

Sacred Heart Catholic School



Family Handbook

School Year 2025-2026

Dear families of Sacred Heart Catholic School,

Let us entrust the entirety of our work in this upcoming school year to the Sacred Heart of Jesus, our patron. The Sacred Heart is a fiery and luminous image of the love that Jesus has for us, which is ardent, zealous, purifying, and everlasting. The crown of thorns reminds us of the cost for our sins that our Lord shed by His Blood on the Cross and of the Kingship of Jesus. Let us abide in this love of the Sacred Heart, and let the Sacred Heart reign within our hearts.

This is our goal. This is the goal for our students here at Sacred Heart School. The mission of the School aligns with the mission of the Catholic Church, which aligns with the mission of Jesus, our Lord - the salvation of souls through a sanctifying relationship with the Blessed Trinity. Every person is made in the image and likeness of God. Every person is made for a relationship with the Trinity. Every person is destined to know, love, and serve God in this life and be forever happy with Him in the next life. Every person is perfectly known and loved by God.

With this goal in mind, we quickly see that a Catholic school is not solely structured by facts, knowledge, and intellectual pursuits. A Catholic school focuses on the whole student made in the image of likeness of God. Thus, we care about a student's maturity spiritually and humanly in the context of community. We simply do not pile up stones; we build.

Learning is inspired by a Wonder of God's Creation and seeks Wisdom in the ordering of Creation, including one's own life. Learning is joyfully pursued for its own sake and seeks Truth, Who is Jesus Christ. True education is desirable for its own sake, for what it is, and is that knowledge consists in conforming ourselves to truth. Let us freely embrace and love truth and its beauty. Let us embrace the gifts that God gave us to seek Him.

You will see there that there are a number of additions, especially in the beginning of this handbook. These are our expectations of our students in relation to the school and at home with their families. The other additions and changes are to clarify the rules and standards of the school and to put into writing a number of things that we were already doing. This is a natural, yearly process of a school's handbook.

If you have any questions or concerns, feel free to let me know. The best way is to talk to me face-to-face or, when I am not available, at principal@smash3p.org.

In all that we do, let us abide in the Sacred Heart of Jesus, the Immaculate Heart of Mary, and the Chaste Heart of Joseph. The underlying and unifying trait of these hearts is charity. Let us learn charity as a school community.

Entrusting this entire school year to the eternal exchange of charity of the Blessed Trinity,

Fr. Matthew

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Notice of Changes and Points of Emphasis for the 2025-26 School Year

I began with last year's family handbook as a template. I used as resources the family handbooks of Queen of the Apostles School, Tomah; St. Patrick School, Sparta; St. Jerome Academy, Hyattsville, MD; and Sacred Heart Academy, Michigan. Overall, nothing was deleted from the previous handbook. Certain sections were modified when compared to the other handbooks, and a number of things were added that were either good and/or necessary.

In the next pages, you will notice the addition of the school's mission and vision statements, spiritual theme, and the three primary goals. Other statements of beliefs were kept from the previous handbook with some modifications. There is the addition of St. Jerome Academy's benchmark questions for us to always keep in mind.

Clarifications were made to practices that were already being done in the administration (i.e., school office). The "Commitments" were carried over from the previous handbook. The expectations from families are added from Sacred Heart Academy. These are the standards and goals that I want our students to strive for at their respective grade level.

Using Queen of the Apostles' handbook, I used their definitions to clarify the different types of absences and tardies. How communication is done was clarified.

The Third to Fourth Grade Promotion Policy was added because of Wisconsin Act 20. A number of states in the United States are buckling down on reading requirements in schools. This policy was written using WCRIS's (a political group that advocates for private schools) template.

Dress code has been modified and clarified using a priest friend's policy as a template; he wrote one for the school where he was a chaplain. Please read carefully.

The last big addition are the formal policies on harassment, bullying, and disciplinary measures. This in no way implies that these are problems within our schools. By having these policies, it is clearer of what is expected and what to do *in case* something happens. I hope to never use them.

Please note that some policies are in here because they are mandated by the State or by the Diocese. Others are in here because they are good practices. Some are here because they clarify why we are doing something (e.g., "cursive"). A policy handbook is meant to be a guide and a tool of clarification. It is not meant to be thrown at people. Please carefully read this handbook, for it is expected that families and the school will follow it.

If you have any questions or concerns throughout the school year, please feel free to let me know.

Modified in the summer of 2025 and reviewed by the Education Committee on 12 August 2025.

GUIDING PRINCIPLES

Diocesan Statement on the Mission of Catholic Schools

Sacred Heart Catholic School is a Catholic School in the Diocese of La Crosse. As a Catholic School, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Mission of Sacred Heart Catholic School

Our policies, procedures, and culture flow from our mission, which states:

As a parish apostolate for the mission of the Catholic Church devoted to the Sacred Heart of Jesus, we live for and love Jesus as His disciples and friends.

Vision of Sacred Heart Catholic School

Regarding the future of Sacred Heart of Jesus School, the vision is:

We are a Christ-centered family of faith who are devoted to the formation of students to live in community according to the holy plan of God, following the principles of charity, truth, and excellence.

Spiritual Theme: “Lord, teach us to pray.”

Primary School Goals

For the upcoming school year, the three primary goals are:

1. Students and staff will be taught how to pray (reflecting our spiritual theme).
2. We will explore the Catholic intellectual tradition through the classical liberal arts.
3. Deepen our relationship with the parish and local communities.

Benchmark Questions For Mission and Vision (taken from St. Jerome Academy, Hyattsville)

1. Is it beautiful?
2. Are we doing this because it is inherently good, or as a means to an end? If the latter, what end?
3. Does it encourage the student to think of education itself as a high and noble enterprise, or does it cheapen education?
4. Is it excellent? Does it demand the best students and teachers have to offer, and hold them to the highest standard they are capable of achieving? Or does it give in to the gravitational pull of mediocrity? Is excellence the highest standard, or is excellence subordinate to lower standards such as convenience, popularity, or marketing considerations (i.e., consumer appeal)?
5. Does it encourage reverence for the mystery of God and the splendor of His creation?
6. Does it encourage reverence for the mystery of the human person and respect for the student’s own human dignity?
7. Does it encourage him to desire truth, to understand such virtues as courage, modesty, prudence, and moderation and to cultivate these within himself?
8. Does it help the student to see what difference God makes to all the facets of the world, or does it make God’s existence seem irrelevant, trivial, small or private?
9. Does it assist in passing on the received wisdom of the Christian tradition, or does it create obstacles to reception of the tradition?

10. Does it encourage real searching and thinking? Does it provoke the student to ask ‘why?’ Does it stir up a desire for understanding?
11. Does it encourage conversation between and across generations or does it hinder it?
12. Does it help to develop to the fullest extent what is uniquely human in the student: the powers of attending, deliberating, questioning, calculating, remembering, and loving?
13. Does it encourage the student to become patient, to take time, and if necessary, to start over in order to achieve excellence, or does it subordinate excellence to speed, ease, and efficiency?
14. Does it encourage the student to value rigor and discipline?
15. Does it deepen the role of the family in the life of the school and the role of education in the life of the family, or does it erect a barrier between family and school?

