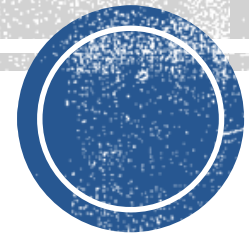


# SACRED HEART SCHOOL

Guidebook for Families and Students



# LETTER FROM THE PRINCIPAL

Dear Sacred Heart Families,

As you read through the Guidebook, know that our policies are in place to keep Sacred Heart students safe and loved. Our mission and vision are the guide for all decisions and policies regarding your children. The teachings of the Catholic faith are at the core of this mission/vision and of our school culture. We use this guide as the reference for day to day operations of the school and the model for our future.

Policies are reviewed by the Education Commission and the principal on an annual basis. Sacred Heart School has the right to make changes to any policies it deems necessary during the course of the school year. Updates to this guidebook will be given to all registered and enrolled families.

Please review the Guidebook carefully with your student and sign the compliance form at the back of the book.

God Bless,

Anne Atkin, principal

# *Where Learning and Virtue are Sacred*

## **Mission:**

Sacred Heart School provides a faith-filled education built upon Catholic virtues and the life of Jesus Christ. Our students are balanced: confident of mind, academics and Catholic faith.

## **Vision:**

Every child experiences the living body of Christ, serves their neighbor, prays for wisdom and can see through the lens of our gracious, merciful and loving God.

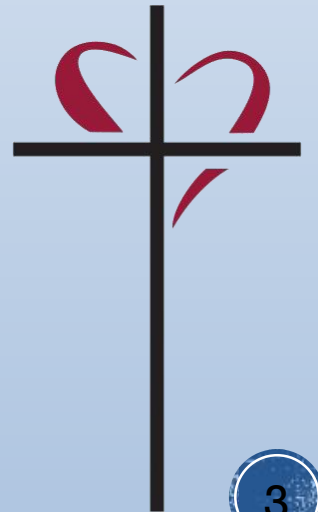
## **Goals:**

**Lead** students to be disciples who know and live the Catholic faith;

**Inspire** a learning community to foster academic excellence; and

**Motivate** young people to fulfill the two great commandments of Jesus Christ by loving God and self in order to be responsible and give service to our neighbor.

- Full potential reached through challenging academics
- Discipline is based on developmental virtues
- Accredited by MANS



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# Sacred Heart School Founded in 1929



## SCHOOL HISTORY

1929– Sacred Heart School is completed in April. A brick building, with six well-lit classrooms, and auditorium which seats 650 people.

1932– Graduates first class of high school Seniors.

Sept. 3rd 1929– Schools opens with 130 students 1st-9th grade. Taught by Franciscan nuns from Minnesota who lived in a convent south of the school.

1937– Franciscan nuns went back to Minnesota and were replaced by Dominican nuns from Adrian, MI

1947– High School is shut down.

1948, 1953 and 2012– School buses were purchased.

1959– No tuition is charged just “pink envelopes” in the collection basket at church.

1962- Enrollment is at its largest. 205 students taught by 6 Dominican Nuns and 2 lay teachers.

1965– First Uniforms– *Girls*– white blouse, pleated plaid jumper. *Boys*– blue shirt, dress pants and tie.

1970– Dominican Sisters left. 7th/8th grade was dropped.

1971– Only Catholic school remaining open in the county.

1982– Lowest enrollment of 30 students. New priest, new principal and all new staff. Grew to 70 students by the Fall of 1983.

1983– Kindergarten and PK were added. 7th/8th grade added.

1983– Tuition program started. \$280– kindergarten \$335 1st-8th grade. \$167 for each additional student.

1983– 96 new windows were installed.

2004– Auditorium was turned into a computer lab.

2017– New Playground

# SACRED HEART UNIFORM POLICY

THE SCHOOL UNIFORM MUST BE PURCHASED FROM SACRED HEART SCHOOL'S CUSTOM CATALOGS AT FRENCH TOAST OR SCHOOL UNIFORMS BY TOMMY HILFIGER. [WWW.GLOBALSCHOOLWEAR.COM](http://WWW.GLOBALSCHOOLWEAR.COM) CODE SACR03. EXCEPTIONS ARE APPROVED BY THE PRINCIPAL.

[HTTPS://WWW.FRENCHTOAST.COM/SCHOOLBOX/SCHOOLS/SACRED-HEART-SCHOOL-QS5454FT](https://WWW.FRENCHTOAST.COM/SCHOOLBOX/SCHOOLS/SACRED-HEART-SCHOOL-QS5454FT) USING CODE QS454FT. USING THESE CODES WILL EARN MONEY FOR OUR SCHOOL.

