

SACRED HEART SCHOOL
Family Handbook
2020 - 2021



SACRED HEART ELEMENTARY SCHOOL MISSION STATEMENT

Sacred Heart School will foster a Catholic atmosphere,

teaching as Jesus did,

enabling children to grow in their relationship with Him,

and becoming responsible leaders of the future

in this world and saints for eternity.

PHILOSOPHY OF SACRED HEART SCHOOL

Sacred Heart School takes its name from the loving Heart of Jesus, the Son of God the Father. Throughout His life, the Son of God showed His love to all by the many miracles He performed to help the poor and needy, and lastly, His greatest sign of love, that of dying on the Cross, so that all may be happy with Him in Heaven.

We believe education is necessary for everyone and in today's society it is a must. We need to be educated in order to keep up with the advancements in our society. Decisions and judgments require education if we are to make the correct choice. The process of education is a continual one and needs to be encouraged by the educators. Children are highly impressionable and therefore, need the very best influence such as educational, spiritual, and parental in forming right values.

We feel Catholic education offers a unique learning environment to develop a well-rounded view of life. Moral values are stressed heavily in the religious surrounding, partly because of daily religious instruction and the atmosphere of the school staff, itself.

Through open communication, respect, encouragement and commitment to education, our school family will continue to grow in its strong tradition of faith.

ABSENCE AND TARDINESS

Wisconsin statutes state that it is the responsibility of the parents to ensure the regular attendance of the student. Tardiness interferes with a student's progress and presents a disturbance for all members of the class.

Wisconsin statute 118.16 states: *"Truancy means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or legal guardian of the absent student."*

As per Wisconsin Statute section 118.15 (3) (c), a parent or guardian may excuse a child from school attendance for not more than 10 school days in a school year. Such absences include, but are not limited to injury/illness, medical/dental appointments, family vacations, college visits, etc. The parent/guardian is to provide the school with a written (or verbal) excuse for each absence including the date of the absence, the number of days absent, and the reason for the absence before the absence is to take place if possible. In order to accommodate unexpected absences, parents are asked to provide the school with a written (or verbal) excuse no later than 7:45 A.M. on the day the absence occurs. If a student is absent for 5 days, a doctor's written excuse must accompany the student. A doctor's excuse is also needed when a student has been absent for more than the 10 days allowed by law.

A student is considered truant from school if he/she is absent from school for part or all of one or more school days during which the school has not been notified of the cause of such absence by the parent/guardian and/or the absence is in excess of the 10 days allowed by law and is not a school approved absence.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, telephone call or mail. Notice by personal contact or telephone call shall be attempted prior to notice by mail.

A student is considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to cause the student to attend school regularly.

It is necessary to call the school office (592-4902) before 7:45 A.M. to report an absence or send a signed note with another child. The other child's word is not sufficient. If no call or note is received, the principal or his delegate will then call home or work to verify the absence.

Upon returning to school, the student must bring a written excuse from a parent or guardian, even though a phone call to the school office has been made. This excuse is to be given to the teacher immediately upon returning. These excuses are kept on file in the school office.

Students are marked tardy if they are not in the classroom by 7:45 A.M., which signifies the beginning of the school day.

If a child is to be dismissed early for any reason, the reason must be in writing and approved by the principal at the start of the school day. No child will be allowed to be dismissed early without a written note, except in emergency cases.

In the case of an extended absence, the teacher is to receive a written notice prior to the time the child will be out of school. The school takes no responsibility for students falling behind in their work because of family vacations during the school year. Teachers are under no obligation to give out work ahead of time for such vacations. Teachers, however, are to give students after such vacation a reasonable amount of time to complete missed work.

ADMINISTRATIVE RECOURSE DSP 5901

Any grievance by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students, and their parents/guardian are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student.

Outline of the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
4. Pastor
5. Dean
6. Diocese

Procedures 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, first, is to confront the person in question with the grievance and seek reconciliation with the 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 pastors of the Church within 30 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 an 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 members 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 clarifying policies in cases of conflict interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within 15 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 15 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. 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 15 calendar days from the date he receives it.

If grievance is against the diocesan bishop, the legislation of the Code of Canon Law is to be followed.

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor or the transfer of a pastor unwilling to be transferred.

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE PROCEDURE

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 of schools to speed up the recourse procedure. This request can

be made by the school, employee, student or parent affected. The request can be granted or denied.

AGE REQUIREMENT

Students entering pre-kindergarten must be four years of age on or before September 1. Students entering kindergarten must be five years of age on or before September 1.

Registration packets are to be accurately completed and returned to the school office prior to the children attending school.

BUS RIDERS (updated)

The Stevens Point and Rosholt public schools provide transportation for the students at Sacred Heart School. Students participating in busing are expected to follow the rules and regulations set up by the district as to behavior while riding the bus. Sacred Heart School will cooperate with the school districts in the disciplining of students who consistently violate the established rules.

Parent/guardian is to notify the school in writing if their child(ren) is/are not to ride the bus. If a notice is not received by the school from the parent/guardian, the student will be put on the bus.

The bus rules are as follows:

- The bus driver is in charge at all times. However, if a student patrol is on that bus and sees some misbehavior, they may call a student's attention and/or report to the bus driver.
- Be prompt in getting on the bus.
- Board the bus quietly. Remain orderly at all times. Disorder and noise make driving difficult for the bus driver.
- Scuffling, fighting, teasing, and obscene language are forbidden.
- When a bus stops to discharge passenger, remain in your seat until the bus comes to a full stop.
- Keep head, arms, and hands inside the bus for safety reasons.

Students may ride the school bus within their school districts only. To ride the bus of another district to go to a friend's house or babysitter is prohibited because of insurance reasons of the public-school district. Each school district carries insurance for eligible students at that school district.

In the morning, when the bus arrives, students will enter the front door and go directly to their classrooms. At the end of the day, students who are riding the bus home will line up at the front door and be sent out when the bus arrives.

Please be aware that the Stevens Point Area Public Schools and the Rosholt Public Schools provide the busing and they may establish rules as to proper conduct on the bus. During this difficult time, there may be new rules such as the wearing of masks and assigned seating.