Statement of Beliefs

As a Catholic parish apostolate, we desire to fulfill the mission of the universal Church, which is to form a relationship with Jesus and to teach all that Jesus taught. Therefore, Sacred Heart Catholic School is open to any family who desires the formation in our Catholic school. As formation in the Catholic intellectual tradition and virtue is central to our mission to our students, our curriculum is aiming to hand on the fullness of the deposit of faith to them. We not only teach Jesus Christ but also lead children to discover the place of intimacy with Him within them. We share His teachings as passed down to us through the Apostles and their successors, the Bishops in union with the Pope.

These teachings are the Word of God contained in the Sacred Scriptures, Sacred Tradition, and the Magisterium, including the *Catechism of the Catholic Church*. The Creeds are a summary of our beliefs: *Nicene-Constantinopolitan Creed, Apostles’ Creed, Athanasius Creed, and Sign of the Cross*.

Educational Mission

“Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. [*Spe Salvi*](#), 4).” -Address of His Holiness Benedict XVI to educators, 17 April 2008, Washington DC

“The program of studies in a Catholic school reflects the importance which the school and sponsoring community attach to Christian Formation. Basic to this task, as we have said earlier, is instruction which is authentic in doctrine and contemporary in presentation.”

“The integration of religious truth and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but, more importantly, by the presence of teachers who express an integrated approach to learning and living in their private and professional lives. It is further reinforced by free interaction among the students themselves within their own community of youth.” -*To Teach as Jesus Did (104)*, USCCB, November 1972

Catholic education is intended to cultivate a love for God and His whole creation, especially those He has made in His own image and likeness. Sacred Heart Catholic School offers a unique setting within which this noble purpose can be realized in the lives of Catholic children in our

area. Non-Catholic children are welcome in our school and will participate as fully as Canon Law allows. In our school all young people can fully experience this learning and living, integrated with the light of faith. Our mandate is to cultivate in our children a love for knowledge - human and divine – for its own sake, and then to relate this knowledge to our daily life in Christ.

Instruction in that Truth, revealed to humankind in Divine Revelation, and through the lives of Christ's faithful people is to be presented by all those involved in our school as a sacred trust. Parents, pastor, faculty, and staff, along with the students, must sincerely desire to make our school a living, conscious, and active community of faith...through Love for God - exhibited through active participation in liturgical celebrations, and Love for our neighbor - exhibited in the corporal and spiritual works of Mercy.

Sacred Heart School provides students with the opportunity to look with Catholic insight on the many problems of individuals and of society today. Our school is oriented to service because it helps students acquire virtues (the habit of heart and mind) and skills required for effective and saving service to others.

Catholic Identity: To accomplish this mission, Sacred Heart School incorporates the following into the total school experience:

1. The formation of a Catholic worldview is fundamental throughout the curriculum.
2. The Holy Sacrifice of the Mass, devotions, and a daily regimen of prayer is at the center of our school day. These are celebrated in a form meaningful to this age group, and involve the children through active participation. Attendance by parent(s)/guardian(s) makes a lasting impression on the students at all grade levels. Families are strongly encouraged to join in our Eucharist celebrations at 8:15 a.m. on Tuesdays and Fridays at Sacred Heart Parish as well as Eucharistic Adoration/Benediction at 2:45 p.m. on the last day of the school week.
3. Each school day begins, ends, and is punctuated with prayer.
4. Catechesis and formation in the Catholic faith are a part of each day, whether through formal catechesis or through planned religious activities. All Catholic school teachers, whether they formally teach religion or not, are catechists and are therefore certified in accordance with Diocesan policy.
5. The "Virtues Program" is a primary focus in the formation of children.
6. Sacramental preparation programs involve families, students, and the parish community. These programs are offered and enhanced through the school curriculum.
7. Social concerns are highlighted at each grade level as appropriate to the social development of children at each grade level.

ADMINISTRATION AND SCHOOL-FAMILY RELATIONSHIP

Diocese of La Crosse

Sacred Heart School is a ministry of the Diocese of La Crosse with our Bishop as chief shepherd (priest, teacher, governor). The Superintendent of Catholic Schools is designated by the bishop to advise him on educational matters and to assist schools in all areas of operation.

The Tri-Parish Catholic Community

Sacred Heart Catholic School is a Catholic apostolate of the parishes whose very nature is to form disciples who know and love Jesus, Who, in turn, knows and loves them intimately. This is the heart of any educational and catechetical ministry. Currently, students attend from the following parishes: Sacred Heart of Jesus, Cashton; Nativity of the Blessed Virgin Mary, St. Mary's Ridge; St. Augustine of Hippo, Norwalk; St. Peter, Middle Ridge; and St. Mary, Coon Valley. We pray that more students from within and the surrounding communities will find a place where the love of Jesus is vibrant.

School Information

Sacred Heart of Jesus Catholic School
710 Kenyon Street
Cashton, WI 54619
(608) 654-7733
principal@smash3p.org
school@smash3p.org
www.smash3p.org

Home and School Association

Sacred Heart Home and School is made up of the parents with children attending Sacred Heart School along with the faculty of Sacred Heart Catholic School. An open invitation is extended to members of the parish to attend Home and School meetings. The purpose of the Home and School association is to collaborate in and support the educational mission of Sacred Heart Catholic School. This is done through presentations on topics of interest related to the rearing of children that they may truly become "children of God" active in the contemporary world. Parents should regard Home & School meeting attendance as necessary and mandatory for at least one parent/guardian.

Education Committee

Both the Home and School Association and Education Committee are advisory boards that support the Pastor in these areas of the life of the School: strategic planning, policy formulation, advancement, public relations, marketing, and evaluation of strategic priorities. Members of the school board are appointed by the Pastor and report to the Pastor. Meetings are open for School families to observe.

Commitment to Parents

The Catholic Church recognizes parents as the primary educators of their children. As Catholic school educators, we believe children are influenced by a society in which attitudes toward Catholic values and virtues are challenged. Parents, the source from whom children and youth

primarily derive their values, entrust their children to the Catholic school to instruct, complement, and intensify the education and formation begun in the home. Sacred Heart School faculty and staff are called to assist parents in fulfilling their obligation for the Catholic formation and education of their child. Therefore, we will:

1. Recognize and respect the parents' fundamental human right to know, understand, and share in the decisions that affect the education of their child by:
 - Keeping parents apprised of the curriculum and methods of instruction.
 - Keeping parents well informed regarding the policies which govern Sacred Heart Catholic School and providing them opportunities to help shape school policies and procedures in the appropriate forum.
2. Report to parents their child's progress regularly and as needed, in a spirit of charity, and with professional accuracy and honesty.
3. Respect confidentiality of students and parents.
4. Develop educational programs and activities to enhance family life as well as the home-school relationship.
5. Assuring parents of a commitment to ongoing education as professional educators.

Commitment to Students

As Catholic school educators we believe that students, like ourselves, are pilgrims, making their journey through this life with a constant focus on the life to come. As Catholic educators we have a special mission and responsibility to encourage each student to achieve his/her maximum potential. We work to cultivate a life of virtue. We also strive to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling our obligation to our students, we commit ourselves to:

1. Develop in our students a Catholic worldview and help them to appreciate its relevance in their daily lives.
2. Help students learn to relate human culture and knowledge to the Good News of salvation.
3. Have a loving concern for the joys and challenges of each student.
4. Speak with charity and justice about students especially when called upon to discuss sensitive matters.
5. Work with students in preparing programs which celebrate our faith.
6. Respect confidential information concerning students and their homes.
7. Plan appropriate opportunities for spiritual and corporal Works of Mercy for students which will develop their sense of responsibility to the Church and community.
8. Enable students to grow in a sense of self-worth and accountability by selecting activities which reveal more fully the image and likeness of God innate in each person.
9. Develop student knowledge and understanding of the subjects for which we are responsible.
10. Treat each person with dignity as befits a unique person created by God in His image and likeness.