FRENCH TOAST PRODUCTS ARE AVAILABLE THROUGH SEVERAL STORES BUT STUDENTS MAY ONLY WEAR THE UNIFORM ITEMS THAT ARE IN OUR CUSTOM CATALOGS.

## Girls K – 6

Friday Mass Girls wear Jumper, Scooter or Front Pleated skirt with blouse or oxford – *No polos on Friday*

### Everyday Uniform

- Navy dress pants
- Plaid scooter or A-line skirt—Navy/Red plaid only
- Plaid or Navy jumper (within 3” of the knee)
- Front pleated skirt– Navy
- White blouse or light blue blouse or oxford in short or long sleeve
- Red and Navy Polos
- Navy tights or knee socks
- Navy leggings (optional) worn under jumper or scooter
- Navy pullover or button down sweater
- Spirit wear sweatshirt with SHS logo in any color (not worn during Mass)
- Solid brown or black belt
- Solid brown, black or navy shoe or dress boot (less than 1 inch heel)

## Boys K - 6

Friday Mass Boys wear navy pants, navy or plaid (red/navy) tie and dress shirt. *-No polos on Friday*

### Everyday Uniform

- Navy dress pants
- White or light blue dress shirt in short or long sleeve
- Red and Navy Polos
- Navy or black socks
- Navy pullover, button down sweater or sweater vest
- Spirit wear sweatshirt with SHS logo in any color (not worn during Mass)
- Solid brown or black belt
- Solid Brown or black shoe or dress boot

Navy shorts are permitted before October 2nd and after April 26<sup>th</sup> for boys and girls.

# UNIFORM POLICY CONTINUED

## Hair, Jewelry, Make-up: Boys and Girls K - 6

- Hair must be out of the eyes
- Boy's hair must be off the collar
- No distracting hair styles
- No dying or coloring hair
- No dangling earrings, post earrings only
- No earrings for boys
- The only jewelry allowed are medical bracelets, cross or Christian medal necklace, and watches
- No nail polish, make-up, or tattoos (rub on or regular) can be worn by any student

## Gym Dress Code

- Tennis shoes (grades K - 6)
- Shorts and T-shirt (grades 4-6)
- Sweatpants and sweatshirt (optional)

## Jean and Jersey Dress Code

- Shoes must have back strap and no open toe
- Sleeveless shirts are not permitted
- Shorts are permitted before October 2nd and after April 30<sup>th</sup>

## Per Quarter

1<sup>st</sup> Offense  
Verbal warning  
from staff

2<sup>nd</sup> and 3<sup>rd</sup> Offense  
Note or phone call  
home.

Final Offense  
Student will not be  
eligible for  
jean/jersey pass  
for the quarter

# TUITION RATES-

Our cost to educate each child is \$4,736. Sacred Heart School receives charitable donations from 7 parishes and private donors to keep our tuition rate low for our families. We are the lowest tuition rate in the Diocese of Lansing. We do not receive federal funding.

Tuition Rate for K-6 <sup>th</sup> Grade	Tuition Rate:
One Child (K-6)	\$2,625.00
Two Children (K-6)	\$4,460.00
Three Children (K-6) For each additional child after three a donation is requested.	\$5,836.00

Tuition Rate for Preschool	Rate per Week	Rate per Year
Three half days per week	\$33.00	\$1,188.00
Three full days per week	\$66.00	\$2,376.00
Four full days per week	\$88.00	\$3,168.00
Five full days per week	\$110.00	<u>\$3,960.00</u>

## Registration

**Forms for registration are available in the office or on the website. [sacredhearthoodson.org](http://sacredhearthoodson.org)**

- A registration date will be set for the following year; no forms will be accepted prior to this date.
- All families of currently enrolled students must re-register each year within two weeks of the start of registration.
- All tuition and fees of \$130 (book and technology for K-6<sup>th</sup> grade) \$70 (snack fee for Preschool) can be paid at the time of registration or can be rolled into the tuition payments.

## Tuition Rates and Policy

- Our rates are set by the Education Commission prior to registration for the following school year. the school budget is subject to the approval by the parish Finance Committee. The current policy is included in the registration packet.

