

## **WELCOME TO SACRED HEART AREA SCHOOL**

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## ***WELCOME TO SACRED HEART AREA SCHOOL***

Sacred Heart Area School was founded in September 1914. The school, church, and parish center originally shared one building. In 1917, a new church was built, while the school remained in the original building. In 1925, this facility became too small, because student enrollment increased. It was decided to build a new school at that time. This is the same building that is still in use today.

Our school has a long history of academic excellence and holds a prominent place in area parishes and community. The Parent and Student Handbook is designed to give complete information about policies and procedures for the effective running of the school. Please maintain this as a guide to refer to throughout the school year.

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### **Mission Statement**

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In sharing our Catholic faith in Christ, we foster spiritual and academic formation in a positive welcoming atmosphere that reflects love and respect for all.

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### **Philosophy**

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It is our belief that scripture shows that love for God and others is the foundation for building a faith community that inspires students, teachers, parents, and staff to eagerly seek ways to know, love, and serve God.

Each child will develop a sense of acceptance and security through friendship and discipline in a nurturing atmosphere.

Our school proclaims the message of Christ by incorporating Roman Catholic doctrine and morals.

Our students will grow in knowledge and sensitivity to their responsibilities as stewards of church, society, and the global environment

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### **Goals and Work Plans**

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A. To lead students to a faith commitment.

To provide opportunities to develop a personal relationship with the Lord and to have respect and understanding for others in their environment. Sacred Heart Area School requires all students to participate in the following activities.

Activities:

1. Participate in weekday Mass.
  2. Prepare and take part in the children's Mass liturgies.
  3. Daily religion classes.
  4. Daily prayers in classroom.
  5. Reconciliation services two or three times per year.
  6. Participation in all-school services during Advent and Lent.
  7. The celebration of Catholic Education Week.
  8. Each grade level will plan a service project and a community project.
  9. Preparing programs for Christmas and Grandparent's Day.
- B. To assure quality education for each child according to his/her gifts and responsibilities as a citizen.

To offer an opportunity for each student to grow in knowledge.

Activities:

1. Ongoing study as a faculty so academic excellence can be maintained and enhanced.
2. Continuous study and evaluation of curriculum to ensure curriculum aligns with the Diocese of St. Cloud and with the State of Minnesota guidelines. Attempt to align curriculum with the Staples Motley Public School as appropriate.
3. Continuous study and evaluation of student progress.
4. Continual upgrading of technology and student education for proper use.
5. Continue to be involved in the AAA (Arts and Academic Awards) Program, Spelling Bee, Geography Bee, and Environmental Camps.
6. Each grade level will plan a service project and a community project.
7. Continue the Red Flag/Green Flag and School Safety Patrol programs.

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**Accreditation**

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Sacred Heart Area School is fully accredited by the Minnesota Non-public School Accrediting Association (MNSAA). We submit annual reports to MNSAA in order to meet their standards of excellence.

The renewal process occurs every seven years and includes an intensive self study and the development of a strategic improvement plan and concludes with a two day onsite visit conducted by a team of education professionals approved by MNSAA.

Our MNSAA school improvement plan is readily available for review by any interested person. Contact the school office to review a copy of this document.

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Sacred Heart Area School Staff

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Father Joseph Korf	Pastor
Mrs. Linda Kaiser	Diocesan School Consultant
Mr. Jim Opelia	Principal
Mrs. Ann Koetter	Preschool
Ms. Samantha Becker	Kindergarten
Ms. Jackie DiGiovanni	Grade One
Mrs. Abbie Detloff	Grade Two
Mrs. Shela McIlravy	Grade Three
Mrs. Rachel Przybilla	Grades Four
Mrs. RoAnn Trout	Grade Five
Mrs. Sandy Becker	Secretary / Health Aide
Mrs. Janelle Thompson	Paraprofessional
Mrs. Kelly Miller	Preschool Assistant Teacher / Aide
Mrs. Jennifer Reiman	Preschool Aide / Paraprofessional
Mrs. Deb Meyer	Title I Teacher
Mrs. Anita Hove	Foster Grandma
Mrs. Kathy Fuller	Foster Grandma
Mr. Larry Odden	Maintenance

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Shared Staff

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Ms. Hallie Bergeson	School Counselor / Social Worker
Mr. Mike Blessing	Piano Lessons / Guitar Lessons / Liturgy
Mr. Cory Asfeld	Physical Education Grades K-5
Ms. Cathy Evans	Art
Mrs. Carrin DeLong	District School Nurse
Mrs. Deb Meyer	Special Education
Ms. Mary Moen	Music
Ms. Pam Seipkes	Speech

## ***ADMISSIONS REQUIREMENTS AND TUITION***

Sacred Heart Area School does not discriminate on the basis of race, color, faith, national or ethnic origin, gender, age, status with regard to public assistance, or disability. Sacred Heart Area School welcomes *all families* to enroll in our school.

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### **Admission**

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Sacred Heart Area School requires children who enter kindergarten to be five years old by September 1<sup>st</sup> of the year in which they enroll. Students entering preschool must be three years old by September 1<sup>st</sup> of the year in which they enroll. Participation in Early Childhood Screening is recommended. All children must be toilet trained.

The required registration forms must be filled out by the parent or guardian and returned to the school prior to the first day of school. If the student has been baptized, please give the office a copy of the baptismal certificate at the time of registration.

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### **Tuition, Volunteering, and Registration Fees**

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**Sacred Heart Area School is dependent** on parish subsidies, parent investments, and other outside resources to keep our doors open, including:

**Parish Subsidies-** Sacred Heart parish and the surrounding Catholic parishes are committed to the school by financing a portion of the cost of education each year through subsidies.

**Fundraising-** Sacred Heart Area School expects all student families to participate in fundraising activities, as well as volunteer activities as part of their support of the school

**Tuition-** covers a portion of the per pupil cost of educating a child at Sacred Heart Area School

**Stewardship-** Sacred Heart Area School strongly encourages parents to pledge to the Sacred Heart Area School Stewardship Campaign to pay a greater portion of the cost to educate their child and further support the school. Any contribution above the tuition rate is tax deductible.

#### Parent Investment

**Tuition-** covers a portion of the \$5,000.00 per pupil cost of educating a child at Sacred Heart Area School. Effective July 1, 2017, the tuition for Sacred Heart Area School families is:

Number of Students	Supporting Parish	Nonsupporting Parish
1	\$1,775	\$1,975
2	\$2,700	\$2,900
3	\$3,300	\$3,500

**Volunteering-** K-5 grade parents are accountable for 12 volunteer hours each school year. Parents do have a buy-out option from these minimal hours at a rate of \$50 per hour.

**Fees-** Information regarding tuition fees will be sent out in the spring with pre-registration information. Registration payment must accompany all school registration papers prior to the first day of school.

**Parent Tuition/Contribution Agreement-** this agreement must be signed by K-5 grade parents prior to the first day of school, agreeing to the accountability of 12 volunteer hours per family, a minimum fundraising of \$300 per student, and the amount of tuition responsible to pay.

**Sacred Heart Area School Scholarship-** Catholic parish families who have financial difficulties will have the opportunity to apply for a Sacred Heart Area School Scholarship by filing scholarship application forms. Scholarship assistance decisions will be based solely on demonstrated need. Therefore, it is imperative that all the necessary forms be completed. Information obtained from the scholarship assistance applications will be held strictly confidential and will only be accessed by the Sacred Heart Area School Scholarship Committee for which the decisions for assistance.

## ***GENERAL SCHOOL INFORMATION***

Sacred Heart Area School follows the public school calendar and busing schedule. However, we do schedule some days differently than the public school. These dates are on our school calendar and are announced in advance.

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### **Absences – Excused**

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Illness of the student, medical appointments, or emergencies in the family are considered excused absences. The student should request make-up work from such absences. **NOTE:** Parents may pick up schoolwork for the absent student after school. Please call the office if you plan to come to the school to pick up work. Please try to schedule medical appointments after school or on non-school days.

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### **Absences – Unexcused**

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Babysitting, shopping, visiting, helping at home, etc. are examples of unexcused absences. The policy for unexcused absences is that the teacher is not expected to spend extra time with the student doing make-up work.

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### **Accidents and Illnesses**

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If your student becomes seriously ill or injured at school, we will make every effort to notify you immediately. You will be asked to take your student home or to your family physician for medical attention if necessary. Any ill or injured student leaving the building must be signed out by the parent or guardian in the school office.

The school needs to know how to reach parents quickly in order to handle emergency situations; therefore, we ask that every parent complete **AND** update the Medical Health Information form. This information is kept on file so that parents can be contacted quickly.

If emergency treatment is required and the parents or emergency contact person listed on the Medical Health Information form cannot be reached, we will call a physician and/or ambulance at your expense.



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## **Announcements and Posters**

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Persons wishing to place poster or announcements in the school building or on school grounds or in the school newsletter must have prior permission for the principal.

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## **Appointments**

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Please try to schedule appointments for your student after school or on non-school days. Any student who leaves the building during school time must present a written note from his/her parent or guardian and **MUST** be accompanied by an adult. **The student needs to check in with the office when leaving school and again upon return.**

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## **Arrival of Students**

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All students will enter the main school building through the double doors in the front of the school building. Students using the bicycle rack or needing a ramp may use the doors located in the back of the school building. Students will remain in the gym where they can eat breakfast, do school work, or socialize quietly until the bell rings at 8:10 a.m. When the bell rings, they may enter their classroom once their teacher has given them permission. Before school care is available at 7:00 a.m.

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## **Attendance**

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School begins promptly at 8:10 a.m. We urge you to teach your student the importance of punctuality by making sure they arrive to school on time. Parents are urged to send their student to school every day unless there is a serious reason for not doing so. Most of the instruction and class activities are planned in sequential order, therefore attendance is very important.

Please do not send students to school if they are running a temperature, vomiting, have a contagious medical condition (such as pinkeye or chicken pox), or have an unidentifiable rash. Students who have been running a temperature should not return to school until 24 hours after the fever has broken, without being on medicine.

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## **Before and After School Extended Care**

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Sacred Heart Area School offers extended care for all registered students on regular school days from 7:00 a.m. – 5:30 p.m. Extended Care is also available on days when the district dismisses students two hours early for teacher workshops.

Students registered in the preschool program are eligible for before and after school extended care at no extra charge, as it is included in their daily rate.

Students in grades K-5 may attend before and after school care for a nominal charge. Please send a note to school with your student or call the school office to let us know if extended care is needed. Time will be tracked and a monthly invoice will be mailed.

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## **Breakfast and Lunch Program**

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Breakfast and hot lunch are catered daily by ISD 2170 to Sacred Heart Area School for students wishing to purchase them. Students may also bring bag lunches from home. Students eat at tables in the gym area. Milk is included in the cost of hot lunch. A student can purchase a half pint milk to go with a sack lunch. Kindergarten students will receive free milk for their break each day. **PRESCHOOL** students must purchase their milk for break.