Expectations from Families (from Sacred Heart Academy (Michigan) Handbook)

As parents are the primary educators of their child(ren), it is our role and responsibility to *assist* parents in their responsibilities. Thus, we must consider assumptions of what a healthy and balanced life looks like for young people at each stage of development. The following are what we believe are developmental milestones of interior growth that a well-ordered day facilitates. We keep in mind the end, which is your child(ren) as adults with a balanced lifestyle of eight hours of sleep, eight hours of work, a tithe of waking hours in prayer, and the remainder of time for family and recreation.

Concerning all families and all ages:

- Regular attendance at daily Mass (Tuesdays and Fridays at 8:15 a.m.)
- Daily classroom instruction (5-6 hours for full-time students)
- Nightly family dinner and prayer time
- Appropriate downtime and leisure time, including Sunday devotion to rest
- Access to the internet is never necessary for the completion of nightly homework

4K-2nd

- No homework aside from daily reading and practice of spelling or math facts
- At least 30 minutes daily spent listening to parents read aloud from beautifully illustrated books
- Unstructured imaginative play, preferably outdoors
- Daily routine tasks done alongside a parent
- 10-11 hours of sleep

3rd-4th

- Little homework: 15-30 minutes, 3-4 times per week
- 30 minutes of independently reading good books daily
- Unstructured imaginative play, preferably outdoors
- Silence and alone time (even boredom) in order to grow in creativity and self-understanding
- Introduction to a variety of leisure activities (through experiences and experiments, rather than professional lessons)
- Daily chores, personal responsibilities (e.g., tidying a room, preparing tomorrow's clothing, making lunch)
- 9-10 hours of sleep
- Optional: Introduction of a weekly lesson or club outside of school (e.g., piano lessons)

5th-8th

- Regular homework: 30-45 minutes, 4-5 times per week
- Personal prayer
- 30 minutes of independently reading good books daily
- Play and chores outdoors
- Silence and alone time (even boredom) in order to grow in creativity and self-understanding
- Exploration of hobbies and interests
- Individual responsibilities that contribute to the smooth running of a household (e.g., doing the laundry, making meals, mowing the lawn)
- 9-10 hours of sleep

Student in 1st grade and older

- Use the restroom unattended
- Have daily classroom jobs to keep their space tidy and clean

Students in 2nd grade and older

- Write simple and complete sentences
- Recite common prayers in English
- Tie own shoes
- Tuck in shirt

Students in 4th grade and older

- Write cursive in all subjects
- Are able to write a paragraph
- Greet adults politely

Students in 5th grade and older

- Effectively use planners to record homework assignments with teacher oversight
- Don't take unnecessary bathroom/drink breaks (none during Mass)
- Turn in their devices daily
- Sing or say all the Mass responses
- Participate courteously in formal discussion

Students in 6th grade and older

- Always take notes in outline format
- Independently and accurately use planners to record homework assignments
- Keep and organize binders according to teacher specifications, assessed via periodic binder checks
- Can outline and write a three-paragraph essay

Students in 7th grade and older

- Incorporate evidence from texts into their own sentences and use parenthetical citations
- Able to walk to classes unattended
- Accountable for personal appearance (Ex: combed hair)

Students in 8th grade and older

- Speak clearly and directly to adults with little use of filler words (“umm,” “uh,” “like”)
- Able to annotate literature
- Able to write a five paragraph essay with clear transitions, cited evidence, and sufficient analysis

Please note that the above expectations are not expected of our students at the beginning of the year. Rather, these expectations are goals that we want our students to strive for by the end (or sooner) of that grade year. This is also not an exhaustive list.

ADMISSIONS

Pre-Registration: Students attending Sacred Heart School will register for the coming year during Catholic Schools Week, which is usually the last week in January.

In accordance with the Diocese of La Crosse Policies and Regulations 5101, 5105, 5302, and 6225, Sacred Heart offers programs of education and formation for children and youth who are willing and able to live within the religious, academic, and behavioral requirements of the school, and whose parent(s) / guardian(s) demonstrate a desire to have the school assist them in their parental role as primary educators of their children.

The school respects the dignity of each child. Neither race, nationality, nor other forms of discrimination (as this is understood by the Catholic Church) will prevent a child from being accepted into Sacred Heart School. Children of other religions may be accepted unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs.

In the case of children with special academic, social, or behavioral needs, the school has a moral responsibility to take these needs into consideration in accepting a child for admission. We must be informed of any such needs and have access to records of testing and diagnosis. Acceptance will be made on a case-by-case basis.

The following criteria constitute the admissions process:

1. Families are admitted into the Sacred Heart School Community when, on the basis of a personal interview, the administrator and pastor judge the interest and motivation to be in accord with the mission of Catholic education.
2. All students are on probation during the first semester of their attendance at Sacred Heart School. During the first semester probationary period Sacred Heart School staff will confirm that we can truly meet the needs of the student(s) entrusted to us.

Priority consideration for admission shall be given to students in the following order:

1. All children currently enrolled.
2. Children of families with siblings currently enrolled.
3. Children of Tri-Parish Catholic Community members.
4. Catholic children of other parishes on a first-come, first-serve basis.
5. Non-Catholic children on a first-come, first-serve basis.

4-year-old Kindergarten and 5-year-old Kindergarten Admission

To enter the 4-year-old preschool or kindergarten program, students must be four (4) years old by September 1 in the year he or she proposed to enter school. Children must be toilet trained to enter our preschool program. To be eligible for 5-year-old kindergarten, students must be five (5) years old by September 1 in the year he or she proposes to enter school.

Withdrawals: If a student is withdrawing from Sacred Heart Catholic School, the parent/guardian must:

1. Notify the school at least two weeks before the withdrawal.
2. Pay all unpaid fees.
3. Submit a written and signed request for student records, if needed.

Readmission: It has happened that a family will withdraw from Sacred Heart School and, at a later time, determine they wish to again be admitted. This is entirely possible, but the admission will be treated as a “new” admission and will be subject to all policies and procedures appropriate to a new admission. Conditions related to a student’s prior decision to withdraw will be taken into consideration including all known academic, social, and behavioral needs present when a student was initially enrolled at Sacred Heart. This is the school’s moral responsibility both to the student and family as well as the Sacred Heart School community, ensuring the well-being of all concerned.

Financial Assistance: Part of the parental agreement when enrolling a student is the payment of tuition. It is expected that each family will make arrangements to meet this obligation. Tuition rates are published in the spring. There are a number of ways to supplement the payment of tuition: assisting at school fundraisers, applying for grants, RaiseRight and Box Tops for Education apps, and Scrip sales. If you need financial assistance, please inquire with the school office for more information.

THE SCHOOL DAY

Student Arrival and Departure: The school day begins at 7:55 a.m. and ends at 3:15 p.m. Students are not to arrive before 7:30 a.m. When they arrive, they are expected to go to their homeroom. All students must be picked up by 3:20 p.m. unless prior arrangements have been made (see below). Arrival and departure takes place in the parish and school driveway, and the entrance is Door A. Students remaining at the school after 3:20 p.m., without a pre-arranged appointment or activity, will be directed to the school office to call home.