CAR RIDERS (updated)

Beginning of Day

- **Regardless of the mode of transportation, students will be dropped off directly at school and parents/guardians will not be allowed to enter the building.**
- **Students who are dropped-off must be taken to the back of the school and will enter through the rear door. Parents should use the west driveway between the church and the rectory to enter the back parking lot and exit through the east driveway between the church and the school dropping the children off at the steps leading down to the sidewalk to the back door of the school.**
- **Students will go directly to their classroom upon entering the building.**

Dismissal

- **All students will remain in their classrooms until the dismissal bell.**
- **Those students who are being picked up will line up at the rear door. Those students taking the bus will line up at the front door.**
- **As with the morning drop-off, parents/guardians will enter the back parking lot using the west driveway between the church and the rectory and form a line with the first car stopping at the steps down to the sidewalk off the east driveway between the church and school. Students will be sent out when their car reaches the steps. The vehicles should exit driving straight ahead.**

During the School Day

- **If you need to pick up your child(ren) for an appointment during the school day, your child(ren) will come to you in the front entry. They must be signed out as usual. If they are returning, please drop off your child(ren) at the front door and sign them in.**

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is an annual event held around the end of January and the first week of February. The staff of Sacred Heart School and/or the Home and School Association will plan appropriate activities for students and parents to celebrate this week.

CLOSING OF SCHOOL (EMERGENCY, SNOW, OR ICE STORM)

The closing of school due to weather conditions will be determined by the Stevens Point or Rosholt school districts. Sacred Heart School is made up of both districts, so if either cancels school for the day, we are also closed. If weather warrants a school closing, please listen to the Stevens Point radio stations or Channels 7 or 9 for an announcement. Do not call the school or the rectory.

If dismissal is called before the end of the school day because of weather conditions, we trust parents will listen to the radio or TV or designate someone to do that for you and call you. The school will make every effort to call you if there is early dismissal or use the Remind system because of weather or because of a breakdown in the heating system in the school. As a general rule, the Stevens Point School District will not dismiss early because of weather conditions due to the fact that too many parents are not at home. Therefore, we will not be calling the parents who have children that ride the Stevens Point bus. If you, as the parent, want to pick up your child when the Rosholt District calls school off in the middle of the school day, you may do so. However, we want you to know that if there are students who must remain in school until the regular dismissal time, the teachers will remain here as well.

CONFERENCES

Conferences concerning students are scheduled for all students at the end of the first quarter. Other conferences may be scheduled throughout the year when requested by the teacher or by the parent. The principal may also schedule an additional parent-teacher conference day at the end of the second or during the third quarters. The school sees value in the child attending the conference along with the parent and teacher. The reasons for this are as follows:

- **All the parties are present, thus decreasing the possibility of the student “playing” one against the other.**

- It shows that the parent and the teacher are working together for the benefit of the student.
- It is a matter of justice that we communicate openly and freely with students

Between conferences, parents are notified about their child’s progress through the assignment/behavior slips that are sent home periodically by the teacher. Parents are asked to pay attention to these reports so that there are no surprises at conference time. These progress slips are always to be signed and returned to school.

If a child has a behavior problem or is not progressing, parents will be notified.

CORRESPONDENCE

Periodically, memos, notes, or announcements are sent home with students. This correspondence contains information on activities and upcoming events. Please check your child’s backpack and folders and read the information sent home. Correspondence may also be sent via email.

CUSTODY AGREEMENT

If there is a custody situation in family, parents must have on file at Sacred Heart School, a copy of the portion of the legal custody agreement that specifically indicates custody of the children. Technically, students are not officially registered at Sacred Heart School without this.

DAILY SCHEDULE

School Doors Open	7:30 A.M.
Classes Begin	7:45 A.M.
Student School Mass – Thursday	8:15 A.M.
Lunch/Recess	11:15 A.M.
Classes Resume	12:15 P.M.
*Student Dismissal	2:35 P.M.

*The students are dismissed at 2:35 pm and are expected to ride the bus, have a ride waiting, or walk home. Teachers have work to do after school: they may be assisting students who have made arrangements for help, they may have a meeting

scheduled, they need to be planning lessons or correcting assignments/tests, or they may just need to be straightening up their classrooms. For liability reasons, we must supervise all children on school grounds until picked up. Please do not take advantage of the teachers and staff by leaving your children after school to be cared for.

DAMAGE TO SCHOOL PROPERTY AND MATERIALS

Parents are responsible for all damage done to school property or materials by their child(ren). This includes, but is not limited to, paying for:

1. Damage done to books
2. Replacement of damaged or lost books and materials, and
3. The replacement of destruction to the school building, playground equipment, or lunchroom items

DISCIPLINE

Sacred Heart School places a high value on respect, self-discipline, and good behavior. Therefore, Sacred Heart has established the following guidelines in regard to discipline.

THE FOLLOWING BEHAVIORS ARE UNACCEPTABLE:

I. Verbal Abuse

- A. Verbal Disruption in the Classroom
- B. Verbal Disrespect for Teachers and Students
 1. Talking Back
 2. Name Calling
 3. Rude and discourteous language
- C. Foul Language

II. Bodily Contact

- A. Pushing or Shoving another Person
- B. Tripping, Pinching, or Kicking
- C. Fighting

III. Disrespect for Property

- A. Removing hats, scarves, or other items belonging to another
- B. Stealing or Destroying
 1. School Supplies
 2. Lunchroom Items

C. Vandalism

IV. Disobeying Established Classroom, School, or Bus Rules

- A. Each teacher has their own policy with consequences for disobeying classroom rules.**
- B. Consequences for disobeying school rules may include but are not limited to withholding of privileges, such as participation in recess or special school events, restitution, repair, suspension, or expulsion.**
- C. Bus rules can be found under “Bus Riders.” Consequences for any misbehavior is given by the appropriate bus garage.**

DRESS CODE

Good standards of dress and appearance reflect much of an individual’s personality and help to create a business-like and purposeful atmosphere in the classroom. Insofar as education has for its primary purpose the development of the entire student, dress and appearance become important. Students of Sacred Heart have a discretionary, open dress code. However, responsibility for appropriate dress begins with the parents.