Parents and special guests may eat lunch with their student. Prices for adult meals are available in the office and must be paid for when going through the lunch line. If you or a guest plans on purchasing a hot lunch, **please inform the school secretary so a lunch can be ordered for you.** The hot lunch count is given to the public school at 9:00 a.m. Only so many hot lunches are sent to our school, so please order your hot lunch ahead of time, so we do not run out.

In accordance with Staples Motley School Board policy, all reduced and regular priced meals will be served on a **PREPAID BASIS ONLY**. Charges are not allowed for school meals or milk. Positive balances must be established and maintained in order to participate in the meal program(s). Notices will be mailed from ISD 2170 to families who have a balance of less than a week's worth of meals. Breakfast and lunch credits can be purchased in school office. Checks need to be made payable to the **Staples Motley School District ISD 2170.**

Families are encouraged to apply for free and reduced price meal status. Applications are available in the school office upon request. All information is given directly to ISD 2170 which will keep the information in strictest confidence.

**PLEASE NOTE: Applications for free or reduced meals must be renewed each year.**

Parents of new students should contact the Staples Motley Superintendent's office to sign their student up for the food service program.

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## **Daily Schedule**

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7:00 a.m.	Office Opens / Before School Care available
7:40 a.m.	Staff prayer and meet
7:30 a.m.	Breakfast available
8:10 a.m.	Class begins in the classroom
8:20 a.m.	Song Practice in the gym for all grade levels (Wednesdays)
11:15 a.m.	Dismissal for grades K-5 for bus ride to Specials Classes
11:30 a.m.	Recess for Pre-Kindergarten
12:10 p.m.	Lunch for Pre-Kindergarten
12:15 p.m.	Lunch for grades K – 5
12:43 p.m.	Recess for grades K – 5 / Naptime Preschool
1:10 p.m.	Recess ends and class resumes for grades K – 5
3:05 p.m.	Dismissal for Motley bus students
3:20 p.m.	Dismissal for all other students
3:20 p.m.	After School Care available
5:30 p.m.	After School Care ends

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## **Data Privacy and Student Records**

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Sacred Heart Area School recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Directory information is defined as information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, and dates of attendance (not attendance record). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. Parents or eligible students must submit a written request for any of the above directory information to be considered private. Parents and students have the right to inspect and review the student's education records.

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## **Dismissal Procedure**

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Students riding the Motley bus are dismissed at 3:05 p.m. All other students are dismissed at 3:20 p.m. For safety reasons, students are encouraged to ride the bus home when possible. Parents are asked to indicate on the dismissal form, the normal after school and early dismissal instructions for their children. These instructions will be followed unless a note is sent to school or a parent calls the school to make other arrangements.

After school extended care is available until 5:30 p.m. Please ask the school for more information.

If students are to be released during the regular school day, they must be signed out in the school office. After they are signed out, the secretary will get the student out of their classroom. Please notify the teacher in advance of an early dismissal if possible.

Students are not permitted to leave the school premises at any time during the day without written permission from a parent or guardian. The student **MUST** be accompanied by the parent or guardian. This permission slip must be shown to the principal or secretary.

When students are absent from school, the parent or guardian is asked to call the school office by noon to inform the teacher and office of illnesses, etc.

Students attend music, phy-ed, and art at the public school. If you are taking your student out of school during the day and they will be at the public school building, please make arrangements to pick up your student at the public school building.

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## **Emergency and Evacuation Procedures**

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Students will have practice fire drills, tornado drills, and lock down drills to prepare them for emergency situations. We also have a District-wide Evacuation Practice Drill in late September. If emergency evacuation of the building is necessary, students will go to the Sacred Heart Church basement and the building will be locked down.

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## **Health Services and Care**

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There is a health aid in the school during school hours to assist students with minor health problems. The Staples Motley school district has a licensed nurse on staff that is available for consultation or to come to the school if serious problems arise.

All students are screened yearly by the District School Nurse for possible vision and hearing problems.

Health records are kept for all students as required by state law.

Any special health problems of the student should be made known to the school so that necessary adjustments can be made in the classroom setting.

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## **Immunization Compliance**

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All students will be in compliance with the mandatory immunization requirements as specified by the Minnesota Department of Health. This includes home school, shared-time, and foreign exchange students. Failure of the student's parent/guardian to submit proof, by September 30<sup>th</sup>, of mandatory vaccinations, or a doctor's medical exemption, or signing an affidavit of conscientious objector, or providing written permission for the school nursing staff to administer required vaccinations, will result in the student's exclusion from school as directed by the school principal. Upon the principal's notification from the district school nurse that a student is not in compliance with the state's requirements, the following will occur. One week prior to implementation, the school principal will send a registered letter to the parent/guardian requesting a conference with the parent, school nurse, and principal. New students will be given thirty (30) school days in which to submit complete immunization proof. If not received within this timeline, they will be excluded from school. Students who are completing a series of immunizations will be given fifteen (15) school days to complete the immunization series. If documentation is not received with proof of completion in the specified timeline, they will be excluded from school. These procedures are supported by ISD 2170 Board Policy #530 and legal reference of MN Statute 121A.15.

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## **Information Update**

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It is important that the data from the registration form be kept current. It is the responsibility of the parent or guardian to update the school immediately of any change of phone number, address, alternate contact persons, emergency dismissal instructions, or student medical conditions. This is particularly of concern with regard to contacting you in case of an emergency.

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**Library Books**

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Students are expected to keep library books in good condition and return them on time. If a book is badly damaged or lost, the librarian has the right to request that the book be replaced or be paid for by the responsible child or parent.

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**Lost and Found**

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Please mark your student's clothing and supplies with his or her name. Lost items will be kept in a lost and found area. Students should check with the school secretary or their teacher when something is missing. Items unclaimed at the end of the school year will be washed and kept for student use or donated to charity.

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**Media**

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Sacred Heart Area School must emulate strong Christian values. These values will be used by staff to determine appropriate media material used in the classroom (videos, television programs, website, etc.).

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**Medication at School**

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"No medication should be sent to school with the student. This includes prescription medications, over-the-counter medications (including cough drops, pain reliever, etc.), herbs and vitamins, skin creams and ointments, and antibiotics. No medication will be given at school, unless it is absolutely necessary for the student's health and welfare. In special situations, the parent must provide the school with a written and signed physician's order that states the name of the medication, time of administration, dosage, physician's phone number, and any other special instructions." ~ Staples Motley School District Medication Policy

It is the parent's responsibility to let the school know of medical and prescription changes regarding their student.

The school will provide Tylenol, Motrin, cough drops, and Tums to students who are in need of them ONLY IF the parent has signed the Medical Health Information form giving the school permission to do so. These items are provided by the school - PLEASE do not send them to school with your student.

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**Money Sent to School**

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When sending money to school with your student, please place it in an envelope labeled with the student's name, grade, and purpose for the money.

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## **Monthly and Quarterly Awards**

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On the first Wednesday of every month and quarter, students and their teachers gather in the gym for the presentation of awards. Students are nominated by the staff and may receive one or more of the following quarterly awards: Achievement, Improvement, Good Samaritan, Golden Halo, Discipleship, and Accelerated Reading, or monthly award: Student of the Month.

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## **Noon Lunch Break**

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Students will remain on the school grounds during lunch. On special occasions, a parent may request to take their student out to lunch. A written note must be sent with the student that morning.

After lunch, students will go to their respective playground or to the inside designated areas if the weather is inclement.

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## **Noon Recess**

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Recess is an opportunity for students to use excess energy and also to participate in group activities which we feel are very important in a child's development. Activities or clothing that may be dangerous to the students will not be allowed on the playground. Any student who does not abide by this policy will be asked to leave the playground and sent to the principal's office. Additional violations could result in further discipline. A child will benefit greatly from a few minutes of outdoor play. It can increase their alertness for classroom work. Even during the winter all students will be required to go outside for recess except when the weather is 0° F or colder (including wind chill). Please dress your student accordingly. This includes coats, boots, hats, gloves or mittens, and snow pants in the winter months.

Usually if a student is well enough to attend school, he or she should be well enough to go outside to play. If your student is unable to go outside, please send a written request to the teacher asking that they be kept inside during recess. If this is for more than a short period, a physician's request may be required.

Each playground has a staff supervisor each day during noon recess. Students may not enter the school building during noon recess except to use the restrooms or if they are ill or injured.

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## **Perfect Attendance**

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Students in grades Preschool through Grade 5 will be required to be in school 100% of the time that school is in session – NO EXCEPTIONS – to receive a certificate for perfect attendance. Students receiving an award for perfect attendance will not have any tardies or absences, regardless if they are excused or unexcused.

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## Playground Rules

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1. Students will remain inside if temperatures are 0° F or colder (including wind chill).
2. Students **MUST** wear a hat, cap, snow pants, mittens or gloves, and boots during winter months. If a student does not have these items, he or she will be instructed to do school work inside.
3. Students should ask permission from the playground supervisor to leave the playground for any reason.
4. Students may enter the back door of the school to use the restroom. They must tell the playground supervisor they are doing so.
5. Grades Pre-Kindergarten - 2: Students should notify the playground supervisor if a ball goes over the fence or onto the road.
6. Grade 3 - 5: Students must obtain permission from the playground supervisor to retrieve a game ball that goes into the street. The ball **MUST BE CARRIED** (not thrown) back to the playground.
7. In case of illness or injury, the playground supervisor will use a two-way radio to notify the principal and health aid that the student is on his or her way inside and what happened. A friend of the injured student will accompany him or her as needed.
8. Students may play an organized game or have free play as designated by the classroom teacher.
9. Good sportsmanship must be shown at all times.
10. Throwing snowballs, sand, and or other objects is not allowed.
11. **NO HORSEPLAY!** Kicking, hitting, pushing, name calling, and abusive language is not permitted.
12. If a student is unable to follow the playground rules, he or she will be sent to the principal.

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## Press Releases

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Student pictures and names may be published in the local newspapers, St. Cloud Visitor, and/or school websites, unless you have a signed form indicating you do not want this.

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## School Closings

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In case of emergency or severe weather, please listen to the local radio stations or watch the local television stations for school closings, early dismissals, and late starts. **Sacred Heart Area School is closed if the Staples Motley Public Schools are closed. No separate announcement is made for Sacred Heart Area School.** At the beginning of the school year, parents are asked to complete early dismissal forms designating alternative care for your children in the event of an early dismissal.

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## School Health and Wellness

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Sacred Heart Area School has a School Health and Wellness Policy in place to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

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**School Office Hours**

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School office hours are from 7:00 a.m. to 3:30 p.m. Monday through Friday during the regular school year. Voice mail is available for messages before and after school hours. If you leave a message, someone will contact you as soon as possible. Important messages regarding absences, homework, changes in transportation home, etc. should be directed to the school office.

