys:

- Red or black plain polo shirt, long or short sleeves – Sacred Heart School logo or no logo. Long-sleeved shirts or sweatshirts worn under polo shirts must also be solid red or black. Shirts must have a collar.
- Students also have the option of wearing a white dress shirt, either with or without a sweater or sweater vest.
- Black or tan corduroy or twill slacks. No denim (jeans) pants, cargo pants, athletic pants, or sweat pants.
- Black or tan “walking” uniform shorts (to come to approx. 2" above the knee). No cargo shorts.
- Black or red sweater or hoodie (optional). The only logo allowed on sweaters or hoodies is the school logo. No other sweater, sweatshirt, jacket, or hoodie may be worn during school.
- Footwear is at the discretion of parents. However, no bedroom slippers, open-toe shoes, or flip-flops are allowed for safety reasons.

Slacks may not be baggy. The waist of the slacks or pants must be above a student's hipbones. Black or brown belts, if needed, are required. Hats may not be worn in the building.

Girls:

- Red or black plain polo shirt, long or short sleeves – Sacred Heart School logo or no logo. Long-sleeved shirts or sweatshirts worn under polo shirts must also be solid red or black. Shirts must have a collar.
- Students also have the option of wearing a white dress shirt, either with or without a sweater or sweater vest.
- Black or khaki/tan corduroy or twill slacks. No denim (jeans) pants, knit pants, athletic pants, yoga pants, or leggings/jeggings.
- Black or khaki/tan ‘walking’ uniform shorts (to come approx. 2" above the knee)
- Solid black or khaki/tan jumpers, skirts, or skorts, pleated or flat front. No patterns, lace, etc. Skirts/jumpers must be no shorter than 2" above the knee. Leggings may be worn with skirts.
- Black or red sweater or hoodie (optional). The only logo allowed on sweaters or hoodies is the school logo. No other sweater, sweatshirt, jacket, or hoodie may be worn during school.
- Footwear is at the discretion of parents. However, no bedroom slippers, open-toe shoes, or flip-flops are allowed for safety reasons.

Non-uniform shorts worn under a skirt or jumper must not hang below the bottom hem of the skirt or jumper. Slacks may not be baggy. The waist of the slacks or skirts must be above a student's hipbones. Black or brown belts, if needed, are required. Scarves and/or hats may not be worn in the building.

If the student is not in appropriate uniform, one will be provided (if available). If an appropriate uniform is not available, the parent will be called to provide one. In the event that parents are unable to provide a uniform that day, they will be asked to send an extra uniform the following day in case the situation happens again. Whenever a student is out of uniform, the child will not be able to participate in free time, recess, or similar activities until wearing an appropriate uniform. Repeated violations of the dress code may result in more severe consequences.

EMERGENCY CARDS

Emergency cards are kept on file in the office. It is CRITICAL that the school be notified of change in address, change of phone number, health condition, or change in marital status affecting custody of a child. We want your child to be given the best care possible, particularly if ill. Therefore, **it is important that you keep emergency cards/information up-to-date.**

FIELD TRIPS

Field trips play an important part in the educational program by giving our students varied exposure to educational experiences outside the classroom setting. Written parental consent is required for student participation; however, field trips are not considered optional, and make-up work will be assigned to students who do not participate in field trips. The passenger capacity of our school bus is 17, so at times we will need parents and grandparents to volunteer to be drivers.

GRADING SCALE

Young 5/Kindergarten and Grades 1&2

B – Beginning – Identifies key concepts presented
D – Developing – Demonstrates evidence of skills
M – Mastery – Exhibits understanding of material in isolation
A – Applying – Extends concept to higher level application

Grades 3 – 8

100-95 = A
94-90 = A-
89-88 = B+
87-83 = B
82-80 = B-
79-78 = C+
77-73 = C
72-70 = C-
69-68 = D+
67-63 = D
62-60 = D-
Below 60 = E

GRIEVANCES

Criticism made to the school council as a whole or to any individual member will be referred to the school for study and recommendations. Complaints concerning individual employees or volunteers of the school will not be accepted by the principal without specific documentation.