STUDENTS: Elementary Students: Dress

The same excellence and standards pursued in academics, discipline, and religious formation should be mirrored in a student’s attire in a Catholic school. Dress codes should emphasize neatness and high standards in this regard. The Diocese of La Crosse strongly supports any school that would require uniforms for students.

Catholic elementary schools must have at least minimum standards in the area of dress for these reasons:

- 1. The manner of dress helps the students to grow in the virtue of modesty which is at the foundation of their self-respect and their respect for others.**
- 2. The dress code safeguards and promotes the Christian learning environment.**
- 3. Students’ and teachers’ expectations are raised in a positive manner by a dress code – students coming to school dressed differently than at home realize even more that they are coming to school for an important reason: to receive an education.**
- 4. A dress code minimizes differences among the students of different social classes.**

5. **School dress codes are economical and practical for families today, for they eliminate the need of a variety of clothes and decisions regarding the coordination of colors and patterns of clothing.**
6. **Decisions regarding what to wear are less time-consuming.**
7. **A dress code minimizes and eliminates the danger of gang identification and other inappropriate or harmful symbols on school dress, which is an increasing concern today.**
8. **A dress code is easier to enforce consistently when an explicit policy is in place.**
9. **A dress code creates a feeling of oneness and belonging; a dress code fosters immediate identification with fellow students and inspires unity.**
10. **A dress code permits non-students and strangers to be more easily recognized.**
11. **Because the dress code allows for choices within certain limits, it does not stifle creativity and individuality.**

Minimum standards for dress in all of the Catholic elementary schools in the Diocese of La Crosse are as follows:

1. **No T-shirts are permitted as primary wear during the school day.**
2. **Sweatshirts, if worn, shall be plain or have the school logo only.**
3. **No camouflage is allowed.**
4. **No outerwear is to be worn within the school building during the regular school day without special permission of the principal. This includes jackets, windbreakers, ponchos, etc.**
5. **Hairstyles must be clean, cut to a reasonable length, and be reasonably natural in color. Boys are not permitted to wear ponytails or braids. Earrings are not permitted for boys.**
6. **Shirts that are made to be tucked in are to be tucked in.**
7. **Shorts are seasonal wear from May 1 to October 1. Exceptions to this rule will be decided upon by the principal pending weather forecasts. Shorts must be modest in length and fitting.**

8. **The following types of pants/slacks are not permitted: oversized or ill-fitting, sweatpants, athletic wear, camouflage, leisure wear, blue denim, pajama bottoms, or similar wear. Pants must be in good condition and are not to have holes or be frayed.**
9. **Tie shoes must be worn during the school day. Any type of footwear that is considered beachwear is not permitted. Shoes that have laces are to be tied. Boots are not to be worn in the classroom. This includes Carolinas, cowboy, or snow boots.**
10. **Any accessory that draws undue attention to a student is not permitted. This includes makeup hairstyles, long looping chains, body jewelry, and excessive piercing in the ears.**
11. **Body art (tattoos) is not to be publicly visible.**
12. **Shirts that can be buttoned are to be buttoned appropriately. Shirts or blouses must cover the midriff during all movement and activity.**
13. **Hats, caps, bandanas, or other types of headwear are not to be worn in the school building during the regular school day.**
14. **Skirts, skorts, shorts, etc. are to be of appropriate length so as to model the virtue of modesty to all students. Dresses will not be strapless nor have spaghetti straps. Should girls wear these types of dresses, their shoulders need to be covered by a sweater or shawl. This again is to model the virtue of modesty.**
15. **When there is a need for special occasion dress, all dress must fit within the school's guidelines for modesty. The principal reserves the right not to allow participation in these activities if, in the judgment, the dress does not measure up to the school's own standards.**
16. **These directives apply to all students for the entire school year. Exceptions are to be granted for special days, occasions, or grades according to the principal's discretion.**

THE FOLLOWING INCLUDE SOME PERMITTED STYLES:

- **Shirts may be pull over sweatshirts, hooded or no hoods. (No zipper sweatshirts in the classroom as this are considered outerwear. The hoods on hooded sweatshirts will not be worn in the classroom. Sweatshirts will not have any sports advertising or any department store advertising, e.g. Old Navy)**
- **Polo shirts – white or colored (any logo no more than 2 inches)**

- Shirts with stripes or flowers (no cartoons, sports advertising, or department chain advertising)
- Dress shirts
- Pants may be corduroy, khaki, carpenter, black jeans, white jeans (no blue jeans), dress pants, and plaids (no flannel)

DRUG ADMINISTRATION

“The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a student under this law by any means other than ingestion.

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student’s parent or guardian. Administration of a prescription drug requires written consent from the student’s parent or guardian.” DSP 5505

The administration of medication is not normally a function of education. However, some students may require prescription medication during the school day. Only in cases where failure to take prescribed medication would jeopardize the student’s health and/or education will have authorized school officials administer medication. At Sacred Heart School, the principal/teacher can administer prescription medication. No medication is to be kept in the student’s possession while at school. Teachers may administer over the counter medication such as Tylenol and cough drops. In cases, prescription or non-prescription, written permission is required.

If a child is on medication and the parent wishes to come to school to administer the medication, they may do so. If, however, they wish the school personnel to supervise the child taking any medicine, the rules must be followed. The school will provide a safe storage for the prescribed medicines and will keep a basic record in any drug administration.

- 1. Medication will be delivered to school in a container appropriately labeled by the pharmacist or physician.**
- 2. Written orders shall be received from the physician (Forms may be obtained at the physician’s office or from the school office.)**
- 3. Written permission shall be received from the parent.**

4. **Only enough medication shall be sent to school in a container appropriately labeled for that day or week.**
5. **Notification shall be received when the drug is discontinued.**
6. **During the first week of school, permission forms to administer Tylenol when needed, and cough drops will be sent home for the signature of a parent.**

DRUGS AND ALCOHOL

The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety and welfare of all students in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol. DSP 5508

The Administration and Staff of Sacred Heart School support the policy of the Diocese of La Crosse regarding the presence and abuse of drugs and alcohol in and around the school. Sacred Heart School will educate students and parents on drug/alcohol abuse. The educational activities will include multimedia presentations for students and/or speakers. Also, included in drug-free education will be classroom guidance activities.