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**School Pictures**

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Individual pictures are taken in the fall and in the spring. A classroom picture is taken in the spring. Notification will be given in advance of picture days. Parents have the option to purchase the portrait packages.

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**School Supplies**

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Parents and guardians will provide school supplies for their children. A list of supplies will be provided prior to the start of the school year. All students are required to have a book bag. Student assignment planners will be provided to each student in grade 3-5 at no charge.

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**Special Education / Title I / ELL**

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We have available at Sacred Heart Area School a wide range of service for children with special needs. These services are provided through ISD 2170. Parents wishing to know more about the specifics of these programs should contact the principal. Title I is a federally funded program that provides extra help for students in reading and math. ELL (English Language Learners) is a school program that provides extra help for students who speak a language other than English in their homes.

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**Student Accident Insurance**

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Student accident insurance is available through the Staples Motley public school system. Interested parents may pick up the necessary forms and information at Sacred Heart Area School.

Whenever an accident occurs at school, an accident form will be completed and kept on file in the school office.

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**Tardiness**

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Students will be counted tardy if they arrive between 8:11 a.m. and 8:40 a.m. EXCEPT on Mass days IF they go straight to Mass with their families. Those students will not be counted absent or tardy. Students who arrive late because of bus troubles will not be counted tardy or absent. Students arriving after 8:40 a.m. will be counted absent (rounding up to the nearest hour). Students arriving to school after 8:10 a.m. are to report to the office and sign in.



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## **Telephone Use**

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Classes should not be interrupted by telephone calls for either the teacher or the student unless it is an emergency. A message will be taken for all other calls and delivered at an appropriate time.

The telephone should not be used by students to make last minute arrangements to go to a friend's house. These arrangements should be made before coming to school and a note presented to the teacher telling of the arrangements.

Cell phone use by students is prohibited during the school day. Students may keep cell phones in their backpacks, as directed by parents for before and after school use, with the ringer set to off.

We ask that parents listen to the local stations during bad weather and to check on late starts and early dismissals. Students should not use the phone to call home in these situations because of the complications caused by so many calls going in and out. The local stations will announce school closings/late starts in the early morning on bad weather days. Parents will also be enrolled in, and alerted by, the school district's Instant Alert automated messaging service.

The most convenient time to call teachers is from 7:50 a.m. to 8:10 a.m. or during the preparation time. The school phone number is (218) 894-2077.

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## **Sacred Heart Area School Board of Education**

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The Sacred Heart Area School Board of Education is a consultative body for the School. This board is subject to regulations from the Diocesan Board of Education. With the Board of Education, committees exist to give input to the school program. These committees are: Budget and Finance Committee, Personnel and Human Resources Committee, Public Relations and Marketing Committee, Curriculum Committee, Home and School Committee, and the Fundraising Committee. The Sacred Heart Area School Board of Education meets approximately once each month. Meetings are held in the conference Room in the basement of the Rectory. Parishioners and parents are invited to attend, but if a person would like to address the Board, the person must notify the Chairperson, Father, or the principal one week in advance so they can be put on the Board meeting agenda.

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## **Transportation**

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Bus transportation is provided by Staples Motley School District 2170 for all Sacred Heart Area School students grades PRE K-5 living in the district. For the safety of our students, parents and guardians will be asked at the beginning of the year what the normal means of transportation for their student will be during the school year. The parent or guardian will need to send a written note if there is a change to this schedule.

For example, the parent will let the school know at the beginning of the school year that their student will normally ride the bus home on Mondays, Tuesdays, Wednesdays, and Thursdays and will be picked up by the parent on Fridays. The school will give this information to the

teacher. If the parent decides to pick up the student on Monday after school, however, the parent will need to send a note to the school telling the teacher not to put the student on the bus that day.

### **Busing**

- Bus students must abide by the bus regulations if they wish to have the privilege of using this type of transportation.
- Students age 3 and under legally cannot ride the bus. Students who are age 4 may ride the bus if an older sibling rides the same bus or if arrangements can be made for the parents to get the student to a regular bus pick up/drop off site. The bus will not make a special trip to pick up a 4-year-old student.
- When arriving to school, bus students are to enter the building and go to the gym area. If their bus arrives late, they are to check in at the office and then proceed to their designated classroom.
- Students MUST bring a written note if they will not be riding their bus. Students who do not have a written note stating the change in schedule will be put on their regular bus.
- Students riding the bus to another student's house must bring a written permission slip to the school. The permission slip will then be given to the bus driver.

### **Automobiles**

- Parents bringing their students to school by car are asked to stop or park on the NORTH side of the building (in front of the preschool and kindergarten doorways). **Do not park in front of the school** - this space is reserved for bus drop off and pick up. You may be ticketed by the City of Staples if you violate this policy.
- Please do not use the alley behind the school to drop off students as this endangers students playing on the east playground.

### **Walking**

- For safety reasons, students are encouraged to ride the bus home when possible.

### **Bicycles**

- Students riding bicycles to school must follow safety regulations. They are to walk their bikes through crosswalks and on sidewalks. Bikes are to be parked in the bike rack provided by the school.
- The school does not take responsibility for bikes that are stolen or damaged.
- Bikes are not to be ridden on the playground during school hours.

### **Safety Patrol**

- The Safety Patrol has been established for the safety of our school students. Patrol members are from grade 5. Your attitude toward the school patrol will contribute toward its effectiveness. Please impress upon your student the importance of using sidewalks and crosswalks and avoiding shortcuts across private lawns and lots.

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### **Treats at School**

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If your student wishes to treat his/her classmates on special occasions, we suggest you bring commercially prepared treats that meet nutritional guidelines as stated in the School Health and Wellness Policy.

We have students that have food allergies or other health issues. When sending snacks, please make sure the ingredients are clearly labeled. In consideration of these students, it may be better to bring a nonfood treat for the class (pencils, stickers, etc.).

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### **Truancy**

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Sacred Heart Area School adheres to the State of Minnesota's regulations concerning school attendance. Under Minnesota law, a student will be considered "*continually truant*" when an elementary student misses three full school days without a valid excuse. Under Minnesota law, a student will be considered "*habitually truant*" when an elementary student misses seven full school days without a valid excuse.

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### **Valuables**

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The school does not assume responsibility for damage to or loss of personal possessions. Items brought to school for non-educational purposes must remain in the student's backpack. Use of personal electronic items will be allowed only at the teacher's discretion. Cell phones are to be turned off during school hours and kept out of sight.

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### **Visitors**

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All parents, guardians, and visitors must sign in at the school office before going to a classroom. The sign in sheet is on the shelf by the window in the entry way. Visitors who wish to observe classrooms should make an appointment with the teacher or principal. Parents and guardians are encouraged to attend open houses, Home and School Events, special programs, and student Mass days.

Students from other schools wishing to visit the classroom of a relative or friend must make arrangements with the teacher.

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### **Volunteer Workers**

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We are most grateful to the many parents who have given, and will give, their time in some way in the volunteer program during the school year. Volunteers play an important role in our school and help keep our school costs down during the year.

Please read and fill out the volunteer information sheet and return it to the school as soon as possible. This will allow us to contact you regarding the activities in which you have expressed an interest.

The Diocese of St. Cloud mandates that all volunteers who have any contact with students read and sign the Diocesan Sexual Misconduct and Ethics and Integrity Policy before volunteering in activities that directly involve student contact. A criminal background check may also be required.

## ***COMMUNICATIONS WITH PARENTS / GUARDIANS***

Communication between the school and parents is very important. Sacred Heart Area School continues to improve communication with parents and strives to provide information in multiple ways. Communication is a two-way process, and parents and guardians are asked for the full cooperation.

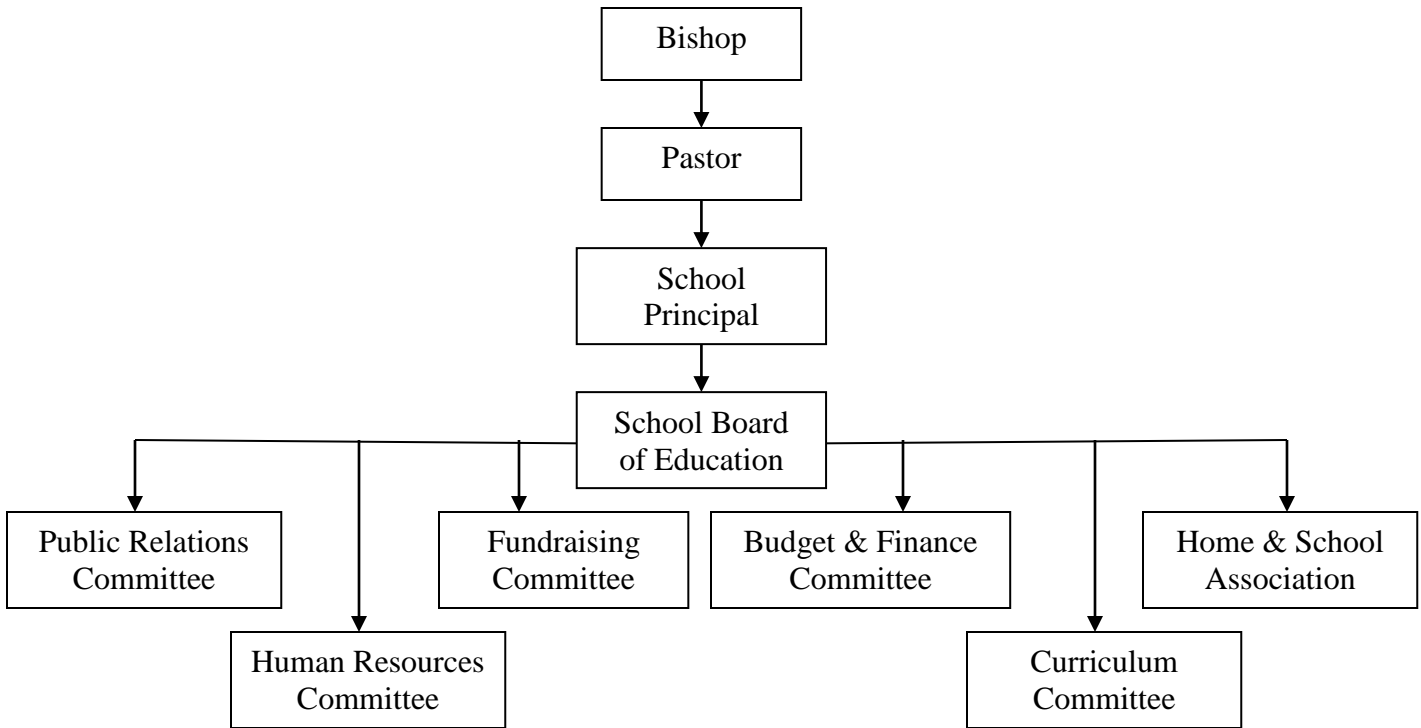
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### **School Responsibilities**