Complaints from individuals concerning instruction, discipline, or learning materials are to be directed to the appropriate level for response according to the following sequence:

Classroom teacher
Principal
Sacred Heart School Council

The council will address complaints only after they have been explored by the appropriate administrative level according to the above sequence. Complaints about the principal are to be submitted in writing to the pastor.

Concerns or questions regarding school policy are appropriately brought to your parish board representatives. The Sacred Heart School Advisory Council meets on the third Thursday of each month in the school library at 5:00 p.m. Meetings are open to the public.

HEALTH

Immunization - Immunization records are checked periodically (an immunization report will be sent to the Health Department on November 1st and another report sent on February 1st). Parents will be sent a copy of their child's report. This report documents immunizations given, dates, and immunizations still needed.

Hearing and Vision - Children entering kindergarten or first grade for the first time are required to have a vision and hearing screening/testing, and to bring documentation of that screening to the school office no later than the first day of school. This screening can be done at your local health department (at no cost to parent or child). For grades 2-8, hearing and vision will be screened on alternate years, with follow-up on any failures.

Head Lice - If your child should have head lice, a pediculicide shampoo, which can be purchased at drug or retail stores, may be used to treat the condition. Please note that all lice-exposed clothing (i.e. coats, caps, bedding, towels, etc.) must be washed in hot soapy water. More information on lice can be requested from the school office, or contact your doctor or local health department.

HOME AND SCHOOL CLUB

The Home & School Club is YOU! We strongly encourage all parents and family members to participate and provide input regarding school events and issues. Meetings are an opportunity for anyone with ideas or concerns to discuss them and get feedback from parents and staff. Everyone's ideas are important in making SHS the best it can be for our kids.

The mission of the Sacred Heart Home & School Club is to assist in providing our students with a positive, stimulating, Christ-centered environment; to assist them in developing a healthy self-image; and to provide financial support through fund raising. Funds raised by the Home & School Club are an essential part of the school budget, and the involvement of all SHS families is vital to our success. Events organized by the Home & School Club during the year include the Ed Clements Memorial Spaghetti Dinner during Catholic Schools Week and the last day of school picnic. Fundraising opportunities will be announced throughout the year.

HOMEWORK POLICY

Sacred Heart School gives homework to provide opportunity for independent learning or activities and to provide for study to reinforce concepts and knowledge taught during the school day. Homework is frequently necessary for successful mastery of curriculum content.

STUDENTS ARE RESPONSIBLE FOR HANDING HOMEWORK IN ON TIME. Parents will be notified if late work becomes a problem.

HONOR ROLL

Each marking period a list of students from Grades 4 through 8 who qualify for the honor roll will be placed in the local newspaper and acknowledged in the school. To be eligible for the honor roll, a student must have a "B" average. To be listed on the honor roll with all A's, a student must have all A's and no grade that is an A-.

LIBRARY

Our school has an excellent library used once a week by each class. To retain their library privilege, children must return library books on time and in good condition. Students will be responsible for the cost of replacing lost or seriously damaged books.

LUNCH PROGRAM

Students must bring a bagged lunch from home. Milk will be available for 30¢. There will also be peanut butter and/or jelly sandwiches available to those who forget their lunch (for a cost of \$1.00, which includes milk).

PERMANENT RECORD

Permanent files are kept on each child. This record folder includes family data received upon registration; grades, health record information, attendance record, special awards or honors received, and standardized test results.

You may see your child's permanent records upon written request per the Family Educational Rights and Privacy Act (FERPA). If anything in the record needs interpretation, you have a right to an explanation. Others having access to the records are the teaching staff, secretary, principal, and pastor. In addition, any person(s) to whom you give written permission to see the records may do so.

RECESS AND PLAYGROUND

Students are expected to go outside for recess on a daily basis and should come to school dressed for the weather (snow pants, mittens, boots, hats, etc.). Students must have a written excuse to stay in for recess. Acceptable excuses are for medical reasons (e.g. sprained ankle). If a student is too sick to go out for recess, he/she is too sick to be in school. In case of severe weather, students will have indoor recess in their classrooms.