Holy Mass and other Liturgical Celebrations: We encourage families to attend Holy Mass and other liturgical celebrations with their child(ren). Children are seated with their parents or, with parents' permission, with their parents. Parents must communicate with teachers. After Mass, students should rejoin their class as they exit the church, so they may depart with their class.

After-School Enrichment Program: Students are permitted to stay until 4:00 p.m. from Monday to Thursday (on school days) to work on assignments or if the parent(s) need to attend to some tasks (e.g., work or errands). Arrangements must be made with the school office before noon of the day in which the student will attend. Students are expected to use this time for assignments or reading. It is not a time for playing games either inside or outside.

Absences: School Office Number: (608) 654-7733

Parent(s)/guardian(s) need to call between 7:30 and 8:00 a.m. Please state the name and grade of your child and *give the specific reason for the absence*. This phone call is required for the safety of your child(ren). If the student's absence is not reported by the parent/guardian, the school secretary will call home and notify the parents of the absence. *Please help us ensure the safety of your child(ren) by calling to report absences between the hours noted above.* Failure to abide by this procedure may result in your child being considered truant.

Classes begin at 7:55 a.m. Students must be in class at that time. In accordance with state standards, parents are limited to ten (10) parent-arranged absences per school year. These include such days as prior approval days, illness without a doctor's slip, medical appointment without a doctor slip, funeral leave, and family emergency days. Additional days (over 10) off from school will need to have a medical permission slip in order to be excused.

Tardiness: Charity requires that we keep our commitment to one another to be where we are supposed to be when we agree to be there; however, sometimes tardiness or absence is unavoidable. Out of respect for teachers and fellow students, tardiness to individual classes or mandatory activities is also not excusable without a note from a teacher or administrator.

Excused Absences: Students are expected to be in daily attendance unless they need to be excused for one of the following reasons:

- Personal illness, medical, and dental appointments (medical/dental appointments require a "proof of visit" note from the Doctor to be excused). If an illness becomes prolonged, more than three (3) consecutive days, the principal may require a doctor's note before excusing the students. If a student misses more than five (5) days per semester due to illness, the principal may also require a doctor's note to excuse the absence.

- **Doctor/Dental Appointments:** Every effort should be made to schedule medical and dental appointments outside regular school hours. If it cannot be avoided, parent(s)/guardian(s) must send a signed note regarding the appointment to the school office.
- Death in the family
- Required legal appearances
- Designated religious holiday service. If there is a service at night, the student will not be excused from school.
- Family emergencies (administration approved)
- Approved school-sponsored activities
- Other approved by the administration
 - **Family Vacations:** Please note that scheduling family vacations over the school week or participation in extracurricular activities which take the student away from school for days at a time are generally detrimental to the student's progress and development. Please keep this in mind, as well as your particular child's educational needs and progress, when considering and planning absences that are not medical in nature or the result of a family emergency.

Release Note: If an absence should be required during school hours, the parent/guardian must send a release note or place a phone call to the school secretary. The note must state the nature, time, and date of the absence. If a student becomes ill, the principal or secretary will try to contact the parent/guardian or someone listed on the emergency card. Failure to seek permission to leave school will be handled according to the school discipline policy. If students need to leave the school grounds for any reason, a parent/guardian must also sign their student out at the front door before their child may leave school grounds. No child will be sent home without proper notification and assurance of the child's safety. It is of extreme importance that we have alternate phone numbers in case parents cannot be reached.

Unexcused Absences: All absences not meeting recognized excused criteria would be regarded as unexcused.

Makeup of School Work from Absences: Teachers will work with parent(s)/guardian(s) to help any student keep current in his/her schoolwork during an illness. To give teachers time to gather all assignments, homework for student absences may be picked up in the school office at 3:15 p.m. In the case of a planned absence, parents should work with teachers before the planned absence to have lessons and work in hand to be worked on during the absence. Schoolwork for students going on vacation will be given out at the teacher's discretion. When a student has an excused absence, he/she will be given one day for each day that he/she missed to make up the schoolwork. *Please note that it is the responsibility of the student to make up all class work missed due to an absence.*

Lunch: For most days, lunch is to be provided for the families. Please pack a healthy lunch and snack for your child(ren) to sustain them through the school day. Milk is available through the school. Lunch begins at 11:40 a.m. on most days. On Wednesdays and some special days, hot lunch may be purchased for a nominal price. Wednesday lunch is normally at 11:05 a.m.

SCHOOL LIFE

Extracurricular activities: There are activities that are offered through the public school systems that our students can participate in. If you child(ren) are interested in these activities, please let the school office know so that we can communicate with the public school.

Field Trips: There are a few field trips planned every year. All trips will be planned carefully. Prior to any field trip, parents will receive all pertinent information and forms to be signed. No student has an absolute right to a field trip. If he or she is not meeting academic or behavioral requirements, teachers have the right to deny the student participation in the trip. The student is to remain at school, and assignments are to be given.

A Diocesan permission form is used for field trips. A comprehensive form will be sent home at the beginning of the year for each child. This needs to be filled out and returned to the school office as soon as possible. A supplemental field trip form will be sent home for each field trip. This form will give the details of the field trip. It will need to be signed and returned before the field trip.

Grade School Dances and Parties: According to Diocesan Policy 5790, Schools are not to sponsor mixed parties and dances for grade school students when they are such as to promote premature dating, exclusive and particular boy-girl associations, and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.

Volunteers: Those wishing to volunteer at Sacred Heart School are most appreciated. Please contact the school office for a description of areas in which volunteers are needed. In compliance with the Church's *Safe Environment Program* each volunteer must complete the Diocesan required paperwork and pass a background check. All necessary forms may be picked up in the school office.

Visitors: Any person, including parents/guardians, entering the school building to visit staff members or students, bring materials for students, or pick up their child, **must sign in at the front door** immediately upon entering the building. Please call ahead and make arrangements with your child's classroom teacher when planning a visit. Student visitors from other schools are welcome but arrangements for their visit must be planned and approved by the school administrator at least 24 hours in advance of the visit.

Public School Busing: Travel by bus is a privilege. Obedience, courtesy, and safe behavior are required. Failure to comply with rules on the bus may result in temporary or permanent suspension of a student's bus privilege. All questions related to busing may be directed to the Cashton Public School District transportation office at (608) 654-5131.

COMMUNICATION

Student Confidentiality: Rather than strict confidentiality in regard to student-school employee communication (verbal and written), Catholic schools in the Diocese of La Crosse operate under a “Spirit of Confidentiality” in accordance with Diocesan Policy 5310. This means that outside the sacramental seal between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to:

1. Information that concerns a violation of the law.
2. Matters involving the health and safety of the student or any other person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office of Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other professionals as deemed necessary.

Conferences/Progress and Reporting: In accordance with Diocesan policies 5201, 5205, and 5210, time schedules will be sent home before the scheduled conference date asking for preferred conference times for families on a first-come, first-serve basis. Conferences will be scheduled twice each school year; the first conference occurring during or shortly after the end of the first quarter. The second conference will be scheduled if needed during the second semester. Report cards are issued four times each school year.