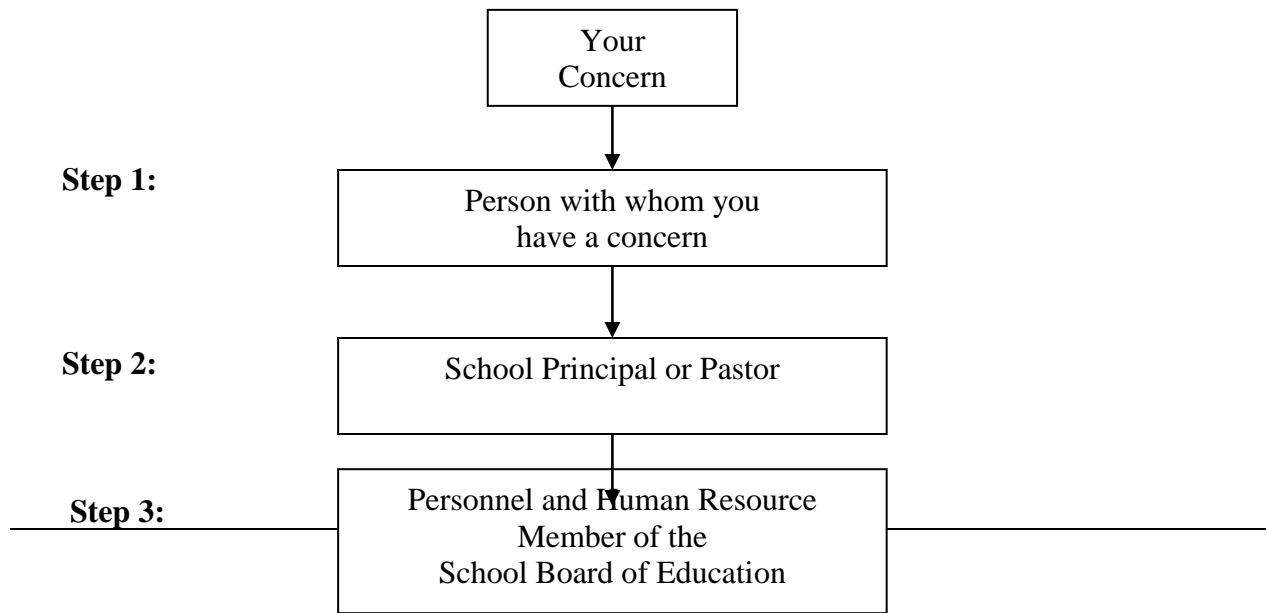
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- **Parent & Student Handbook:** The Parent & Student Handbook contains important information about Sacred Heart Area School and is issued to each family at the beginning of the school year.
- **Heart to Home Newsletter:** A school newsletter with school news and upcoming events is sent home with students every week. Parents are encouraged to read the newsletter and note dates of upcoming events.
- **Website:** The school website is [www.sacredheartareaschool.org](http://www.sacredheartareaschool.org). A school volunteer works to keep this website updated. Heart to Home newsletters (past and present) can be viewed on the website as well as the breakfast and lunch menus, calendar of events, etc.
- **District Website:** The Staples Motley school district website is [www.isd2170.k12.mn.us](http://www.isd2170.k12.mn.us). Parents may view lunch account balances on this website after completing a registration form to receive a user name and password. Forms are available in the SHAS office. Parents who have children at Motley Staples Middle School or Staples Motley High School will also be able to view school records for those children once they have their user name and password.
- **Faculty:** Teachers are available during their preparation time for consultation with parents on progress, problems, or difficulties a student may be experiencing. Parents are urged to make use of this opportunity. Please try to set up meetings with your students' teacher in advance.
- **Open House:** Parents and the public will be given a special opportunity to visit the classrooms prior to the new school year. Special school open houses are held prior to school starting and during Catholic Schools Week. A special Grandparent's day is also held during the school year for grandparent's to visit the school.
- **Assignment Planners and Folders:** All students in Pre-Kindergarten through Grade 2 have an assignment folder that they bring home. School papers and newsletters are sent home in this folder. Students in grades 3 - 5 are provided with assignment planners. The assignment planners are faith based with weekly prayers and bible verses. Students are required to bring these home each night for parent signature.
- **Progress Reports and Conferences:** Progress reports and conferences are one of the principle means of communication a parent has with the teacher. Conferences usually result in a better understanding and an improved relationship between the home and school.

- **Ways to Share Ideas and Suggestions:** If you have an idea or suggestion for the school, you can bring it to a Total Board of Education Member or the principal. They will discuss it with each other and bring it to the Pastor. You may also choose to go directly to the Pastor.



- **Ways to Share Concerns:** If you have a concern with someone, Matthew 18 vs.15 teaches us to go directly to the person with whom we have a concern. If that does not work, then we are to go to a higher authority.



## **Parental Responsibilities**

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The Parent & Student Handbook includes information regarding policies and procedures of the school, curriculum, and school organizations. In assisting your child, we ask that parents and guardians do the following:

- Meet admission requirements.
- Be familiar with information contained in the Parent & Student Handbook and with other communications from the school.
- Comply with policies and procedures/regulations identified in the Parent & Student Handbook.
- Meet financial obligations of tuition, stewardship, fees, lunch accounts, or other accounts.
- Inform the school in writing of:
  - Student illness or absence
  - Change in parental status or custodial constraints
  - Change in transportation routine
  - Change of address, telephone number, emergency contact, childcare, etc.
  - Situations that might affect communication with the school

## ***RELIGIOUS EDUCATION***

The formal study of the Catholic faith, as well as a curriculum that reflects Catholic values and traditions are integral parts of our total education. Through religious instruction, students are given a firm foundation in Christianity. The curriculum is based on the Archdiocesan Religion Standards. Religious values and concepts are also integrated into all other curriculum areas.

It is the policy of Sacred Heart Area School that all students, regardless of religious tradition, participate in religion classes and attend Mass and liturgies. For Holy Days of Obligation, all students attend Mass.

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### **Daily Prayer and Weekly Worship**

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The staff meets every morning at 7:40 a.m. to pray.

The teachers pray with their students in the classroom after the morning bell rings, before lunch, and before dismissing for the day. Any parents or visitors present in the building during this time are invited to participate.

All students are expected to attend Mass weekly and on Holy Days of Obligation. Students and faculty celebrate the various seasons of the liturgical calendar as a Christian community.

Students participate in the children's Masses and other special Mass services throughout the year. Participation in Mass is planned by both the students and the teachers. The Mass is both a faith experience for the children now and a preparation into a faith-oriented life.

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### **Song Practice**

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On Wednesday mornings, all of the students gather in the gym to practice the songs that will be sung at the upcoming Children's Mass. They are also given the opportunity to sing some of their favorite hymns. During Advent, the students also practice the Christmas program songs during this time.

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### **Christmas Program**

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All students participate in the annual Christmas program. The 5<sup>th</sup> grade students are assigned the main parts of the chosen play and students in the other grades help with other parts and with singing. There is an afternoon performance and an evening performance.

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## **Sacramental Preparation**

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Preparation for and participation in the sacraments of First Eucharist and First Reconciliation are an integral feature of the religious curriculum. The formal preparation for First Eucharist and First Reconciliation takes place in second grade.

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## **Catholic School's Week**

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National Catholic School's Week is held in January or February. This is our chance to celebrate Catholic education. We start the week with our Kick-Off Mass. Events are planned for the students during the week including the Knights of Columbus Spelling Bee and dress up days.

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## **The Rosary**

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On school days during the months of October and May, the students and their teachers pray the rosary together. Each morning after the bell rings, the students and their teachers gather in the gym and say one decade of the rosary.

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## **Service Opportunities**

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We strive to reach out to the community beyond our school in various ways each year. Each classroom is required to do a minimum of two outreach or service projects during the school year. In the past, these have included collecting donations for the local food shelf, Operation Christmas Child, Christian Companions, Math-A-Thon, Jump Rope for Heart, and visiting the elderly. Other opportunities include alter serving and preparation of liturgies.



## ***ACADEMIC STANDARDS***

In keeping with the goal of Sacred Heart Area School to foster spiritual and academic formation of our students in a positive, welcoming atmosphere that reflects a respect for all people, our teachers have been given and have accepted a mandate to promote independence and critical thinking, and to teach moral values across the entire curriculum. As a member school of the St. Cloud Diocese, Catholic values are address throughout the formal curriculum, as well as in discussion and personal example.

Sacred Heart Area School adheres to the learning standards and performance indicators as set by the St. Cloud Diocese.

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### **Preschool**

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Areas of learning will encompass physical, social, intellectual, emotional, language, creative, and spiritual development. We learn through the following ways:

**Spiritual:** Knowledge about God and a Christian lifestyle will be dispersed throughout the curriculum. For example: Christian songs and stories will be a part of the music and story times.

**Art Activities:** To improve/develop small motor coordination through tearing, pasting, drawing, cutting, tracing, rubbing, painting, stuffing, printing, and decorating. Art activities will be designed to be appropriate for preschool children. The experience will “focus” on process and not the end result.

**Music, Finger Plays, Rhythms, and Songs:** To develop memory and counting skills through repetition and to develop an enjoyment of music and to use the voice freely.

**Music and Movement and Games:** To increase and/or develop physical developmental skills, large motor coordination, social interaction, develop good sportsmanship, to be creative, increase memory and to have fun. Music and movement come freely to young children. They learn when they sing and dance. They learn to be aware of their bodies, learn about each other, and about their outside world. They learn to listen and understand, follow directions, wait to take turns and to work in a group. They learn new coordination. And through the joy of learning new movements, they learn music and rhythm. Group games give each child the opportunity to become a successful contributor to the game. Each child can perform at his/her own natural level. The games will stress cooperative interaction not competition.

**Stories:** Stories are chosen for enjoyment, to carry out a theme, to develop an appreciation of children’s literature, to develop listening skills, and to encourage Christian behaviors.

**Math:** To develop/improve counting skills, to recognize numbers, to recognize comparisons and shapes, develop matching skills, and to understand other basic concepts.

**Science:** To develop an awareness of nature and the world around them.

**Language Development:** To promote creative thinking, develop language skills, learn to share experiences and ideas, and learn to express feelings, thoughts, and opinions.

**Free Play Activities:** Free play activities will include such areas as dramatic play, large muscle play, and fine motor skills.