Students are supervised on the playground during recess periods by parent monitors, faculty, and/or the principal. Courtesy, respect, and safety are expected at all times. Students are prohibited from throwing snowballs and from playing contact sports such as tackle football and king-of-the-mountain. Skateboards, roller skates, and roller blades are not permitted on school grounds.

REPORT CARDS AND CONFERENCES

We urge parents to carefully review the whole report card with their child and discuss areas of concern. Parents should consult the child's teacher with any questions they may have about their child's progress.

Parent/teacher conferences are held after the first and third marking periods, although parents may request a conference with their child's teacher at any time.

Progress reports are sent home four weeks into each marking period. Know what system your child's teacher employs for sending home notes and corrected work. Encourage your child to comply.

REQUIRED EMERGENCY DRILLS

In accordance with Michigan State Law, the school must have six fire drills, two tornado drills, and two shelter-in-place (lockdown) drills during the school year. Students are instructed where to exit or seek shelter and to follow appropriate procedure.

RETENTION

The parents of a student considered for retention in any grade will be notified and a conference held between the teacher and parent before the end of the third marking period unless last-

minute circumstances make it impossible. Together they will determine what placement is best for the child.

SAFE ENVIRONMENT TRAINING

As required by the Diocese of Marquette, in an ongoing effort to maintain a safe environment, all children in a Catholic school will be provided with training in the Christian Chastity and Child Lures programs. The information and lessons for Protecting God's Children are available on the Diocese of Marquette website: www.dioceseofmarquette.org (Click on the Protecting Children link on the homepage).

SCHOLARSHIPS AND GRANTS

See Tuition Assistance.

SCHOOL LITURGIES

Every Wednesday, Thursday, and Friday all SHS teachers and students in grades 1-8 attend the 8:15 a.m. Mass at Sacred Heart Church. Children in kindergarten and our Young 5 kindergarten attend Mass on Fridays. All parents and members of the parish are encouraged to attend this liturgy. Reverent behavior and participation, both spoken and sung, are expected. **Students must sit with their class, but parents, grandparents, or other family members are welcome to sit with them there.**

ALTAR SERVERS AND SACRISTANS

All boys who have received the sacrament of First Communion are encouraged to become servers. All girls who have received the sacrament of First Communion are encouraged to participate in our Society of the Little Flower ministry, in which they are trained to be sacristans. The students go through a short training period and are eligible to serve at the Sunday and weekday liturgies.

SEXUAL HARASSMENT POLICY

Under State and Federal Law, sexual harassment is an unlawful employment practice. In compliance with the law, it is the policy of the Diocese of Marquette not to tolerate and condone any sexual harassment of and by its employees, volunteers and students.

The diocesan policy is as follows:

A. It is the policy of the Diocese of Marquette that all parishes, schools and institutions maintain a working and learning environment that is free from sexual harassment.

B. It is a violation of this policy for anyone who is involved with a parish, school or institution to harass an employee, staff member, volunteer or student through conduct or communications of a sexual nature as defined in Section II.

The policy definitions and procedures can be found in entirety at www.dioceseofmarquette.org.

SNACKS

Students may bring a healthy snack to enjoy mid-morning (time determined by individual teachers).

SUPPLIES

Prior to the first day of school, a list of the teachers' preferred supplies will be posted on the school website. The school does sell some essential supplies throughout the school year in the

office. Some individual teachers may also require students to have an assignment book, which will be available in the office for \$4.00.

Textbooks are the property of the school; loss or destruction through negligence requires payment for replacement. Textbooks should be covered for the duration of the school year. The use of "self-stick" book covers is discouraged due to the residue left on books. Since books most often will be taken home in inclement weather, **books must be taken home in a book bag or backpack.**

TESTING PROGRAM

Students in grades 5 and 8 will participate in the National Catholic Education Association's Assessment of Catechesis/Religious Education (ACRE) Test. Students in grades 3, 5, and 7 will take the Iowa Skills Assessment, a national standardized test of math and language arts. Students in grades K-6 take the DIBELS reading assessment three times yearly.