ENROLLMENT AND REGISTRATION

Annual enrollment of current students will occur at the end of Catholic Schools Week. Enrollment of new students may be made at anytime during the school year by inquiring to the school administrator or the school secretary who will inform the administrator. A school registration packet will be sent to the inquiring family. School registration packets are available in the school office. A student is not considered enrolled and may not attend Sacred Heart School without completing the proper paperwork.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office, the following information:

- 1. Parent(s) or guardian name(s)**
- 2. Complete and current address**
- 3. Home phone and work numbers of parent(s)**
- 4. Emergency phone number of friends or relatives**
- 6. Medical alert information**

This information is filed at the beginning of kindergarten or with the transfer of a new student. Parents are to notify the school immediately when there is a change of any kind on the emergency information card.

FIELD TRIPS AND OUTINGS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcome of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. Field trips are a privilege. DSP 6325

All field trips and outings must be approved by the school administrator. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent should include the basic information on the trip such as where they are going, times, chaperones, and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school principal. DSR 6325

Cost of trips, including admission fee and bus fee, are supported by the Home and School Association and parents.

Volunteers and chaperones who wish to drive to the area of the field trip are welcomed. This is a service to the school without reimbursement for gas. Children who are not currently enrolled at school may not come on school field trips with chaperones. Four-year-old kindergarten children must be accompanied by at least one parent or guardian on any field trips.

There is no accident coverage in force for the school or the Diocese of La Crosse. Each family must cover medical payments incurred at school or on field trips.

FUNDRAISERS

Fundraising is a vital part of our existence at Sacred Heart School. Every family is expected to participate in each fundraiser by helping with the event, whether it is bingo, a bake sale, or selling a product. Our success lies in 100% family cooperation.

HEALTH CARE

Every student should come to school healthy, eager, and in good spirits so that he/she will have a successful school day. Above all, each student should develop good health habits. Sufficient sleep, three well-balanced meals and good personal habits of hygiene are most important to a student.

Many illnesses, including colds are communicable. Children should be kept home at the start of an illness. Likewise, students with temperatures of 100 degrees or more, vomiting, and/or diarrhea will be sent home with parents after notification and remain home for 24 hours after the event has ended. Should any child receive a head or face injury at school, parents will be notified.

Should the school have a need to call 911 and request ambulance service for any child, the cost of the services falls upon the family.

HOMEWORK

Home study is an extension of the structured class period and should not be used as busy work. It reinforces a lesson and enables parents to know and see progress. Homework is important and should be returned the following day, or as instructed by the teacher. Homework should be used for students who need extra help or for work that was not able to be accomplished during regular school hours. The following guidelines for the administration of homework include:

1. Homework is not to be given over the holidays unless it is an extended assignment.
2. For an average child, the amount of total time spent on homework should not exceed:
 - Grades 4K – 5K 5 – 10 minutes
 - Grades 1 – 2 10 – 20 minutes
 - Grades 3 – 4 30 – 40 minutes
 - Grades 5 – 6 50 – 60 minutes
3. The above time allotment does not include long-term assignments.

4. When possible, teachers should give students a chance to begin homework in class.
5. If students are absent from school, they will be given 2 days to make up schoolwork for each day of excused absence. The students may receive more time at the discretion of their teachers.

INSURANCE

The school carries no insurance to cover injuries to children while on the school grounds. Parents should check their own health insurance to see if their children are covered while at school. (See last paragraph of “Field Trips”)

INTERNET

Sacred Heart School computers are equipped with the internet. Each student needs parental consent before being allowed on the internet. Sacred Heart abides with Diocesan policy on internet usage. **DSP 6420**

LIBRARY

The library is a resource center set aside for reference and/or leisure reading. Books are checked out of the library by the students. Responsibility should be exercised to return the book according to the date due and to care for the book properly. Students who do not return books on time or lose a book will receive notices and charged full payment for the book.

LUNCH PROGRAM

A daily hot lunch program may be available and served in the church hall. The program is run jointly by the parish and school and is not affiliated with the National School Lunch Program or the Wisconsin Department of Public Instruction.

A letter explaining the program along with an application for free or reduced-price lunches will be sent home prior to the start of school. Checks should be payable to **SACRED HEART SCHOOL**. Checks for lunch should be put in an envelope marked “Lunch Money” along with the child’s name and given to the teacher.

If there is no hot lunch program, students will need to bring a cold lunch including a beverage. Meals from home should be nutritious and contain no “junk food”. Soda is not allowed as a beverage.

NON-CATHOLIC STUDENT PARTICIPATION - DSP 6225

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

NONDISCRIMINATION

Every Catholic school in the La Crosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. DSP 5101

PHYSICAL EDUCATION PROGRAM

There is a physical education program for all grades. Participation is mandatory. Students need a written excuse to be excused from participating in a physical education class. Students will need gym shoes. Wind pants or sweatpants may be worn for gym class. A change of shirt is recommended for the students in grades 3 – 6. No sandals or clogs are permitted for gym class.

RECESS

After lunch, the students will engage in an all-school recess period. This time is spent outdoors when weather permits. During the days of inclement weather (rain or the wind chill factor is below zero), students will have recess in the church hall or in the classrooms. The principal or teachers may send the students outside for a 5 – 10-minute recess even if there is a wind chill and if they deem the students can tolerate the cold and need that fresh air and exercise for a short time.

Parents are responsible for their child(ren) being dressed adequately for all types of temperatures. Fresh air and physical activity are important for a child’s well-being. No child is allowed to remain indoors for recess except in case of injury or if requested by a teacher. If a child is sick, a note should be sent to school requesting

that a child stays indoors for recess. The adult on recess duty will deal with situations that sometimes arise during play. This may include giving a student a time out or sending a student to at teacher or principal.

The following playground rules are in effect:

1. Do not hurt others
2. Remain in the supervised playground area.
3. Use equipment properly, in such a way that no one gets hurt.
4. Do not bring any dangerous items that could cause injury. This includes laser lights which are forbidden.
5. No gum chewing or food allowed during recess.
6. The throwing of snowballs is forbidden.
7. No student is allowed to leave the playground without permission of the adult on duty.
8. The bathroom facilities are to be used before going out.
9. At the first sound of the bell, students are to line up quickly, properly, and quietly.