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## **Core Curriculum Kindergarten – Grade 5**

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Areas of learning will encompass physical, social, intellectual, emotional, language, creative, and spiritual development. Our program standards are as follows:

**Religion:** Students will experience the stories of the Church community, especially scripture; pray spontaneously with other formally and informally; identify Church as the family of God, of which all people are members; and create an awareness of justice issues – beginning with care for others. Students learn through scripture (God’s word to us), beliefs (what we hold true to the Catholic Church), prayer and celebration (expressions of our communication with God and the gathering of the Catholic community), morality (the moral formation of the individual), and Catholic social thought (the way we treat others and live).

**Language Arts:** Students will be able to use quality processes to communicate clearly, precisely, and briefly; read fluently, efficiently, and with understanding; speak with skill to a wide variety of audiences; write with skill; listen/view with skill; apply higher order thinking and technical process skills to the communications process; relate literature to oneself and appreciate literature which represents many viewpoints; and conduct media and technology-based research to support writing and speaking.

**Math:** Students will possess the mathematical skills for successful daily adult life; be able to reason in a sound manner and use common sense in mathematics and applications; understand and apply mathematical and technical process skills; be able to read and apply mathematical concepts in technical manuals; be able to use and apply current technology and be open to future technology; and be adequately prepared for the next level of learning.

**Science:** Students will be able to think and problem-solve in a scientific manner; possess a sound scientific knowledge base; understand and apply scientific and technical process skills; apply scientific knowledge base to solve problems; access scientific and technical information; possess and apply ethical standards in science; treat the environment with responsibility and care; and understand the relationship between science and technology.

**Social Studies:** Students will be able to interact well with all people, appreciate cultural diversity, and work cooperatively; understand their own values and be able to recognize values of others; understand the global community; connect the past to the present and the future and understand their heritage; understand the many structures that make up our social world, such as governmental, social, military, economic, and business; understand and accept change; use the skills and tools of the social sciences; apply thinking, research, and communication skills to the social sciences; function properly as a citizen of the community, state, and nation; relate current

events to the past, to the future, and to their lives; and understand the relationship between the individual and the self, other, the group, and social systems.

**Information and Technology:** Students will be efficient life-long users of information and technology (understanding where to go and how to find what is needed, assess needs, and determine the best methods to meet those needs); analyze and interpret information; contribute to the total media database; show respect for resources, people, and procedures with media centers; be receptive to and able to adjust to future media hardware and software developments; and become life-long learners.

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### **Specials Kindergarten – Grade 5**

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Sacred Heart Area School has a unique and wonderful relationship with the Staples Motley schools. Our students are taught music, art, and physical education by the specialists at Staples Motley schools. This enables our students to interact with other teachers and students throughout the week. The program standards are as follows:

**Art:** Students will understand and apply the principles and elements of art; use the materials and processes for art; recognize and appreciate qualities in art and nature; state and justify aesthetic evaluations of art and nature; understand art from an historical perspective; understand and appreciate art as the expression of culture and understand and appreciate cultural diversity; and increase creativity and expressiveness and appreciate creativity and expressiveness in visual arts.

**Physical Education:** Students will be able to apply physical education to life; demonstrate knowledge and skills which better enable participation in group and team activities; assess physical fitness level and participate in activities that improve physical fitness, wellness, and cardiovascular capacity; develop movement through rhythm and dance; demonstrate knowledge and skills, which better enable participation in individual and dual sports and recreational activities; and possess an awareness and respect for individual differences and for cultural differences through a variety of sports and dances.

**Music:** Students will possess basic music literacy; appreciate music and be able to evaluate music soundly; understand the interrelationship between music and history and music and other arts; understand and appreciate music as an expression of many cultures; be able to function positively as an individual in a large group; appreciate and participate in the creative process to express emotions and feelings; understand the importance of and display concert audience etiquette; and strive to display music performance skills.

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### **Achievement Testing**

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In the spring, students in grades K – 2 are tested for academic achievement using the Basic Standards Iowa tests and Grades 3-5 using MCAs. The main purpose for testing is to help with curriculum planning. Parents and guardians will receive written notification of the test results. NWEA testing takes place at the beginning, middle, and end of the school year to measure academic growth made throughout the year.

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## **Homework**

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We believe that homework is a necessary part of a student's education. We suggest a definite time at home during which all of your students can have quiet time away from the television, radio, and video games. This time need not be used for only homework, but could be spent reading.

All students in grades 3 - 5 will be provided a faith based assignment planner. The students will be required to take this home every night after school for parent signature. This is an important link between school and home and gives the parent the opportunity to see what the student is working on in school.

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## **Homework Responsibilities of Students**

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- Know and understand the purpose of the homework assignment.
- Be responsible for understanding directions, knowing what is required to complete the assignment, and turning the assignment in on time.
- Be responsible for copying assignments into the student planner (grades 3-5).
- Understand when assignments are to be completed independently or in a group.
- Complete assignments neatly and do quality work.
- Complete all work missed during an absence.

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## **Homework Responsibilities of Parents and Guardians**

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- Maintain a positive attitude toward learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for any effort made.
- Help your child with explanations if he/she has trouble understanding directions. **DO NOT DO HOMEWORK FOR YOUR CHILD.**
- Look over the assignments for completeness and quality. Praise your child!
- Notify the office as to who will pick up homework when your child is absent.

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## **Homework Responsibilities of Teachers**

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- Communicate homework goals and expectations to students and parents and guardians.
- Set clear and concise expectations concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers whom students work with and who may assign homework.
- In the case of an absence, have homework ready for pickup when requested.

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## **Recess Rescue**

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### **The main purpose of Recess Rescue is to help students academically.**

During recess a student may attend Recess Rescue to complete late homework or to take a test that was given while the student was absent. Students who need more time and assistance to complete current assignments may also attend recess rescue where they will receive one on one tutoring.

### **Recess Rescue is also utilized to keep your student healthy and safe.**

Recess Rescue provides a safe place for students to rest or play quietly if they have an injury or other health issue that prevents them from participating in outside recess or gym play.

Students who do not have appropriate playground, gym, etc. clothing that will keep them safe and warm enough will also be able to utilize the Recess Rescue room. We do our best to find clothing items in our “spare” wear to provide needed clothing. However, if we do not have the item or the right size, or if a student refuses to wear what is available, the student will be supervised in the Recess Rescue room.

### **Recess Rescue fosters respectful and responsible behavior.**

If a student needs more assistance in maintaining respectful and responsible behavior, they may be asked to attend the recess rescue room for a designated amount of minutes or the entire recess time. The frequency and type of behavior will determine the amount of time a child is asked to be in Recess Rescue.

When a student attends Recess Rescue for the third time, the classroom teacher will send a Home & School Communication Link to the parent (which must be returned to the school with parent signature) and/or the teacher will call the parent. The student may continue to attend Recess Rescue until the signed Home & School Communication Link is returned or direct parent contact is made.

**We view Recess Rescue as “a rescue” -- to help kids academically, to keep them safe, and to help them be Christ-like in action, word and deed. Parents and school working together can help Recess Rescue be a positive and growing experience.**

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## **Parent – Teacher Conferences**

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Conference schedules will be sent home with the students after the first quarter (nine week) period and, if needed, after the third quarter period. At the middle of each of the nine week quarter, a mid-quarter written progress report will be sent home or a conference will be scheduled if necessary. If parents wish to discuss their student’s progress before conferences are scheduled, they may make an appointment with the teacher at any time.

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## Report Cards and Grading

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Progress reports are given to parents to help them understand how well their student is learning in school. A progress report should show improvement from one reporting time to another. Evaluations are not meant to measure the student's progress with the rest of the students in his or her class. A student is learning for his/her own benefit. Competition comes naturally.

Mid-term reports are sent home in the middle of the first, second, and third quarter. Report cards are sent home at the end of each quarter.

The Preschool and Kindergarten students will be evaluated on both the skills checklist and the comment evaluation reports.

Student in grades 1-5 will be graded as follows:

A+	100%
A	93-99%
A-	90-92%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	59% and below
I	Incomplete Work
4	Demonstrates Advanced Performance
3	Demonstrates Appropriate Performance
2	Needs More Practice, Time, and Support
1	Not Working Up to Ability
N/A	Not Assessed at This Time

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## Promotion / Retention

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Progress promotion or retention will be based on a student's academic achievement and emotional or psychological development. If there is an issue whether a student should be retained, the parents or guardians will be notified as soon as possible. If a recommendation is made to retain a student and the parents or guardians reject it, the parents or guardians must sign a written acknowledgement of the school's recommendation. That acknowledgement will release the school from any responsibility for the parents' or guardians' failure to follow the school's recommendation.

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## **School Records**

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Parents and guardians may ask to review the records or data relative to their child. “Records” or “Data” is defined as of the following:

- Student identification data
- Academic work completed
- Grades
- Level of achievement
- Attendance data
- Standardized test scores
- Health data
- Family background information
- Teacher or counselor observation and rating

In accordance with state and federal laws, parents and guardians are entitled to see their child’s records. An appointment with the principal should be made in advance. The principal will respond to the request in a reasonable amount of time. Records must be reviewed in the presence of the principal or other designated personnel.

## ***EDUCATIONAL ENRICHMENT***

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### **Guest Speakers and Assemblies**

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Guest speakers and assemblies are presented throughout the school year to enhance the students' learning opportunities. All topics and programs will be consistent with the mission, philosophy, and objectives of Sacred Heart Area School.

### **Field Trips**

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Field trips and tours are a valuable part of the learning experience. These provide for pupil planning, exciting experiences, opportunity for training in courtesy, safety, and good citizenship, and also help stimulate student interest in the community. All school field trips will offer some type of any educational purpose. You will be notified when your student's class is planning a trip and asked to give your written permission for him/her to go with the group. A transportation fee is sometimes necessary if trips extend outside the community.

Diocesan insurance regulations require that parents and guardians sign an authorization form each time a student participates on a field trip. ***If the form is not returned to school, the student will not go on the field trip and must stay at school.*** Due to liability issues, telephone calls to or from the parent or guardian do not fulfill the authorization requirement.

Parents may be asked to help with transportation on some occasions. Volunteer drivers **MUST** read and sign the Diocesan Sexual Misconduct and Ethics and Integrity Policy **PRIOR** to driving students on a field trip. A Driver Information Form and a Field Trip Liability Waiver Form must also be submitted before driving on a field trip. A criminal background check may also be required.

### **Arts and Academic Awards Program (AAA)**

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Sometimes referred to as "Triple A," this program was started by former principal Mrs. St. Pierre. "Triple A" gives each student the opportunity to demonstrate their skills in academics and/or the arts. Students are required to participate in at least one area of academics or arts. Some of the categories include: spelling, math, creative writing, memorization, dance, drawing, painting, piano, and singing. After students choose a project, they are judged and then given an award based on their scoring.

### **Type to Learn**

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Type to Learn is an interactive computer program that teaches students as young as 5 to learn how to type on a computer keyboard. Students learn at their own pace and move up to more advanced levels.