TRANSPORTATION POLICY

Students from families living in an area not otherwise serviced by a bus from L'Anse Area School, Baraga Area Schools, or Arvon Township Schools will be eligible to receive \$100.00 in gas cards two times per year (at Christmas and at the end of the school year) provided they have completed a tuition commitment form and their tuition payments are in good standing. Proof of residence is required. Cards will be distributed to families as long as there are funds available from the given school year's diocesan allotment. If enough children enroll from an outlying area (i.e. Calumet/Houghton), free bus service may be available through the school.

VOLUNTEERS

Children whose parents are highly involved in their school are more successful. ALL FAMILIES ARE EXPECTED TO VOLUNTEER throughout the year with various activities, fundraisers, and our lunch/recess program. **Each family is asked to provide at least fifteen (15) hours** of volunteer service to the school. Extended family members are welcomed and encouraged to help when parents are unavailable. Volunteers are treated with the same respect as the teachers and staff. The Diocese of Marquette requires that all volunteers and employees attend a *Protecting God's Children* awareness session (See VIRTUS).

VIRTUS

In its 2003 response to the U.S. Bishops' *Charter for the Protection of Children and Young People*, the Diocese of Marquette adopted a program from VIRTUS called "Protecting God's Children." This program is intended to provide abuse education and training for staff and volunteers in our Catholic school so that a safe environment for children can be maintained. This training is mandatory for all of our school employees and all volunteers who have contact with our students. All employees and volunteers also need to authorize a criminal background check to assist us in our efforts to maintain a safe environment in our school.

WEAPONS

Sacred Heart School building and grounds are a weapons-free environment (See Diocese of Marquette Code of Conduct at end of handbook).

WEBSITE

With parent permission, candid photos may be used on the school website; full names will not be used.

TECHNOLOGY ACCEPTABLE USE POLICY

Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Sacred Heart Catholic School complies with federal requirements for privacy and Internet safety (i.e. The Child Internet Protection Act [CIPA]) including, but not limited to, the following:

- Technology protection measures that filter or block access to visual depictions of obscene matter and child pornography for all computers with Internet access.
- An Internet safety policy (Acceptable Use Policy) addressing the applicable topics.
- Monitoring of computer activities.

Acceptable Use

The use of computer/Internet/and related technologies must be in support of education, research, and is consistent with the educational objectives of the Diocese of Marquette School System. Users of electronic-related technologies must uphold the general rules of conduct consistent with the Sacred Heart School mission statement. It is important that users of electronic technologies in our school represent our initiatives in the utmost fashion with ethical, Christian responsibility. All materials/messages created, composed, sent, or received on the system are and remain the property of Sacred Heart School and are not the private property of any person.

Students/Staff must:

- Respect and protect the privacy of others.
- Use the Internet only for educational activities.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves (i.e. address, phone number, confidential information).
- Not use the Internet for commercial activities, product promotion, political lobbying, or illegal activities.
- Not purchase goods and services via the Internet for personal, non-educational use during work hours.
- Not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Not engage in practices that threaten the integrity of the network (i.e. knowingly downloading files that contain a virus).
- Conserve, protect, and share these resources with other students and Internet users.
- Will not repair or attempt to repair hardware and /or peripherals without authorization of the librarian. Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- All forms of bullying and cyberbullying by students are prohibited.
- Report threatening or discomfoting materials to a teacher.
- Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not load or copy any software or other programs to or from school equipment unless an authorized party explicitly grants permission.
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not use computers for unauthorized game playing, "chat" rooms, or personal email.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school.
- Students must attend a workshop designed to educate about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.
- Students have no reason to clear their Internet browsing history. Clearing history causes suspicion of guilt and will result in the cancellation of technology privileges.
- Private browsing is not acceptable.
- Students/Staff will provide the Librarian with any password changes.

Cyberbullying

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social networks (such as Facebook), or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student or staff member.
- Placing a student or staff member in fear of physical, emotional or mental harm.
- Placing a student or staff member in fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that interferes with a student's educational opportunities.