PRE-KINDERGARTEN PROGRAM

The pre-kindergarten program for four-year olds runs two days a week, Tuesday and Thursday, starting at 7:45 A.M. until 2:35 P.M.

RELIGION PROGRAM

The religion program of Sacred Heart School entails receiving religious instruction in the Catholic faith, participating in liturgical worship and prayer, reading and studying the Bible, taking part in prayer services, sharing faith life, and sacramental confession. Christian values are integrated throughout the curriculum.

Students in grade two are prepared for the Sacrament of Reconciliation and First Holy Communion.

REPORT CARDS

As partners in the education process, parents need to be kept informed of the progress their children are making. The customary method of reporting student progress is a quarterly report card.

All students at Sacred Heart School, in grades 1 – 6 are graded on the same scale.

93 – 100	=	A
87 – 92	=	B
76 – 86	=	C
70 – 75	=	D
Below 69	=	U

RETENTION / ACCELERATION

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teachers and parent. The school administrator is the individual responsible for making the final decision. DSP 5210

SCHOOL RECORDS

If a student transfers from Sacred Heart School to another school, his/her records are sent to the receiving school upon the receipt of a request for records and sent to the receiving school. School records are not given to parents but mailed to the receiving school or hand-delivered by the principal. Also, students transferring into Sacred Heart School are to have their records sent to Sacred Heart School.

SCHOOL VISITS (updated)

Parents and children are always welcome to visit the school but should decide with the school beforehand. Anyone entering the school building must stop at the office to identify themselves and state their matter of business at the school. All visitors entering the school during school the school day are to sign in. This procedure ensures security for the students. During a pandemic, visitors, including parents, will be kept to only necessary visits.

SEXUAL HARASSMENT - DSP 5512

All students at the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of sexual nature. *“Unwelcome verbal or physical contact of a sexual nature”* includes but is not limited to, *“deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”*
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall immediately report such information for the school principal.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

SPEAKERS, OUTSIDE PROGRAMS, AV MATERIALS (including movies and videos), AND LITERATURE

All outside speakers, programs, AV materials, and literature used in the school are to have prior approval of the principal. Care should be taken to see that movies, videos, CDs, and literature are appropriate for the grade level and age of the student, and the values of Catholic Schools.

SPECIAL PROGRAMS

Health Program:

The Portage County Nurse will focus on the physical well-being of the students. Vision and hearing screening will be done at the beginning of the school year. Screening of the spine for signs of scoliosis may also be done. Dental hygienists may be invited by the staff to promote good dental health.

Cadet Program:

Students in grades 5 and 6 are eligible to participate in the safety cadet program. The purpose of the program is to ensure the safety of the children on the playground. Through the cadet program we hope to encourage a sense of responsibility.

Mission Program: Monetary assistance for foreign missions is encouraged of the students. This appeal is made through the Catholic School's Week children's auction and Lenten collection.

Scrip: Gift cards may be purchased after Masses or weekends at the church entrance or ordered online. During the week, Scrip may be purchased at the rectory. A percentage of each card goes as profit to the school.

Box Tops: Sacred Heart School collects Box Tops for Education. Each box top is worth 10 cents when sent into the designated redemption place.

TECHNOLOGY

Sacred Heart School has Google Chromebooks for the students. Software includes educational materials as well as games that help in the learning process. The school does not allow students to take home any school computers.

Students may not have personal electronics during school hours including, but not limited to, cellular phones, iPods, Game Boys, electronic games, trading cards, etc., are prohibited. If used during school, these items will be confiscated. We realize that some older students may have a cellphone provided by parents for emergency use only. If that is the case, it is to remain off and out of sight. It is not to be taken out during school hours.

TESTING

Achievement testing is administered to the students in Grades K – 6 during the month of November. Results are shared with parents.

TUITION

Tuition at Sacred Heart is set by the Finance Council. Please contact the school for the current tuition schedule.

The parish subsidizes the operational cost of the school and the teacher salaries through a generous percentage. All parents are automatically members of the Home and School Association when children are enrolled in school. The benefits of the Home and School include cost of the bus for field trips, meals for parents and grandparents during Catholic Schools Week, and much more. The Home and School Association assists with the financial needs of the school.

VEHICLE SAFETY POLICY

Any volunteer driver who transports students must complete an Employee/Volunteer Driver Form according to the directives of the Diocese of La Crosse. All volunteer drivers must be at least 25 years of age.

VOLUNTEERS

Sacred Heart School welcomes parent volunteers to assist in the classrooms, library, and playground/recess duty. Each volunteer must agree to the Diocesan policy and procedures for Safe Environment.

***Please be advised that the principal makes the final decision as to the interpretation of all policies and regulations.**

See Addendum Below



SCHOOL

SACRED HEART CATHOLIC

POLONIA, WISCONSIN

“Sacred Heart School will foster a Catholic atmosphere, teaching as Jesus did, enabling children to grow in their relationship with Him, and becoming responsible leaders of the future in this world and saints for eternity.”

2020–2021 4K-6 Parent & Guardian Reopening Information (COVID-19)

**Sacred Heart Catholic School
7379 Church Street
Custer, WI 54423-9757**

**(715)-592-4902
www.SacredHeartPolonia.com**

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Letter from the Diocesan Superintendent of Catholic Schools

In the spring of 2020, we were impacted by the worldwide COVID-19 pandemic. Governor Evers's Safer at Home order went into effect on March 25, 2020—closing all K-12 schools. The closure of K-12 schools ended on June 30, 2020. The Catholic schools in the Diocese of La Crosse will open the 2020–2021 school year to a new “normal.”

Our guidelines are an effort to help our Catholic schools open successfully. We desperately want all students, parents, faculty, administrators, and support staff to feel safe, happy, and holy throughout the entire 2020–2021 school year. And, we want to make certain we are educating each student in the Catholic Faith.

Catholic school administrators must work with their local county health department and the other schools in their geographical area to determine the best way to reopen.

If the situation mandates or the government issues another school closure, we will support that. We have a duty to our 6,500+ students to do everything we can to continue a high-quality Catholic education.