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**Accelerated Reading (A.R.)**

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Accelerated Reading encourages students to read for comprehension. It is a program that is used within our school district. Students start in Kindergarten and will continue until they graduate from high school. Students read A.R. books, take comprehension tests on the computer, and receive reading points. Every quarter, the teacher will determine a reading goal which is recorded on the student's report card. Awards are handed out quarterly to students who achieve the reading goals.

## ***SCHOOL WIDE EVENTS***

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### **School Functions and Child Supervision**

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If parents are at a school social function, they are responsible for the supervision of their child(ren). Students must be accompanied by a responsible adult at school events outside the scheduled school day.

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### **Home and School Association**

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Sacred Heart Area School Home and School Association meets periodically during the school year. This group is composed of parents and guardians of students enrolled in Sacred Heart Area School, the principal, pastor, faculty, and staff of Sacred Heart Area School who work together for the welfare of the students. ALL parents are part of the Home and School Association and are encouraged to attend the family events. Reminders of upcoming family events will be sent home with students and/or posted in the newsletter. Examples of family events are sledding, bonfires, potluck meals, and the pig races.

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### **Back to School Picnic**

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Every year before school starts, all students, staff, and their families are invited to a potluck picnic. This is an opportunity for students to get reacquainted, meet their teachers, and meet new families. After the picnic, families are encouraged to stay and play games. An invitation is sent out with the “Back to School” packets at the end of summer.

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### **Fundraisers**

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As a private, Catholic school, we only receive limited government dollars. We rely on the majority of our income to come from tuition, church subsidies, and fundraising.

Sacred Heart Area School does encourage students and their families to participate in any or all of the fundraising events. For some families who are not able to pay full tuition, this is their opportunity to help raise money for the school.

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### **Work-a-thon**

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Students and their families collect pledges from friends and family for participating in a work-a-thon, where students, staff, and parents clean, pick up debris and rake leaves for our local city parks. The work-a-thon is held one afternoon in the fall. At the end of the work-a-thon, those participating, join in fellowship in the school gymnasium with snacks and drinks. 100 % of the money raised goes to the school (after expenses are paid). All students have the opportunity to win individual and school wide prizes for their fundraising efforts.

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## **Carnival**

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Students and their families sell raffle tickets for prizes to be drawn during the carnival. They also work at the carnival booths on the day of the carnival. The community is invited to participate in all the fun activities. There is a raffle drawing for all of the raffle tickets the students and their families have sold. All families are expected to help with the carnival. 100 % of the money raised goes back to the school (after expenses are paid). All students have the opportunity to win individual and school wide prizes for their fundraising efforts.

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## **Spring Blast**

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Sacred Heart Area School Alumni and parents conduct the annual Spring Blast fundraiser. Each spring they host a Spring Blast for the parents, community, and alumni and their guests. The theme is different each year. Spring Blast guests bid on live and silent auction items and play games of chance. The students do not sell tickets for this, but each class helps make an auction item for the dinner (a basket of homemade soap, volunteering to rake leaves for a day, etc.).

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## **Miscellaneous Fundraisers**

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As part of Sacred Heart Area School's goals to lead students to a faith commitment and to assure quality education for each child according to his/her gifts and responsibilities as a citizen, each grade level plans a service project and a community project. In the past, these projects have included raising money for the American Heart Association, St. Jude's Children's Hospital, and the local food shelves. The money from these fundraisers goes directly to the charitable organization. The school does not receive any of this money.

## ***EXTRACURRICULAR ACTIVITIES***

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### **Music Lessons**

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Private piano and guitar lessons are available during the school day at Sacred Heart Area School. There is a cost for piano and guitar lessons. Contact the school office for more information.

Private violin lessons are available during the school day at Sacred Heart Area School. There is a cost for violin lessons. Contact the school office for more information.

Depending upon student interest and if a choir director is available, Sacred Heart Area School may offer choir for students in grades 4 - 5. The students must commit to choir practice after the normal school day. There is no charge for this, but students must purchase or borrow a choir uniform shirt.

### **Athletic Programs**

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Students at Sacred Heart Area School are invited to participate with other students their age in school and community athletic programs, which may include basketball, football, wrestling, cross country, volleyball, baseball, swimming, and soccer. Information will be sent home with students as it is made available to our school. Parents may also contact the public school or the Staples Community Center for more information.

# ***SCHOOL POLICIES***

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## **Dress Code and Uniform Policy**

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We believe that neat and proper dress enhances Christian attitudes and behaviors, promotes a positive learning atmosphere, and contributes to a student's safety.

It is expected that students will come to school clean and well groomed. All clothing must be clean and in good condition. No over-sized or tight fitting clothing is allowed. An overall neat appearance is required.

### **School Uniform**

- In 2004-05, the students voted that the school uniform will be a royal blue polo shirt with the Sacred Heart Area School logo and khaki colored slacks or skirt.
- The school uniform is to be worn by ALL students in grades PRE K-5 on children's Mass days, Holy days, and on other special occasions when designated.
- The school uniform is to be worn by individual groups when performing or when otherwise designated.
- LMH in Staples, MN will have the royal blue polo shirts with the school logo available for purchase. Scholarships are available if there is a financial hardship. Please talk to the principal if you need to request a scholarship.

### **Skirt / Skort / Short Length**

- Must be 2 inches above the kneecap or longer. (Skirts worn with appropriate leggings may be shorter in length)
- Capri pants are acceptable.

### **Shorts**

- Shorts are not allowed to be worn unless that morning's forecast is for 75° F or warmer.
- No gym shorts, biker shorts, or cut off shorts are allowed.
- Shorts cannot be worn to Mass, however students will be allowed to change into shorts after Mass if the weather is appropriate.

### **Shirts and Tops**

- Shirts and tops must have 2 inch wide (or wider) shoulder straps.
- No bare midriffs.
- No under garments can be showing
- Necklines are to be no lower than 2 inches below the neck.

### **Hats and Headwear**

- Hats are not to be worn inside the school building or at church.

### **Footwear**

- No heels taller than 2 inches.
- Open toes and flip flops are allowed. However, they are NOT allowed to be worn outside during phy-ed, recess, or walking to the public school.

- “Heelys” Roller Shoes are NOT allowed to be worn at any time.
- All children are required to have a pair of tennis shoes for physical education, recess, and walking to the public school.
- Boots must be worn during the winter months.

### **Makeup**

- Not allowed.

### **Tattoos**

- Permanent tattoos are not allowed.

### **Hair Color**

- Only natural human colors are allowed (blond, black, brown, etc.) if a student chooses to color or highlight his or her hair. Unnatural colors (blue, purple, etc.) are not allowed.

### **Jewelry**

- For safety reasons, earrings are to be no longer than ½ inch below the ear lobe.

### **Body Piercing**

- Limited to ears only.

### **Slogans / Words / Characters on Clothing and Jewelry**

- No violent pictures or language.
- No advertising of alcohol or drugs.
- No pictures or language contrary to Christian behavior.
- No inappropriate language or messages.
- No graphics or lettering allowed on the buttocks.

### **Outside Clothing**

- Boots, mittens or gloves, hat, and a heavy coat must be worn during the winter months. These items will be worn at all times when students are outside whether they are playing at recess or being transferred to the public school. Snow pants will be required as administration and/or individual classroom teachers direct for both recess and transfer times.
- All students will need to have a pair of outside tennis shoes (boots in the winter) as well as inside shoes. Outside shoes help limit the amount of sand and dirt/mud brought into the building.

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## **Attendance and Truancy Policy**

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Excessive absences often result in poor schoolwork. Sacred Heart Area School's policy is to adhere to the State of Minnesota regulations concerning school attendance. Attendance records for students in grades Kindergarten – 5 is kept on file with the Staples Motley School District for state reporting purposes.

Sacred Heart Area School adheres to the State of Minnesota's regulations concerning school attendance. Under Minnesota law, a student will be considered "*continually truant*" when an elementary student misses three full school days without a valid excuse. Under Minnesota law, a student will be considered "*habitually truant*" when an elementary student misses seven full school days without a valid excuse.

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## **Health and Wellness Policy**

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The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

### **I. GENERAL STATEMENT OF POLICY**

- A. Sacred Heart Area School recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. All students in grades Pre-K through 5<sup>th</sup> will have opportunities, support, and encouragement to be physically active on a regular basis.
- D. Qualified food service personnel will provide students with access to a variety of nutritious and appealing foods that meet the health and nutritional needs of students.

### **II. GUIDELINES**

- A. Foods and Beverages
  - 1. All meals served at Sacred Heart Area School by Staples Motley ISD 2170 will be consistent with the current USDA Dietary Guidelines for Americans.
  - 2. The Staples Motley ISD 2170 food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
  - 3. Sacred Heart Area School in conjunction with Staples Motley ISD 2170 food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
  - 4. Sacred Heart Area School in conjunction with Staples Motley ISD 2170 will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals.
  - 5. Sacred Heart Area School will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

6. Sacred Heart Area School will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

**B. School Food Service Program/Personnel**

1. Staples Motley ISD 2170 will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. Staples Motley ISD 2170 will be responsible for the school district's food service program and will create a menu that ensures food and beverage choices are consistent with current USDA Dietary Guidelines.
3. Staples Motley ISD 2170 will be responsible for providing continuing professional development for paid food service personnel.

**C. Nutrition Education and Promotion**

1. Sacred Heart Area School will encourage and support healthy eating and engage in nutrition education.
2. Sacred Heart Area School will encourage all students to make age appropriate, healthy selections of foods and beverages, including those brought as bag lunches, classroom snacks, and party food choices.
3. Sacred Heart Area School discourages the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior plan) and will not withhold food or beverages as punishment.

**D. Physical Activity**

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**E. Communications with Parents**

1. Sacred Heart Area School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. Sacred Heart Area School will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Sacred Heart Area School encourages parents to pack healthy bag lunches and snacks and refrain from including beverages and foods without nutritional value.
4. Sacred Heart Area School will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside school.



### **III. IMPLEMENTATION AND MONITORING**

- A. After approval by the School Board of Education, the Health and Wellness Policy will be implemented throughout the school.
- B. Staples Motley ISD 2170 food service staff will ensure compliance within the school's food service areas and will communicate with the principal as needed.
- C. Staples Motley ISD 2170 food service program administrator will provide an annual report to the principal setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
- D. The principal or designee will ensure compliance with the Health and Wellness Policy and will provide an annual report of the school's compliance with the policy to the School Board of Education.

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## **Anti Bullying and Harassment Policy**

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Sacred Heart Area School students are entitled to a quality education that will help them to create a positive future for themselves. Any behavior that negatively affects the well being of students and their ability to achieve cannot be accepted. As Catholics, we strongly believe in the dignity of each person. Treating others kindly is a core Gospel value in our school community. Therefore, bullying and harassing behaviors are unacceptable at Sacred Heart Area School.