Privileges

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved. The Administration reserves the right, at their discretion, to suspend or terminate access to use of the Internet.

If a user inadvertently accesses inappropriate material, he/she is expected to disclose this information immediately to the staff member in charge.

Selection of Material

When using the Internet for class activities, teachers will select material that is age appropriate for the students and is relevant to the school curriculum. Teachers will preview the materials and sites to determine the appropriateness of the material contained on or accessed through the site. Guidelines and lists of resources will be provided to assist students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of site information, and distinguish fact from opinion.

System Security

Students/Staff have no right or expectation to privacy when using Sacred Heart School's network including, but not limited to, privacy in the content of their personal files, emails, and records of their online activity while on the Network. The current filtering system can generate automatic reports for suspicious and inappropriate activity, which is available to the technology coordinator and school administration. Our district will cooperate fully with local, state, or federal officials in the investigation related to any illegal activities conducted through the network. In the event there is a possible violation of the Sacred Heart School Acceptable Use Policy, the following consequences may include, but are not limited to:

- Loss of Internet, email, and network privileges
- Incident report
- School council policy—disciplinary action
- Loss of employment

Liability

I release Sacred Heart School and all other organizations, both civil and criminal, related to the Sacred Heart School's policy for Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability from the results of my actions with regards to the use of Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

L'ANSE AREA SCHOOLS AND SACRED HEART SCHOOL BUS RULES

RIDING THE BUS IS A PRIVILEGE AND NOT A RIGHT. Students and parents are advised that riding a school bus is a privilege and if the Safety of others is at stake because of the misbehavior of a student, that student will be disciplined. We emphasize that students have a responsibility for the safety of others, to their classmates and to themselves. We need to also emphasize that respect for others is important in life. Name calling and using vulgar language or gestures is not acceptable.

1. Pupils are expected to follow bus rules to assure safety at all times.
2. Be on time at designated bus stops. The bus cannot wait.
3. Unless previous written permission is arranged, students may only get off the bus at their designated stop.
4. Stay off roadway at all times while waiting for the bus
5. Cross in front of the bus when crossing the highway and at least 10 feet in front of the bus. Never cross the highway in the back of the bus.
6. Do not run alongside the bus when it is moving.
7. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
8. Students are to go directly to their assigned seats and remain seated. Moving from one seat to another is not allowed without permission of the bus driver.
9. Keep feet out of the aisles when seated.
10. Hand and head are to be kept inside the bus at all times.
11. Hitting other students, even in fun, swearing, loud talk, throwing or any material or articles is not permitted
12. Be considerate of your fellow students.
13. Students should inform the bus driver when absence is expected from school.
14. Students are expected to assist in keeping the bus clean and orderly. Papers and trash are to be placed in the garbage can.
15. Permission must be granted by the principal for a student to ride on another bus. A permit slip will be issued if space is available and it is a regular bus stop.

IN THE EVENT OF MISCONDUCT OR DISOBEYING THE RULES, THE FOLLOWING WILL APPLY:

1. **First Offense:** Generally, a verbal warning will be given to the student and the bus driver will indicate that it is a verbal warning. The bus driver will turn in a "ticket" to the principal who will mail it to the parent or telephone the parent. In case of a serious infraction, the bus driver will, at his/her discretion, advise the student that he/she will not be picked up in the morning. The principal will contact the parent.
2. **Second Offense:** A ticket will be issued the student and the student informed to report to the principal. Action taken by the principal will be written on the ticket and sent home to the parent.
 - o The first time fighting, use of tobacco and abusive language directed at the bus driver on the bus = 3 days suspension from school and bus.
 - o Second time fighting, use of tobacco and abusive language directed at the bus driver on the bus = 5 days suspension from school and bus.
3. **Third Offense:** A ticket will be issued the student indicating a third offense. The student will report to the principal for disciplinary action deemed appropriate which includes one day or more off the bus. Student and parents will be involved and/or informed of the action in writing.
4. **Repeated Infraction:** could mean permanent expulsion from bus service for the remainder of the school year.