Thank you to the other Catholic school superintendents in the state of Wisconsin for their friendship and contributions to our guidelines.

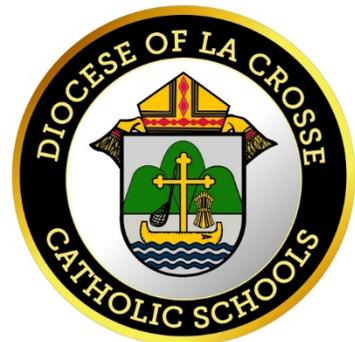
1. Dr. Kathleen Cepelka – Archdiocese of Milwaukee
2. Todd Blahnik – Diocese of Green Bay
3. Peggy Schoenfuss – Diocese of Superior
4. Michael Lancaster – Diocese of Madison

In the words of Father Woodrow Pace, I wish all of you safety, good health, happiness, and holiness.

God's Grace be With You,



Thomas Philip Reichenbacher
Superintendent of Catholic Schools
Diocese of La Crosse
treichenbacher@diolc.org
www.diolc.org



Letter from the Sacred Heart Pastor and Principal

In these uncertain and confusing times, we have one steady, enduring voice that speaks, "Be not afraid". The lessons of perseverance through the challenges of life are often the most valuable for us to learn and for us to impart to our children. We can choose to look at how these struggles will make us stronger and more enlightened after they have ceased to be struggles anymore. First, and always, we turn to prayer, but then to action, living out the Gospel in our daily lives.

Catholic schools have always been a great evangelical mission of the Church. Our Bishop, William Patrick Callahan, has emphasized the necessity of maintaining our schools to serve the children of now and of the future so that the Gospel of Christ can be carried forward. Bishop Callahan has directed that all schools in the Diocese of La Crosse be open full-time for in-person instruction starting this coming school year. We support the Bishop in that call and we know the importance of keeping our school operating as only Catholic schools can, one that educates the entire child and, therefore, one that is a necessary evangelical arm of Holy Mother Church.

The plan that follows is not perfect, but we believe it is reasonable given what has been recommended by various agencies. Our general principle from which we operated in creating this plan was to be "as strict as required and as free as common-sense will allow". We know that some will not agree with the plan. We only ask that you carefully consider the importance of Catholic education as you weigh the elements of the plan below.

We pledge to do our part in seeing that this coming school year is one that carries on the long tradition of excellence that has always marked Sacred Heart School.

Be assured of our prayers and we ask that you pray for us and for Sacred Heart School.

Sincerely yours in Christ,

Fr. Alan M. Guanella
Pastor

fr.aguanella@sacredheartpolonia.com

Mr. Thomas McCann
Principal

tmccann@sacredheartpolonia.com

2020–2021 School Year Quick Facts

(as of August 14, 2020)

Q | What is the current plan for returning to school in the fall of 2020?

A | On June 17, Bishop William Callahan of the Diocese of La Crosse announced our Catholic schools will be opening this fall according to regular schedules and policies, in conjunction with state and local policies. We plan to reopen for in-person instruction five days a week beginning in September.

Q | What will the first day of school be?

A | Our supply drop-off, which will look different this year, will be held on Thursday, August 27, and the first full day of school will be Tuesday, September 1 (more information will be sent soon).

Q | Will masks be required for students and staff?

A | Yes, masks are required for all adults and children 5 years of age and older while within the school building. This is to be the policy of all schools within the Diocese of La Crosse while the governor's executive order remains in effect. If your children ride the bus, the Stevens Point and Rosholt School Districts also requires the wearing of masks.

Q | What if I do not want my child(ren) to wear a mask?

A | Bishop William Callahan calls on the Catholic faithful to comply with the mask regulations, given our reverence for life and human dignity. The policy of all schools within the Diocese of La Crosse is that masks are required. If you do not want your child(ren) to wear a mask, they must have an excuse from a medical professional (doctor, nurse practitioner, PA, etc.) on file at school or fall under section 3 of Governor Evers' Emergency Order #1.

Q | Will the school be providing masks for students to use?

A | We do have cloth masks available for any student whose family requests one. We encourage students to have multiple washable masks available at home to ensure a clean mask can be worn to school every day.

Q | Can my child still bring lunch from home?

A | Yes. Students are welcome to bring lunch from home. We will, of course, be having our hot lunch program as in previous' years.

Q | When is a child too sick to attend school?

A | All of our existing rules and policies as they relate to a sick child still apply. In light of the COVID-19 pandemic, if your child has a fever of 100.4° Fahrenheit, they must remain at home until they are symptom free without the use of medication for 24 hours.

Q | What should I do if my child is sick?

A | A sick child must stay home from school, regardless of the type of illness. Please call the school to keep the lines of communication open regarding the reason for your child's absence and if the absence is related to COVID-19.

Q | Can I come inside my child's school?

A | The DPI, the Diocese of La Crosse, and the county health department has strongly recommended that visitors not be allowed into the building during the school day for the 2020–21 school year. This includes parents and encompasses our drop-off and pick-up procedures.

Q | What if there is a confirmed case of COVID-19 at my child's school?

A | We will notify parents/guardians immediately of our local health department's recommendation as it relates to how we conduct future education in light of a confirmed case of COVID-19.

Q | What is the plan in the event the school has to shut down due to a COVID-19 outbreak?

A | We are prepared in the event a classroom needs to be quarantined or our school needs to be quarantined. Our local health department has assured us it wants schools to continue to remain open as much as possible. Therefore, a quarantine would be implemented for a short time, with students and staff returning to in-person instruction as soon as possible.

If our local health department deems a classroom(s) or the school needs to move to at-home learning due to COVID-19 exposure, our staff is prepared to deliver distance learning for core content areas on a regular basis. Depending on the grade, this format will offer a combination of recorded instruction, video conferencing, and prepared packets that the students will need to complete at home. The plan is essentially the same as what was done since mid-March of the past school year.

Mandated Items from the Diocese of La Crosse

The following directives apply to all Catholic Schools in the Diocese of La Crosse:

All Catholic School administrators and teachers in the Diocese of La Crosse will complete this list of items as part of the reopening process.