**Bullying** is defined as the intentional behavior by an individual or group that is intended to cause or does cause the victim physical abuse or causes the victim to feel frightened, threatened, intimidated, humiliated, or ostracized. Bullying can be verbal, psychological, physical, or social.

**Harassment** is defined as the unwanted, inappropriate, and annoying actions of a person or group against another, including threats and demands. Harassment may include, but is not limited to, verbal abuse, implied or overt threats, physical acts of aggression or violence, etc.

Sacred Heart Area School has an interest in the welfare and conduct of its students and will respond to bullying and harassment that takes place on school grounds, at school sponsored events, and on school sponsored transportation. Additionally, the school will also respond to any information that it receives about bullying and harassment that occur outside the school day to the extent that it impacts the school culture and its day to day operations.

All Sacred Heart Area School staff involved in the teaching/supervision of students will take responsibility for addressing incidents which fall beneath the above actions. The victim will receive the support needed; the perpetrator(s) will be informed of the unacceptability of his/her behavior. Incidents will be recorded and disciplinary actions will be taken as outlined below. **Sacred Heart Area School specifically prohibits any form of religious, racial, or sexual harassment, bullying, and violence.**

Any student who believes that he/she has been the victim of bullying, harassment, or violence or any person with knowledge of or belief of conduct that may constitute such, shall report the alleged acts to a staff member who shall immediately forward the information to the Principal, Assistant Principal, or their designee. Upon receipt of a complaint, the administration shall begin an immediate investigation or designate a third party to perform the task.

After completion of the investigation, the Principal will make the determination whether bullying or harassment has occurred and, if so, what disciplinary action is appropriate. If the Principal determines that disciplinary action is warranted, guidelines in the Sacred Heart Area School parent and student handbook will be consulted. The Principal, however, shall have the discretion to determine the appropriate disciplinary action, which may include removal from class, suspension, both in school and out of school, referral for counseling, remediation and restitution, or expulsion. Depending on the nature of the offense, law enforcement officials may be notified.

Any student who retaliates against any person who makes a report of or who testifies in support of a report regarding the violation of this policy will be strictly disciplined. This policy will appear in both the employee and parent student handbook.

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## Positive Behavior Policy

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Good behavior is best obtained by providing children with acceptable models of behavior. Discipline will be handled in a firm and loving manner. There will be no physical punishment. Children will be taught respect for the right of others. Children will be redirected away from problems toward constructive activity in order to reduce conflict. Children will not be judged or compared to one another. Sacred Heart Area School encourages participation and cooperation. Each child will do what he/she can. Children will be guided towards self-acceptance and mutual respect for one another.

### Behavior Guidance:

- Each child will be provided a positive model of acceptable behavior.
- Behavior guidance will be appropriate to the developmental age of the child.
- Children will be involved in constructive activities that reduce conflicts and problems.
- Acceptable behavior will be encouraged through positive reinforcement.
- Acceptable behavior protects the safety of all; any other behavior is not allowed.
- Unacceptable behavior will be handled on an individual basis and will provide immediate and directly related consequences.
- Positive reinforcement techniques will be used whenever possible.
- Children will NOT be subjected to any of the following:
  - Corporal punishment including, but not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
  - Emotional abuse including, but not limited to: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
  - Separation of a child from the group unless the child's behavior threatens the well being of self or others. A separated child must be under adult supervision during the separation time. Return to the group is contingent upon the return of appropriate behavior.
  - Punishment for lapses in toilet habits.
  - Withholding food, light, warmth, clothing, or medical care.
  - Use of physical restraint other than is necessary to protect a child from harm.
  - Use of mechanical restraints, such as tying.

The following interventions will be utilized as is deemed appropriate **to foster positive spiritual and academic student development.**

- Step One:** Occurs when the **student needs assistance** following a guideline.
- The teacher will discuss with the student the behavior.
  - The teacher and student will confer how the student can made amends and better handle the situation in the future.
  - The student may attend ***Recess Rescue*** (see previous section).

- Step Two:** Occurs when the student attends *Recess Rescue* for the **third time**.
- The teacher will send a **Home & School Communication Link** to the parent (which must be returned to the school with parent signature) and/or the teacher will call the parent.
  - The student will attend *Recess Rescue* (may continue until the signed form is returned) (see previous section).
- Step Three:** Occurs when the student displays a pattern of difficulty in being successful with a particular guideline.
- The student will attend *Recess Rescue* (may continue until parent conference).
  - The teacher, student, parent(s), and administrator will meet and confer how to foster academic and/or spiritual growth (see previous section).
  - A **Behavioral Contract** may be created, which may include after-school reflection, in-school reflection, out-of-school suspension, or expulsion. This contract may suggest the student have a psychological evaluation and to follow the recommendation of the psychologist.
- Step Four:** Occurs when the pattern of difficulty continues, escalates, or additional patterns of difficulty occur.
- Guidelines of **Behavioral Contract**, if created in step three, will be followed.
  - The student will attend *Recess Rescue* (may continue until parent conferences) (see previous section).
  - Parent(s) and administrator will meet (student may attend at the discretion of the parent(s) and administrator) and confer how to foster academic and/or spiritual growth.
  - A **Behavioral Contract** will be created, which may include after-school reflection, in-school reflection, out-of-school suspension, or expulsion.
- Step Four or Step Five** Occurs when the **Behavior Contract** is broken.
- Guidelines of the **Behavior Contract** will be followed. Parent(s) and administrator may meet - student may attend meeting at the discretion of parent(s) or administrator.

**The administration has the final recourse in all behavioral guideline situations. Parental cooperation with the school is vital to foster spiritual and academic development at Sacred Heart Area School.**

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## **School Safety Field Trip Policy**

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The Diocese of St. Cloud and/or Sacred Heart Area School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals and/or assistants/vice principals to approve of field trips during normal school hours on a single school day. However, if out-of-state field trips, or any field trips to foreign countries are planned, these must have the ultimate approval of the (Arch)Diocese and/or school board. The following regulations should be taken into consideration when any field trips are being planned. They are as follows:

1. Adequate supervision by qualified adults, including one or more employees of the (Arch)Diocese and/or school.
2. Waivers by all adults and all parents/guardians of students taking any field trip of all claims against the (Arch)Diocese and/or the school for injury, accident, illness, or death occurring during, or by reason of the field trip.
3. Proper insurance for students, personnel, and equipment. Any children of chaperons registering for a field trip should be able to show evidence of medical/health insurance for any accidents/bodily injury sustained on a field trip. If necessary, group accident insurance can be tailored and written on an event-specific basis. Please consult the claims office of Catholic Mutual Group if you have any questions. In addition, anyone bringing special equipment or gear from home for the benefit of the field trip should be advised that they are responsible for providing insurance in the event of damage, theft, or other unforeseen circumstances.
4. If a fee is charged for the field trip, a contingency should be made for any student member who cannot afford the trip. Ideally, a student(s) should not be excluded because of lack of funds.
5. Inclusion of a proper first aid kit.
6. Permission in a written form from each student's parent or legal guardian to provide medical treatment if necessary.

Finally, to insure the desired outcome of such field trips, teachers should prepare students for the place that is to be visited and the things that are to be seen.

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## **Safety and Emergency Policy**

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The following drills are to take place on a regular basis to be in compliance with Minnesota State Session Laws (Chapter 263, Article 2, Section 7) Requirements for private educational institutions.

- Fire Drills                      Five (5) fire drills per school year
- Lock-down Drills              Five (5) lock-down drills per school year
- Tornado Drills                 One (1) tornado drill per school year
- Evacuation Drill                One (1) evacuation drill per school year

All staff will practice the following emergency policies:

1. First Aid
  - a. Staff will be certified in standard First Aid and child CPR through the American Red Cross and will follow their procedures in administering First Aid up to level of training. In the event of an emergency, 911 will be called.
2. Poisoning
  - a. Store all chemical products and medicines out of reach of children.
  - b. Keep cleaning products and medicines in separate storage areas away from food products.
  - c. Do not allow children to chew or swallow leaves, plants, or berries they may find.
  - d. Clean up all spilled liquids.
  - e. Hotline number for poison information is 1-800-222-1222.
3. Suffocation and Choking
  - a. Keep objects that can be swallowed by children out of the center.
  - b. Teach children not to put objects in their mouth.
  - c. Do not stimulate a child to laugh or cry when there is an object in their mouth.
4. Burns
  - a. Do not have matches in a place where children will find them.
  - b. Store matches out of reach of children.
  - c. Make sure all children are properly dressed when they play outside in cold weather to prevent frostbite.
  - d. Encourage students to apply sunscreen when they will be outside for extended periods of time.
5. Injury
  - a. Do not allow children to run with wooden sticks or other articles that may break if child falls.
  - b. Keep sharp objects out of children's reach and only allow use under close supervision.
  - c. Keep protective covers on electrical outlets.
  - d. Tape electric cords to floor to prevent tripping.
  - e. Sweep up broken glass immediately and supervise children until disposed of.
  - f. Wipe up spilled liquids immediately.
6. Pedestrian and Traffic
  - a. Cross streets only at intersections and use the street crossing flags.
  - b. Look both ways before crossing streets and be certain there are no oncoming vehicles.
  - c. Never run into the street to chase a ball.
  - d. While outside, children will be closely supervised at all times.
7. Potential Hazards
  - a. Staff will be responsible for daily inspection of the buildings and grounds to detect potential hazards. Any hazards will be immediately corrected or removed.

8. Fire Prevention and Procedures
  - a. Fire drills will be conducted and logged. Each instructor will teach their students the correct evacuation procedures.
  - b. Primary and secondary exits and routes will be identified in each room.
  - c. School personnel will be aware of the location and proper use of fire extinguishers.
  
9. Blizzard, Tornado, or Natural Disaster
  - a. Parents will be notified as soon as possible when a blizzard is forthcoming. Notices of school closing will be broadcast on local stations.
  - b. Tornado drills will be conducted and logged. Each instructor will teach their student the correct procedures.
  - c. The school's basement is used for tornado emergency.
  
10. Lock Down
  - a. Lock down drills will be conducted and logged. Each instructor will teach their students the correct procedures.
  - b. If anyone feels there is a threat to students or staff, a lock down will be initiated and the proper authorities contacted.
  - c. All lock down drills will be announced to staff prior to being conducted. If a staff member hears the lock down alarm and has not been informed it was a drill, they are to secure their students and immediately call 911.
  
11. Missing Child
  - a. A missing child will be reported immediately to the police as well as to the properly designated adult on the enrollment form.
  
12. Unauthorized or Incapacitated Person
  - a. Children will not be released to an unauthorized person or anyone who appears to be incapacitated. An emergency contact person will be called if a child needs to be picked up in this situation. If necessary, the local police will be called.
  - b. If no one comes to pick up a child, the two persons listed on the enrollment form will be contacted.
  