Parent Information: Communication between home and school is vital to a quality education. Sacred Heart School has adopted a number of tools to keep families informed. Each student will have a class folder that will be filled with homework, assignments, and notes for families. Each family will also have a school folder sent home (usually each Thursday) with the oldest student at Sacred Heart School. Please check each folder when it comes home, read the materials inside, and return the folder to school the next school day. Sacred Heart School will provide your first family and student folder. Lost or destroyed folders will need to be replaced by the family at a cost of \$2.50.

Information of a general nature (i.e. reminders) will also be posted on the official school Facebook page. If you are not on the internet, please inform the school office so that we can be conscious of the need to pass information to you in a different way.

Use of Flocknote and Email: For most of the school year, a weekly email will be sent home. It is expected that if the school has an email address of yours on file that you check your email multiple times per week. The intent of this communication is to provide families with a snapshot of timely information about the week-to-week operation of the School. This email is our chief means of communication with parents, and we expect each family to read it weekly.

Holy Hearts Newsletters: The School will produce a monthly newsletter that will be sent home and distributed to parishes who support the school. The intent of this newsletter is to provide a snapshot of school events and happenings to families and parishes.

Calendar: A one-page school calendar is prepared prior to the start of each school year. This calendar is intended for quick and easy reference and details major events that occur each year. A double-sided schedule of events will also be provided with more detailed information regarding our fundraisers, vacations, conferences, and other happenings.

Change of Address (email or home) and Telephone Number: Families must notify the school office immediately if a change of home address, phone number, or email address occurs during the course of the school year. In case of an emergency or illness, we must possess accurate contact information.

Responses to Inquiries: As an extension of the home, the School recognizes the importance of timely, effective communication with our families. It is incredibly important to communicate questions and concerns as soon as possible. Incidents brought up more than one week after they have occurred are very difficult to address.

- If you have a question or a concern regarding a specific class, please contact the teacher of that class. The classroom teacher may enlist the assistance of the lead teacher or homeroom teacher.
- If you have a question or concern that involves multiple teachers, please contact the Administrator.
- If you have a question or concern about admission, enrollment, or tuition, please contact the school office to ensure your question or concern is directed to the right person.

During the academic year, excepting school breaks, staff will acknowledge all communication inquiries within 24 business hours of receipt by either placing a call or sending an email to the inquiring family. The acknowledgment may or may not resolve the matter, but it will serve to let the inquiring family know that their inquiry was received and will be addressed. If the acknowledgment does not resolve the inquiry, the administrator or teacher will provide an estimated time at which the inquiry can be resolved. These response times do not apply during summer recess. Families should not expect immediate responses to communications during the summer recess.

If you are not satisfied with a response from a teacher, then you may elevate your question to the School Administrator, who may elevate the question or concern to the Pastor.

The Pastor's response to a question or a concern is final, but he should NOT be contacted before the issue has been addressed at a lower level of responsibility.

Appointments with Faculty: At times during the school year, issues arise that warrant an appointment with staff members. Teachers are with students and unavailable from 7:45 a.m. until at least 3:15 p.m., and later on Tuesdays due to staff meetings. Please arrange for an appointment with the teacher before or after school hours. If you feel that the issue has not been resolved in a satisfactory manner, you may request a meeting with the relevant administrator. Such a meeting should occur only after an attempt has been made to resolve the issue directly with the teacher involved.

School Cancellation Due to Weather or Other Event: Sacred Heart School follows the calendar of the Cashton Public School District which provides our busing. When school is canceled or delayed for the public school system, it is canceled or delayed for Sacred Heart School. Both school staff and families are to utilize official radio and television stations and related apps for announcements regarding school closings or delays

:

WXOW Channel 19

WKBT Channel 8

COW 97 FM

This information will also be available on the school's official Facebook page and the Tri-Parish App. Please **DO NOT CALL THE OFFICE** to ask if school is being called off as this interferes with our coordination and notification procedures.

Emergencies: In case of an emergency, all school families will be notified by phone call from the school office, in addition to the above sources. If a parent cannot be contacted then a person designated on the family information sheet will be contacted. Again, **DO NOT ATTEMPT TO CALL THE OFFICE** as this will interfere with emergency operations.

FORMATION IN WISDOM

Grades 3-8 Assignment Policy: In order to ensure fairness and develop accountability, the following policy has been established:

1. Students will have the opportunity to make corrections one (1) time on work that is graded below 75%.
2. Grades on tests for grades 6-8 will be entered twice to weight scores on tests where a student has been given the opportunity to make corrections.
3. Late homework will receive a 10% deduction.
4. Papers are required to have proper heading(s) and ragged edges are to be removed. One (1) point will be deducted if this is not done.
5. All assigned work must be completed and corrected when appropriate regardless of timeline and/or grade received.
6. After a unit test, late homework will no longer be accepted for credit, but it must still be completed.
7. Any student with at least two missing assignments will be required to stay after school on Mondays to Thursdays (when school is in session) and/or to stay in for recess on any school day (see below).
8. Students habitually behind will stay after school upon request of the classroom teacher and with confirmation from parents.

Third to Fourth Grade Promotion Policy (per 2023 Wisconsin act 20):

This third to fourth grade promotion policy is adopted as of 1 July 2025 and will take effect on 1 September 2027.

All third-grade students scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to fourth grade. For any student(s) scoring below grade level in reading on the Wisconsin Forward Exam, Sacred Heart Catholic School will provide to that/those student(s) the following services:

- Intensive instructional services, progress monitoring, and support to remediate the identified areas of deficiency;
- Notification to the student's parent(s)/guardian(s), in writing, including a description of the intensive instructional services and supports that will be provided to the student to remediate the identified areas of reading deficiency;
- An intensive summer reading program each summer until the student scores at grade level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any student who meets the following or similar criteria:

- Is limited-English proficient.
- Is a student who has an individual education plan (IEP) that indicates that taking the statewide third-grade standardized reading assessment is not appropriate for the student.
- Is a student who scores as proficient on reading on an alternative standardized assessment approved DPI.
- Is a student who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than

two years if the student continues to demonstrate a deficiency in reading and was previously retained in kindergarten, first, second, or third grade for a total of two years.

- Is a student who has received intensive intervention in reading for two or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, first, second, or third grade for a total of two years.

Report Cards: Report cards are sent at the end of each quarter for parents to review. Midquarter grades will also be sent halfway through each quarter.

Cursive: The handwritten word in cursive slows the mind to meditate and ponder. It is also a beautiful art form in itself and a form of prayer when used to meditate on the words of scripture or the language of prayer. Beginning in first and second grade, we instruct our students in cursive writing. As they progress to the next grades, we require most written work to be performed in cursive.

Honor Roll: Students in grades 3-8 maintaining an 80 percent average (with no D's or F's) in the classes that have a number grade will be listed on the honor roll. A good standing in non-academic classes, effort, and deportment is also required. A mark in any class due to poor behavior can disqualify a student for honor roll.

Retention and Acceleration: The principal is responsible for making the decision to retain a child or to accelerate a child to another grade. This decision will be made after careful and serious reflection, evaluation, and consultation with both the teacher and the parents.

Textbooks: All textbooks and workbooks are provided by the school and should be treated with the proper care. Loss or damage to textbooks will result in the student being fined or in paying to replace the book.