1. Before a Catholic School reopens the administration must receive approval from:
 - a. Bishop William Patrick Callahan
 - i. This approval was given to all Catholic Schools in the diocese through Bishop Callahan's letter of June 17, 2020.
 - b. The school-system's dean or the parish school's pastor
2. Administration needs to work with its local county health department to ensure the school reopening goes smoothly.
3. Students will be taught or review the importance proper hygiene:
 - a. Washing hands often with soap and water for twenty or more seconds
 - b. Sanitizing hands when soap and water are unavailable
 - c. Keeping hands away from one's face
 - d. When sneezing or coughing, sneeze or cough into a tissue or an elbow
4. Students who do not feel well should stay home.
 - a. Documented instructions to guardians must be communicated before the first day of school.
5. Employees who do not feel well should stay home.
6. School entryways, hallways, bathrooms, and classrooms need adequate signage to help encourage proper hygiene.
7. The following plans must be on file, ready to use, and updated regularly:
 - a. These three may be kept separately or under one plan:
 - i. Distance learning
 - ii. Response to a student diagnosed with COVID-19
 - iii. Response to an employee diagnosed with COVID-19
 - b. Safety (Security)
8. Review the Student / Parent Handbook

School Mass Guidelines from the Diocese of La Crosse

The following directive applies to all Catholic Schools in the Diocese of La Crosse:

The summit of the Catholic Church is the celebration of the Holy Mass. On May 14, 2020, Bishop William Callahan instructed priests in the Diocese of La Crosse on how the Holy Mass would be publicly celebrated starting on May 31, 2020. We must follow the instructions Bishop Callahan gave to his brother priests.

Bishop Callahan's preference is all schools continue to follow the rule of minimally one school Mass a week (Monday–Friday). If, due to the recent Mass instructions, students are not able to attend Mass once a week, students must have reflection/prayer time during the week that they miss Mass.

Because we will be increasing physical distancing during Mass, each parish and school will be communicating their individual procedures for attendance by parents and parish community at school Masses.

Recommendations from the Centers for Disease Control and Prevention (CDC) and the Department of Public Instruction (DPI)

Schools in counties that issue regulations for school reopening will need to work with those regulations. It is the recommendation of the Diocese of La Crosse that when counties do not issue their own guidance or regulations, schools should review the CDC and DPI information. Schools must determine their ability to comply with these recommendations. Some recommendations, however, may not be feasible. Strict compliance with CDC and DPI guidance is not recommended nor is it possible in some areas, so schools may need to be creative and imaginative as they determine how to ensure student and staff safety. The following elements are key:

1. Communication and involvement of both parents and teachers in the decision-making process. While no solution will work for everyone, new ways of operating will succeed only with parent and faculty support.
2. Consultation with the local public-school districts, especially regarding school bus transportation and schedules.
3. Flexibility
4. Agility to move between modes of instruction during the school year

The link to the CDC's guidelines for reopening schools is <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

The link to the DPI's guidebook, *Education Forward*, for reopening schools is https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Education_Forward_web.pdf.

Hygiene and Cleanliness

1. Individuals will be trained properly to clean the building.
2. All employees should be washing their hands with soap for twenty or more seconds.
3. Hand sanitizer and wipes should be readily available.
 - a. Adults must make certain younger students are using these properly. (The high alcohol content of hand sanitizers means younger students cannot be licking or chewing on their hands.)
 - b. If a student, teacher, or aide leaves a classroom, he or she should sanitize his or her hands when reentering the classroom.
4. Areas of the school where illnesses are commonly spread should be cleaned after the school day starts but before the middle of the day (lunchtime) and then again after the school day is completed. (Try to clean these areas two times a day.)

5. Each school building should be deep cleaned once a week. Schools may consider using a fog chemical that is safe for schools to accomplish this deep clean.
6. Employees should try to limit physical contact with students and other staff. (No handshakes, high fives, fist bumps, etc.)
7. Students need to be instructed that they should do their best to always cough or sneeze into a tissue (discarded) or their elbow. At all times, this needs to be modeled well by school employees.
8. After blowing their noses, students should discard the used tissue and wash or sanitize their hands. Again, adults working in the school should model this practice.
9. Administrators and faculty should discreetly correct students who do not have good hygiene practices.

Sacred Heart School Safety Measures (Hygiene & Cleanliness)

Classroom/Building Closure Procedures

Parents/guardians must contact the office immediately if you or your child(ren) may have been exposed to COVID-19.

A student or employee who is diagnosed with COVID-19 should receive documented permission from a medical professional (doctor, nurse practitioner, PA, etc.) to return to school.

Our administration and faculty will adjust work for students and employees who are unable to come to the school building.

If a classroom(s) is impacted by a student or employee diagnosed with COVID-19, the room will remain unused for three (3) calendar days and be deep-cleaned before it will be used again.

A student or employee who is directly exposed to a person who is carrying COVID-19 should quarantine for ten (10) calendar days (or as recommended by our local health department).

Our school will be prepared in the event an entire class needs to engage in distance learning for ten (10) days.

Facility Cleanliness

We will be cleaning and disinfecting our school regularly.

Hand Washing & Sanitizer

Our students and staff will participate in hand washing regularly, depending on activity level. Hand sanitizer will be readily available in all areas of our buildings for immediate use at any time.

Masks/Face Shields and Physical Distancing

Masks are required for students and staff.

Cloth masks are available for students and staff should they be requested. Face shields will also be available for staff should they request them in addition to, but not in place of, masks.

Besides lunch and recess time, students will be given mask-breaks as needed throughout the day. We encourage families to have their children practice wearing masks prior to attending school.

All authorized visitors entering our school building will be required to wear a mask. Our school will have a supply of masks in the event someone forgets to bring his or her own.

It is important that physical distancing is practiced by adults and students to the extent that it is feasible to do so. We will discuss with students the idea of personal space, or each person's "circle of grace." Our classrooms will be arranged to allow students to physically distance themselves, with desks/seats moved approximately six feet apart. There may be situations where social distancing is difficult such as group activities.

These types of activities will be kept to only those necessary for sound instruction.

Smaller rooms (bathrooms, offices, maintenance work areas, etc.) should not have more than nine (9) people in them at one time.

Drinking Fountains

We recommend all students bring their own water bottle labeled with their name. All bubblers have been removed and a water bottle filling station has been installed.