13. Emergency Medical Care
  - a. Emergency help will be provided through the 911 service.
  
14. Recording Accidents
  - a. The Accident and Injury Report Form will be used and a copy filed in the school office.

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## **School Closing Policy**

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In the event of the death of a staff member, student, or an immediate family member of a staff member or student at Sacred Heart Area School, school may be closed to allow students and staff to attend the funeral.

Immediate family shall be defined as parent, spouse, child, or sibling. The Priest in consultation with the principal will decide whether or not to close school for the day or part of the day.

In the event that school is closed, the day will not be made up. In this instance, staff would be expected to make every reasonable effort to attend the services.

If school is not closed, the principal will make every effort to allow staff members who wish to attend the funeral to be able to do so.

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## **Tuition and Collection Policy**

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Sacred Heart Area School is sponsored by Sacred Heart Parish and surrounding Catholic parishes.

Three accounts cover the cost of education: Parish investment  
Parent investment  
Outside resources

### Parish Investment

Sacred Heart parish and the surrounding Catholic parishes are committed to the school by financing a portion of the cost of education each year. Our Catholic parishes currently pay an average of \$2,000.00 per Catholic child to attend Sacred Heart Area School. Parishes are striving to lower their investment, so they can support other ministries in their parishes.

### Parent Investment

Tuition covers a portion of the \$5,000.00 per pupil cost of educating a child at Sacred Heart Area School. **Effective July 1, 2017 the tuition for Sacred Heart Area School families is:**

<b>Number of Students</b>	<b>Supporting Parish</b>	<b>Nonsupporting Parish</b>
<b>1</b>	<b>\$1,775</b>	<b>\$1,975</b>
<b>2</b>	<b>\$2,700</b>	<b>\$2,900</b>
<b>3</b>	<b>\$3,300</b>	<b>\$3,500</b>

Catholic parish families who have financial difficulties will have the opportunity to apply for a Sacred Heart Area School Scholarship by filing scholarship application forms. Scholarship assistance decisions will be based solely on demonstrated need. Therefore, it is imperative that all the necessary forms be completed. Information obtained from the scholarship assistance applications will be held strictly confidential and will only be accessed by the Sacred Heart Area School Scholarship Committee for which the decisions for assistance will be made.



### Outside Resources

Sacred Heart Area School expects all families with children attending Sacred Heart Area School to participate in fundraising activities as well as volunteer activities as part of their support of the school

**Sacred Heart Area School strongly encourages parents to pledge to the Sacred Heart Area School Stewardship Campaign to pay a greater portion of the cost to educate their child and further support the school. Any contribution above the tuition rate is tax deductible.**

For families whose last child graduates from Sacred Heart Area School and tuition has not been paid in full:

Send a final request with the statement during the summer month's thanking the parent(s) for sharing their child(ren) with Sacred Heart Area School and informing them of the remaining balance. These families will be required to meet with the principal to make arrangements for payment.

For families who did not pay the previous year's tuition but are enrolling child(ren) for the following year:

Any family with an outstanding balance owed at the end of the previous school year will not be allowed to register or attend school until the past due balance has been paid or other satisfactory financial arrangements have been agreed upon. It is the responsibility of families with outstanding balances to make arrangements with the principal for payment.

During the month of June the principal will contact those families who are in arrears with the current year's tuition and who have not made previous arrangements for payment to arrange a meeting. At that meeting arrangements will be made to pay the remaining tuition. Any disagreements between the school and the family shall be resolved by the pastor in consultation with the principal and the chairperson of the School Board of Education.

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## **Use of Movies and Videos Policy**

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The Board believes that movies, videos, and other audiovisual materials are important tools in the educational process. At the same time, the Board believes that the use of movies and videos should be limited so that they are used legally and appropriately in achieving legitimate educational objectives. Therefore, it is the Board's purpose to have a policy that promotes the appropriate educational use of movies and videos in schools by maximizing classroom instructional time, encouraging parental participation in the educational process, and fostering community values.

### **POLICY**

It is Sacred Heart Area School's policy to establish course curriculum to promote an appropriate learning environment. The following guidelines represent how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum.

### **COPYRIGHT**

**Rented or privately owned movies and videos:** All school employees must comply with federal copyright laws, as well as publisher licensing agreements. A rented or privately owned movie or video may only be shown in the classroom provided the following guidelines are satisfied:

### **EDUCATIONAL RELEVANCE OF MOVIES AND VIDEOS**

Except in limited situations as outlined in "V.B" below, showing of movies and videos will be limited to specific educational purposes. A full-length movie, video, or clip thereof, would then not be shown in school unless its content is relevant to the curriculum and specific educational objectives, is appropriate to the age and maturity of the students, is a productive use of class time, and will not cause classroom disruption.

The use of movie and video tapes for the purpose of entertainment, reward, or incidental learning shall be controlled by the school administration, shall be used in accordance with all copyright and viewing restrictions of law, and shall be scheduled so as not to disrupt the regular academic classes of the students.

### **REVIEW, APPROVAL, AND PROPER USE OF MOVIES AND VIDEOS**

Professional educators bear responsibility to ensure that educational activities and support materials are relevant to the curriculum, appropriate for the age and maturity of students, and consistent with specific educational and spiritual objectives. The following criteria will be considered:

1. The age, maturity, and sophistication of the group of students;
2. The movie or video's MPAA rating or television parental guideline rating;
3. The movie or video's place of production (i.e. United States or foreign);
4. The presence of profanity, sexual content, prejudicial stereotypes, or violence in the movie or video;
5. The course curriculum and educational and spiritual benefit of the movie or video;

6. The availability of alternate sources to accomplish educational objectives;
7. The feasibility of using a lawfully edited version or specific portions of the movie or video rather than in its entirety without seriously weakening the movie or video's educational value; and
8. The student, teacher, and community interest in viewing the particular movie or video.

A movie or video with a G, TV-Y, or TV-G rating may be shown to any grade (Pre-K – 5) with teacher discretion.

### **PARENT NOTIFICATION AND WAIVER OF PARTICIPATION REGARDING MOVIES AND VIDEOS**

For all movies, videos, and clips thereof carrying a TV-Y-7, PG, TV-PG, PG-13, TV-14, or higher rating, or television warning of parental discretion, parents shall receive written notification of the proposed showing at least five (5) school days prior to the movie or video's showing.

Notification to parents can be (but is not required) published in course disclosures that are reviewed and signed by parents at the beginning of each school year or semester. Disclosure statements used to provide notice should include a list of all school and District approved films the teacher plans to show during the semester or school year, with approximate dates of the movies' showing. Movies for recreational use will be rated PG or G. A list of PG rated movies regularly used for indoor recess and afterschool care will be made available to parents at the beginning of each school year. Teachers may also choose to send separate notification to parents for each movie and video that is to be shown.

If a parent objects to a student's viewing of an approved movie or video and personally communicates such objection to the teacher or administrator, the teacher shall not allow the student to view the movie or video. The teacher shall provide the student alternate assignments or course work similar to that done by students who view the movie or video.

Parents who do not object within the five (5) school day notice period shall be deemed to grant consent for their child's viewing of a movie or video.

Nothing in this policy grants parents, students, or school staff the authority to prohibit an approved movie's showing based solely on individual objections. At the same time, while waivers are available, educators should be sensitive to individual complaints and take all reasonable steps to resolve complaints equitably in a manner that would allow the child full participation in the curriculum.

### **APPEALS**

An educator, student, or parent may seek review of a decision by a teacher to show a particular video/movie. The request to review such a decision will be submitted to the principal.

Any party dissatisfied by the principal's decision may appeal the decision, in writing, to the superintendent.

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## **Internet Acceptable Use and Safety Policy**

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### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparations of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

- b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. Information or materials that could cause damage or danger of disruption to the educational process;
  - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
  4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information , including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or

from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

**[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]**

### **ALTERNATIVE NO. 1**

**For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.**

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

**[Note: the purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]**

### **ALTERNATIVE NO. 2**

**Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.**

- A. All School District computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state and federal law.
- B. All school District computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.

### **ALTERNATIVE NO. 3**

**School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternate language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.**

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

**[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 1 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]**

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at



the school office. As supervising teacher change, the agreement signed by the new teacher shall be attached to the original agreements.

#### **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### **XI. USE NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  1. Notification that Internet use is subject to compliance with school district policies.
  2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives or servers.
    - b. Information retrieved through the school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance and dissemination of data via the internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the user notification form provided to the student user.
  - 2. A description of parent/guardian responsibilities.
  - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  - 5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to the policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

## ***STATE AND FEDERAL PROGRAMS***

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### **Education Aids for Non-Public School Children**

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Textbooks and related individualized instructional materials and health services are provided. Each fall, parents and guardians give permission for the school to receive these funds when they sign the “Health, Textbooks, and Instructional Materials” forms. Funds needed that are not covered by this funding are taken from the school budget.

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### **School Breakfast, Lunch, and Milk Programs**

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Parents may apply for free and reduced breakfast and lunch through Staples Motley School District. All applications are handled through the district office and are kept strictly confidential. All parents are urged to fill out this application.

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### **State Income Tax Deductions and Credits**

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Partnership for Choice in Education (PCE) is a non-profit organization dedicated to informing parents about Minnesota’s tax credits and deductions for K-12 education expenses. For further information, contact the Minnesota Department of Education.

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### **Transportation**

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Minnesota public school districts must provide “equal transportation” to non-public school students who live within the district boundaries. The public school has the sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline. Some restrictions do apply to 3 and 4-year-old students.

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### **Special Education**

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The special needs of students in non-public schools are addressed through the public-school district in three ways:

- Classroom teachers assess the needs of their students and consult with the appropriate specialist in the Staples Motley School District. An intervention may be suggested to meet the needs of a student. The needs may be in the areas of academics, behavior, health, or motor skills.
- If the intervention is not successful, the student may be referred for assessment by either the school or the parent or guardian. For an assessment initiated by the school, written parental/guardian permission is required. When the assessment is complete, a meeting is scheduled with parents/guardians to review the results and possibly develop an Individual Education Plan (IEP). The IEP lists the area(s) that need improvement and sets goals for reaching achievement.

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**Title I**

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Title I provides assistance to state and local education agencies in meeting the needs of children in math and reading. Working with the classroom teacher, the Title I contract teacher or non-public school proctor identifies “at risk” students and schedules them for appropriate, consistent Title I services.

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**Title IV – Programs for Safe and Drug-Free Schools**

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Non-public schools receive monies, on a per-pupil entitlement basis, for programs which address drug and safety issues.

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**Title VI – Block Grants for School Improvement**

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Non-public schools receive monies, on a per-pupil basis, for technology-related reform programs, professional development, and other student-directed improvement programs and materials identified in the school’s improvement plan.