FORMATION IN VIRTUE

Human Formation: Sacred Heart Catholic School rules are made clear; students are then taught to assume responsibility for their actions. Students who experience repeated success in school are likely to develop positive feelings about themselves and their abilities. We make every effort to help students find success within themselves. Self-discipline rather than external control is the ultimate aim of true discipline. **“Love and Logic”** is embraced at Sacred Heart Catholic School. Parents can borrow materials on this form of discipline from the school office.

Catholic Faith and Moral Standard: According to Diocesan Policy 5112, as a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.

General School Rules

1. Always walk inside buildings.
2. Be attentive to those in authority; listen/respond appropriately when you are spoken to.
3. Be helpful to those in need.
4. Speak in an appropriate tone of voice, especially inside buildings.
5. Use only language that reflects a sincere love of your neighbor.
6. Be where you are supposed to be: don't loiter in the bathrooms, hallways, playground, or entryways; don't leave the school premises without permission.
7. Treat others as you would want to be treated: no harassing, fighting, or bullying.
8. Thou shalt not steal: this includes the copying of other student's work.
9. Don't be a distraction to others.
10. No gum or candy unless directed or prescribed by a physician.

Playground Rules: We encourage students to make good use of their recess and enjoy themselves. Students are reminded that respect for one another is expected at all times. For the safety of all concerned, the following practices are prohibited on school grounds:

1. The use of bicycles, roller skates/blades.
2. The use of motorized airplanes or cars, etc.
3. Use of a hard ball.
4. Tackle football or rough play of any kind. NO contact sports.
5. Snow throwing, king of the hill/mountain, etc.
6. Improper use of playground equipment (such as using a sled when there is no snow on the ground, etc.)
7. Jumping from playground equipment.
8. Standing or running up or down the slide.

Accidents are accidents, but willful destruction of school property or personal property will require financial restitution by the parent or guardian. This includes the destruction / defacement of books and other school property. This is not an exclusive list. Just remember that “love your neighbor as yourself” covers just about everything.

Student Appearance: Human formation and self-respect begins with how we present ourselves to others. Students are expected to be well-groomed and dressed acceptably for their age level and in a manner conducive to a positive school atmosphere. The school dress code cultivates in students a sense of what is appropriate in various situations (work, play, prayer). Parents are asked to take this into consideration when preparing their child(ren) for weekend Mass and other occasions.

Dress Code: The dress code promotes respect for self and others, discipline, and modesty. Such virtues are essential in reinforcing the Catholic teaching that all are made in the image of God. This dress code is in conformity with Diocesan School Regulation (DSR) 5690, which states the minimum standards for dress in the Catholic Schools of the Diocese of La Crosse.

Normal School Day Dress

1. Tops
 - a. Sacred Heart Catholic School shirts will be worn every day unless specified. These should be worn on the outside of any other clothing.
 - b. Please have your upper body properly covered.
 - c. Undergarments must not be visible unless it is the sleeves, which are plain, of a long-sleeved shirt.
 - d. Plain non-hooded sweatshirts, quarter-zips, or sweaters may be worn over the top.
 - e. Shirts on non-uniform days (Wednesdays, Picture Day, and other designated days) must be collared and can either be short- or long-sleeved.
2. Skirts and Dresses (Girls)
 - a. Must be at the knee or longer.
 - b. Midriff, entire back, shoulders, and cleavage must be covered.
 - c. Top of the cut cannot be lower than three fingers from the clavicle.
 - d. A solid-colored, opaque t-shirt may be worn underneath a dress to meet the requirements of above (in this section)
 - e. Solid-colored, opaque leggings may be worn under a skirt or dress.
 - f. Permitted on non-uniform days
3. Bottoms:
 - a. (Boys) Dress slacks and non-cargo khaki pants are preferred.
 - b. (Girls) Dress slacks, non-cargo khaki capris, non-cargo khaki pants, or skirts are preferred.
 - c. Must be a solid color of tan, blue, black, or gray.
 - d. Blue (and black) jeans are acceptable but must be neat and clean without holes, tears, frays, or rips. These are prohibited at Mass.
 - e. From May 1 until September 30, non-cargo khaki shorts may be worn. These are prohibited at Mass.
 - f. Shorts and skirts must be at the knee or longer.
4. Shoes
 - a. Shoes and socks are required at all times.
 - b. Shoes must have a back strap and be firmly secured to the feet.
 - c. No slippers, flip-flops, Crocs, or non-dress sandals/slides are allowed.

5. Hair
 - a. Hairstyles must be clean and a natural color. The hairstyle is to be conservatively styled. Any hairstyle that draws undue attention to the student is not permitted (e.g., mohawks or shaved designs).
 - b. (Boys) Must be clean-shaven and without facial hair below the ears.
6. Students may NOT wear the following during the school day:
 - a. Frayed or patched clothing
 - b. Outerwear such as hats, gloves, coats, or ear buds
 - c. Yoga pants, jeggings, or other tight-fitting pants
 - d. Leggings (except under a skirt or dress)
 - e. Excessively baggy clothes
 - f. T-shirts (except under a dress or collared shirt)
 - g. Hoodies or jackets
 - h. Clothing with large non-Sacred Heart brand names/logos/symbols/pictures
 - i. Hawaiian shirts, tank tops, or cut-offs
 - j. Baseball caps or bandanas
 - k. Piercings (girls are permitted one piercing in each ear).

Cold-Weather Clothing: During the winter months (when the temperature is below 40 degrees Fahrenheit), all students are expected to wear appropriate cold-weather clothing (scarves, hats, mittens or gloves, and snow pants with boots when there is snow on the ground) in the interest of good health and safety. Students will go outdoors for recess and physical education class as long as the combined temperature and wind chill are above 0 degrees Fahrenheit.

Student Internet, E-Mail, and Other Technology:

Diocesan Policy 6420 states:

1. Internet, e-mail, and other technology access and use in school is a privilege not a right.
2. The use of electronic media is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail, or other technology for the purpose of transmitting or receiving illegal, illicit, or obscene materials, or other materials in conflict with our Catholic mission.
4. Users shall not use the Internet, e-mail, or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic moral and civil legal codes.
5. Users shall not use the Internet, e-mail, or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and as such is in violation of Catholic moral and civil legal codes.
7. Users shall not use the Internet, e-mail, or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to: school personnel, names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence)

sent or received via the Internet, e-mail, or other technology for their appropriateness in light of legal, ethical, and Catholic standards.

9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail, or other technology use can be suspended or revoked at any time.

Cell Phones: It is recognized that for a variety of reasons parents may choose to provide their child(ren) with cell phones. For the safety of our students and these sometimes expensive devices, cell phones brought to school must be turned in to the office upon arrival at school; these will be returned as the student leaves school. Any cell phones not turned in will be confiscated when and if these are seen and will be returned only to the student's parent/guardian. This prohibition applies to smart-watches and other electronic communications devices as well.

Electronic Games and Toys: These are not allowed on the school premises. If in the student's possession for use on the bus or outside of school, they must remain in the student's backpack/locker. Sacred Heart School is not responsible for the security or condition of such items brought from home.

Drugs and Alcohol: Drugs and Alcohol are not allowed on school grounds. Any prescription drugs must be kept and distributed from the school office only. Refer to Diocesan Policy Handbook; policy DSP 5508. A copy of the policy can be obtained in the school office.

Weapons: Knives, firearms, and all other weapons are prohibited on school grounds.