Communication

We will continue to regularly communicate with families both at the school and classroom level. Please take the time to read all paper and email communications that are shared. Policy and procedure changes may happen quickly, and this will be the best way for you to stay up to date.

Sacred Heart School New Policies & Procedures

Home Health Screening Requirements

It is the responsibility of the parent/guardian to make certain a child is healthy and able to attend school. A parent/guardian should take each child's temperature in the morning prior to sending him or her to school. **Sending a child(ren) to school with obvious symptoms of illness is unacceptable and that child will immediately be sent back home.**

We will not take temperatures of students as they enter their classrooms in the morning.

If, during the school day, a student appears to have an illness, the school will help the student and proceed with a standard medical response such as taking the student's temperature, as we have done in the past. We will be vigilant and will not ignore possible symptoms of an illness.

We will cooperate with county health officials such as the school nurse if a student or employee is diagnosed with a COVID-19 or another serious illness.

Physical Health

We will make certain all students and employees health files are complete and up to date. Our school has a room for sick students. Sick students will wait in that room until a parent arrives to take them home.

- Students who have a temperature of 100.4° Fahrenheit or higher will need to be sent home with a parent/guardian immediately.
- Employees with temperatures of 100.4° Fahrenheit or higher will be sent home.

Absences

Parents/guardians should keep a child home when the child has obvious symptoms of being ill. (For example, fever, stomach ailments, severe running nose, a bad cough, difficulty breathing, headaches, sore throat, etc.)

Our teachers are prepared to accommodate prolonged student absences. Every teacher will have a plan in place to work with individual students who miss many days of school in a row.

Absences will be monitored closely. We will communicate directly with families who are dealing with prolonged illnesses.

School Closure Due to Absenteeism

In the case of a widespread illness in the state, county, or community, we could close for an extended time out of concern for the health of students, staff, and community (such as last year when we closed for the flu and COVID-19).

We will monitor daily attendance and reasons for absences. We will work closely with our local health department if several absences are identified as being related to COVID-19.

We must have the permission of the pastor to close any individual classroom or the school itself.

If a situation requires, and if we have permission, we may decide it is prudent to close our school even if the public schools remain open (such as we did with the flu last year).

Visitors

The DPI, the Diocese of La Crosse, and the county health department have strongly recommended schools do not allow visitors into buildings during the school day for the 2020-21 school year.

If an individual has an emergency, sick child, or educational-based reason to enter the building, he or she should call the school (if possible) prior to coming to the main door to be 'buzzed in'.

If there is a need for a parent to drop off a lunch or school materials, they will be allowed in the entryway. We appreciate and value your willingness to be involved in your child's education, however, we must limit the number of people entering the building during this difficult time.

Transportation Procedures

Beginning of Day

- Regardless of the mode of transportation, students will be dropped off directly at school and parents/guardians will not be allowed to enter the building.
- Students who are dropped-off must be taken to the back of the school and will enter through the rear door. Parents should use the west driveway between the church and the rectory to enter the back parking lot and exit through the east driveway between the church and the school dropping the children off at the steps leading down to the sidewalk to the back door of the school.
- Students will go directly to their classroom upon entering the building.

Dismissal

- All students will remain in their classrooms until the dismissal bell.
- Those students who are being picked up will line up at the rear door. Those students taking the bus will line up at the front door.
- As with the morning drop-off, parents/guardians will enter the back parking lot using the west driveway between the church and the rectory and form a line with the first car stopping at the steps down to the sidewalk off the east driveway between the church and school. Students will be sent out when their car reaches the steps. The vehicles should exit driving straight ahead.

During the School Day

- If you need to pick up your child(ren) for an appointment during the school day, your child(ren) will come to you in the front entry. They must be signed out as usual. If they are returning, please drop off your child(ren) at the front door and sign them in.

Busing

In the morning, when the bus arrives, students will enter the front door and go directly to their classrooms. At the end of the day, students who are riding the bus home will line up at the front door and be sent out when the bus arrives.

Please be aware that the Stevens Point Area Public Schools and the Rosholt Public Schools provide the busing and they may establish rules as to proper conduct on the bus. During this difficult time, there may be new rules such as the wearing of masks and assigned seating.

Shared Materials

The sharing of materials is strongly discouraged. If materials must be shared, precautions will be taken to ensure that the item(s) is disinfected or kept isolated for three days before being used again.

Physical Education

To limit physical contact and the need to share equipment, our Physical Education classes will focus on individual skill development. If a team activity is used, students will wash their hands before and after the activity and any shared equipment will be either disinfected or kept isolated from further use for three days.

Library

Students will have access to the books in the library or their classroom libraries.

When books are returned, they will be placed in quarantine for three (3) days before being added back to the library shelves to be made available for other students.

Lunch

Students will wash their hands before heading down to lunch and after recess. Upon entering the lunch line students will sanitize their hands and take a tray that will have the necessary utensils and napkin on it. All food will be served, even items such as condiments. Students will go to their designated table which will have enough room to maintain social distancing.

Playground/Recess

Recess will occur as usual.

Distance Learning (When Necessary)

It is our goal to offer in-person instruction on all regularly scheduled school days during the 2020–2021 school year. Unfortunately, Sacred Heart School does not have the resources to hold both in-person instruction as well as online instruction at the same time.

If our local health department deems a classroom(s) or the school needs to move to at-home learning due to COVID-19 exposure, our staff is prepared to deliver distance learning for core content areas on a regular basis. Depending on the grade, this format will offer a combination of recorded video instruction, live video conferencing, and prepared packets that the students will need to complete at home. The plan is essentially the same as what was done since mid-March of the past school year.

Each teacher is required to have a plan in place by mid-September as to how they will handle distance learning in each of the following scenarios:

1. A student is out for an extended period.
2. They are out for an extended period.
3. The classroom or school is closed for an extended period.

*“There is no evil to be faced that Christ does not face with
us.*

*There is no enemy that Christ has not already conquered.
There is no cross to bear that Christ has not already borne
for us
and does not now bear with us.”*

—Saint Pope John Paul II

Homily at Oriole Park at Camden Yards,
Baltimore
Sunday, October 8, 1995