Harassment/Bullying Policy

All students and staff of Sacred Heart of Jesus Catholic School are entitled to learn and work in an atmosphere that is safe and free from harassment. Harassment and bullying are inconsistent with our Christian mission and atmosphere. No student or employee shall be subject to harassment. Any student or employee who engages in harassment or bullying shall be subject to severe disciplinary measures. Sacred Heart School does not tolerate any language or behavior that constitutes harassment or bullying, such as, but not limited to:

Sexual Harassment

Sexual harassment is defined as any unwanted sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes but is not limited to "the deliberate or repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

Verbal Harassment

Verbal harassment is defined as any unwanted oral or written comments, which make a person feel bad or unsafe. Examples: teasing to cause embarrassment, threatening to cause harm to the person, teasing about an individual's clothing, hairstyle, or appearance, etc.

Physical Harassment

Physical harassment is defined as any unwanted behavior of a physical nature. Physical harassment often is a legal issue and is defined as battery, assault, or disorderly conduct. Examples: pushing, striking another person, or any action causing physical harm.

Intimidation

Intimidation is defined as any unwanted threats to cause harm. Examples: telling someone to "watch your back," warning that someone else is going to "beat you up", etc.

Racial or Ethnic Harassment

Racial or ethnic harassment is defined as any unwanted comments or actions regarding a person's ethnic or racial makeup. Examples: ethnic or racial slurs, name calling, gestures, etc.

Disability Harassment

Disability harassment is defined as any unwanted comments or actions regarding a person's disability, be it physical, learning, mental, etc.

Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be

1. Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or use of internet - also known as cyber bullying)

Sacred Heart School strives to provide a safe, secure, and respectful learning environment for all students. Bullying has a harmful social, physical, psychological, and academic impact on victims, bullies, and bystanders. Sacred Heart School will consistently and vigorously address bullying to maintain the standards of a Christian community and ensure that there is no disruption to the learning environment and learning process.

Sacred Heart School reserves the right to address bullying that occurs outside of the school building and grounds if it affects or is likely to affect the learning environment. Any school staff member or individual who observes or becomes aware of acts of bullying shall report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action, including, but not limited to detention, suspension, expulsion and/or referral to law enforcement officials.

Electronic evidence (pictures, calls, writings, blogs, and texts) of bullying may result in either in-school or out-of-school suspension depending on the severity of the evidence.

Student Reporting of Harassment/Bullying

Any student who believes that he/she is the subject of harassment or bullying should immediately notify their teacher or the principal. All teachers and staff who receive a report from a student of harassment or bullying must notify the school Principal who will investigate all claims of harassment thoroughly. No student shall receive any retaliation or disciplinary action for reports of harassment or bullying made in good faith. The school can initiate an investigation with or without a complaint or complaining party in any case in which a staff member observes or becomes aware of any potentially harassing behavior.

Consequences for Harassment/Bullying

The following steps will be taken, as appropriate to the reported incident, when dealing with incidents that involve harassment or bullying to any degree:

- A clear account of the incident will be recorded and given to the principal.
- The principal (or his/her designee) will interview all concerned and will make a record of the incident.
- Parents will be informed through a phone call and/or email or letter.
- If the Principal determines that a violation of the school's harassment/bullying policy has occurred, punitive measures will be used as appropriate and in consultation with teachers and parents, but not limited to:
 1. Official warning
 2. Conference with parents
 3. Exclusion from certain activities or privileges, (e.g., recess)
 4. Detention out of classroom
 5. In-school suspension
 6. Out-of-school suspension
 7. Expulsion

DISCIPLINARY MATTERS

Detention, Dismissal, and Expulsion: Classroom teachers will determine when detentions are warranted and supervise the assigned detention. Sacred Heart School follows Diocesan Policy 5115 in regard to dismissal and expulsion should any behavior warrant either action. Expulsion is defined as the permanent removal of a student from Sacred Heart School with no possibility of reinstatement. Dismissal is defined as removal of a student from Sacred Heart School with the possibility of reinstatement.

The following acts of misconduct by a student on school premises or off-school premises at any school-sponsored activity shall constitute sufficient grounds for disciplinary action. Disciplinary action include, but is not limited to, written or verbal warning, detentions, suspension, and/or expulsion. Incident reports may result in punishments.

Detention: Detention should be considered as a consequence for inappropriate behavior or failure to abide by school rules. A conference may be scheduled to discuss the offense. The parent/guardian will be contacted that the student is to serve detention. Detention periods will be held either during the recess period or from 3:15-3:45 p.m. with the teacher issuing the detention. Detentions issued by the office will be served in the office. The parent/guardian is responsible for the student's transportation and to make certain that he/she attends the scheduled detention. Late arrivals to detention will result in an additional detention period. Purposely missing a detention may result in an in-school suspension.

Suspension and Expulsion Policy

The major objectives of discipline are to teach respect for the rights, dignity, and safety of all individuals, as well as respect for laws, regulations, and respect for public and property rights. Student behavior that disrupts the learning environment or threatens the health, safety, and/or welfare of students and staff will not be tolerated. Minor offenses will be handled by the classroom teacher. Repeated offenses and those of a more serious nature will be referred to the school administrator. Student or parent conduct which is inconsistent with the Catholic faith and morals and/or which causes scandal, impairs, or threatens to impair the reputation of the Church or its school is grounds for disciplinary sanctions up to and including immediate expulsion.

Suspension

Suspension is a disciplinary action to be used in more serious or continued infractions of the behavior code. The principal has the authority to suspend students from classes and/or school for up to ten school days after investigating and determining that such a suspension is necessary to enforce school rules, promote discipline, or prevent interference with the learning environment. A suspension may begin immediately or at the discretion of the principal. Parents will be contacted regarding any suspension. Suspension from the classroom may be either in-school or out-of-school, as determined by the principal. In either case, the student is responsible to complete all work and/or tests immediately upon return to the classroom setting. The principal may also suspend a student from participation in extra-curricular activities as a consequence separately from, or in conjunction with, a school suspension. Any of the following reasons may be, but are not limited to, cause for suspension:

1. Truancy.
2. Smoking, chewing tobacco, or vaping on school property.
3. Alcohol or drug use on school property.
4. Disrespect or defiance of an adult in a position of authority.
5. Obscenities, either oral, written, or gestured.
6. Destruction of school property.
7. Actions seriously disruptive to class conduct.
8. Inappropriate writing, drawings, etc.
9. Behavior that endangers other students or staff.
10. Any threat, verbal or written, to engage in behaviors that would endanger the safety of students, staff, or faculty. The threat to person(s) or building will result in the immediate suspension of the student. Upon investigation of the incident, the student will either be allowed to return to school upon completion of the out of school suspension or, if necessary, be considered for dismissal or expulsion from Sacred Heart of Jesus School.
11. Theft.
12. Possession or computer access of pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities, or on school buses.
13. Unauthorized and/or improper use of school computers and equipment.
14. Unauthorized entry into an elevator or possession of an access key.
15. Possession or use of a weapon, explosive, or look-alike weapon.
16. Harassment.
17. Fighting
18. Cheating

Expulsion

Expulsion is the permanent termination of a student's privilege to attend Sacred Heart Catholic School. This is a very serious matter and only the principal or pastor has the authority to expel a student. Any student expelled may not be on the property of Sacred Heart Catholic School or be present at any school functions without the permission of the principal or pastor. Any of the following may be, but are not limited to, cause for expulsion:

1. Use, possession, buying, or selling drugs or alcohol in the school or on school grounds, during an off-school grounds extra-curricular activity, or on school buses.
2. Possession or use of a weapon, explosive, or look-alike weapon on school property.
3. Fighting or deliberate infliction of injury to a student or staff member.
4. Serious destruction of school property.
5. Insubordination or failure to comply with instructions or directions given by the school staff.
6. The use of indecent or abusive language or gestures to any of the staff or students.
7. Behavior that adversely affects the status of the school.
8. Behavior that deteriorates the morale of other students or the staff.
9. Behavior that endangers the safety of other students or staff.

If a student is to face disciplinary action that could result in expulsion, the following will occur:

1. Parents will be phoned, and the student will be immediately removed from school.
2. The principal shall make a recommendation to the pastor of Sacred Heart of Jesus Catholic School.

3. A meeting with the principal, pastor, parents, and student will take place within five calendar days after the student's removal from school.
4. The administrator will present to the parents the evidence which prompted his/her decision to expel the student.
5. The parents are given the opportunity to respond in writing or withdraw the student before the disciplinary action is finalized.
6. The Diocesan Superintendent of Schools will review the evidence and approve or overturn the expulsion.

ADMINISTRATIVE RECOURSE IN THE DIOCESE OF LA CROSSE

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the diocese of La Crosse, he or she is to first confront the person in question with the grievance and seek reconciliation with that person. If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or member of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of these policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10:2, 20). If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code Canon Law is to be followed. (cf. Canon 1732-1739)

Administrative Recourse: In accordance with Diocesan Policy 5901, outline of the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee involved

2. Head Teacher - Mrs. Jayme Klinge
3. Pastor/ Principal - Rev. Matthew Bowe
4. Dean of the Tomah Deanery - Rev. Eric Berns (Sparta)
5. Diocese - Mr. Thomas Reichenbacher, Superintendent of Diocesan Schools

Penalty Status During Administrative Recourse: Diocesan Policy 5902 states the penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director or schools to speed up the recourse procedures. The request can be made by the school, employee, student, or parent affected. The request can be granted or denied.

SAFE ENVIRONMENT

Policy and Procedures of the Diocese of La Crosse (Green Book)

Sexual Misconduct Procedures (Red Book)

Both the Red and Green Safe Environment Booklets are found under separate cover along with the Safe Environment Video can be found at <http://www.dioc.org/safe-environment/>

SCHOOL SAFETY

Video Surveillance: The school building is under video surveillance 24 hours per day. If there are any questions or concerns in this regard, contact the principal.

Fire/Tornado Drills: Fire drills will be held once each month. Tornado drills will be held once each fall and spring. Each classroom has emergency routes and procedures posted. Any parent(s)/guardian(s) within the school building during a fire or tornado drill must follow the school procedures and move to the appropriate designated area.

Active Shooter Procedures: These have been developed in cooperation with the Cashton Chief of Police and Fire Chief. If any parent/guardian wishes to review these procedures, they may do so by contacting the principal.

Indoor Environmental Quality Statement: School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code Pl 8.01 (2) (i), the Sacred Heart of Jesus Catholic School's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the Sacred Heart Catholic School will maintain indoor environmental quality (IEQ) in the school proper with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

Parents, students, and staff are encouraged to report any concerns to the school office.

STUDENT HEALTH & WELLNESS

Health Records: Please make sure any changes to your child's health records are accurate and up to date. Notify us immediately of any allergies or special dietary needs.

Student Drug/Medication Administration: In accordance with Diocesan Policy 5505 all students requiring over the counter or prescription drug dosing during the school day must do so in the school office under the supervision of the school secretary who has received diocesan approved medication distribution training. All drugs administered during the school day will be logged and recorded in the school office with the medication kept in a secure location.

Illness: Please notify the school office to report a child's absence. Students that are vomiting or suffering from diarrhea also must stay home until they have recovered. **In case of illness, students must be fever free for a full 24 hours before returning to school.**

Communicable Diseases: If a child should contract a communicable disease or other condition (i.e. head-lice), the school secretary must be notified immediately. When and if students are exposed to a communicable disease or other condition, the parent(s)/guardian(s) will be notified.

Immunizations: Parents are responsible for providing current immunization and health information for the child/children. The State of Wisconsin requires a physical and dental examination for each pupil entering Kindergarten. Sacred Heart requires these examinations for 4-year old Kindergarten admission as well.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS: The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV	
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B			
Grade 7 through grade 11	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			1 Mening
Grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			2 Mening

1. Requirements did not take effect until February 1, 2023, and the rule was therefore not in effect for the 2021-2022 or 2022-2023 school years. The Tdap requirement for grades 7-11 was implemented for the 2023-2024 school year. The Meningococcal (serogroup A,C,W,Y) requirement was implemented for the 2024-2025 school year.
2. Schools are not required to verify Hib and PCV vaccines for Pre-K students.
3. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
4. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
5. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
7. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
8. Laboratory evidence of immunity to hepatitis B is also acceptable.
9. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
10. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A physician, physician assistant, or advanced practice nurse prescriber must document a reliable history of varicella disease by indicating that the student has had varicella and signing the Student Immunization Form (DHS Form 04020L). Students (excluding new enterers and kindergartners) with a parental report of disease prior to May 2024 are considered compliant.
11. One dose of Meningococcal vaccine (serogroup A,C,W,Y) is required for students entering 7th grade, and a booster dose is required for students entering 12th grade. Students are assessed for this requirement in 7th grade and 12th grade only. Current Wisconsin students in 8th-11th grade will not be assessed for this requirement until they enter 12th grade. A second dose is not required for students who received their first dose of MenACWY at age 16 years or older.

APPENDIX I: EDUCATION COMMITTEE MEMBERS

Fr. Matthew Bowe, Pastor and School Administrator
Mrs. Susan Flock, Teacher Representative
Mr. Austin and Mrs. Mary Menn, Parent Representatives
Mr. John Hemmersbach, Sacred Heart Representative
Mrs. Jane Brennan, Nativity of the BVM Representative
Mrs. Sheri Flock, St. Augustine Representative

APPENDIX II: PARISH AND SCHOOL STAFF

Fr. Matthew Bowe, Pastor and School Administrator
Mrs. Kari Passe, Parish Secretary
Mrs. Kay Brown, Financial Secretary
Mrs. Lisa Steger, Coordinator of Religion Education and RE Teacher
Mr. Earl Brueggeman, Custodian and Maintenance
Mrs. Doreen Brueggeman, School Secretary
Mrs. Jayme Klinge, 4K-5K Teacher and Head Teacher
Mrs. Heidi Balk, 1st-2nd Teacher
Ms. Kelly Santas, 3rd-4th Teacher
Mrs. Susan Flock, Middle School Math and Science
Mr. Mitchel Kuhn, Middle School Language Arts and History/Geography

Please sign and return this page to the school by September 8th
Keep the handbook for reference during the school year. Thank you for your cooperation!

STATEMENT OF COMPLIANCE

I have read and agree to uphold and abide by all policies, regulations, and procedures as stipulated in this handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

My parents have read the handbook to me or I have read it myself. I agree to uphold and abide by all policies, regulations and procedures as stipulated in this handbook.

Student Signature

Date

Student Signature

Date