## Policy

- If you are having difficulty with a tuition payment you must reach out to the principal.
- To receive the parishioner discount of \$250 the family must be a registered parishioner of a Catholic parish.
- Each monthly payment is non-refundable.
- **FACTS**—We use Facts Management Company for our tuition remittance. The program offers greater efficiency and financial stability for the school while providing convenience to families. You can enroll at <http://online.factsmgt.com/signin/3Z32Q>



# HOURS OF OPERATION AND DROP-OFF/PICK-UP POLICIES



## Drop Off / Pick Up Policy

- **Drop off in AM- Students (K-6<sup>th</sup>) can be dropped off from 7:20-7:35 to the playground for morning recess. Students can not be dropped before 7:20.**
- **PK students will use the *South Door* by the parking lot. Parents can bring their children to the check in room outside of the preschool room.**
  - **K-6<sup>th</sup> grade students will be dropped off in the front of the school or in the school parking lot. Safety patrol/staff will assist students to the Playground Area in the back of the school until 7:35.**
- **Pick up in PM- Students(K-6<sup>th</sup>) will be dismissed through the front door of the school.**
- **Bus students will be walked to the north corner of Market St. by safety patrol and a staff supervisor to wait for the Bus.**
  - **Preschool students will be picked up outside of the South Door at 2:40**
  - **K-6<sup>th</sup> grade students will exit out of the *Front Doors* at 2:50**



### Tardiness

Any student arriving after 7:45 a.m. will be marked tardy. Please call the office if your students is going to be late.

### Bicycle

Students may ride bikes to school with parental permission. All bikes must be parked in the designated bike racks. The school assumes no responsibility for bicycles.

### Safety Patrol

Fourth, Fifth and Sixth grade students will serve as our safety patrol.

# ADMISSION AND SCHOOL READINESS

## **Admissions Policy**

Sacred Heart School was built and is maintained primarily to pass on the Catholic faith to youth. Therefore, those who are Catholic have a special priority for admission into Sacred Heart School. If the school possesses capacity for additional enrollees, no child shall be denied admission on the basis of sex, race, color, national origin, or religious affiliation (Diocesan Board Standard File #5117.1).

## **Requirements**

**Preschool students must be 3 1/2 years** old by the first day of school and potty trained to enter preschool. The principal can make exceptions to the preschool policy.

**Kindergarten Students must** be 5 years old before September 1st. The principal has final authority over kindergarten placement. It may be determined that a student would benefit from repeating Kindergarten but only the teacher and principal can recommend such an action.

## **Additional Guidelines**

Priority will be given in the following order:

- Children of Parishioners of a Catholic Church.
- Children who have siblings attending the Sacred Heart Preschool-6<sup>th</sup> grade.

The above priority list will only apply for two weeks after the start of registration. Any late registrations will be placed on a waiting list and will receive a telephone call if a position is available.

## **School Readiness**

During registration, parents may schedule a non-stressful Kindergarten readiness test. The test results, along with your child's preschool teacher recommendation will help parents determine Kindergarten readiness. It is our goal to help parents find the best fit for the beginning of their child's education.

- In accordance with Michigan Public Health Act 299, proof of immunizations must be presented to the school prior to acceptance of applicant. A waiver may be acquired at the Health Department.
- No child may be admitted after violating the weapons law (P.A. 328) (Diocesan Board Standard File #5131-B)

**ATTENDANCE-** A CHILD'S LEARNING MAY BE AFFECTED WHEN HE/SHE MISSES REGULAR CLASS PRESENTATION, REVIEW AND TESTING. MOST OF THE INSTRUCTION AND WORK MISSED IS IMPOSSIBLE TO MAKE UP DUE TO THE USE OF AUDIOVISUAL MATERIALS, CLASS DISCUSSION AND ACTIVITIES, AND LECTURE PRESENTATIONS THAT ARE NOT POSSIBLE TO ADEQUATELY REPEAT.



### Procedure for Excused Absences

Contact the school office at 448-6405 before 8:30am to report a student absence.

**Do not send a student to school with a fever (over 100.4), sore throat, rash, upset stomach, skin eruption, earache, inflamed eyes or a bad cold.** If a child is sick in the morning, he/she should be kept at home. Students must be fever free for 24 hour before returning to school. All communicable diseases must be reported to the County Health Department by the school. Please call the school office to report cases of strep throat, chicken pox, etc. Parents will be contacted and are responsible for making arrangements to pick up a child who becomes ill while at school.

**Doctor Appointments** Notify the office by emailing [sparker@sacredhearthudson.org](mailto:sparker@sacredhearthudson.org) stating the date and time of the appointment. Students will need to be signed out in the school office at the time of departure.

Students are not allowed to leave school during school hours without parent and school permission. Student will be reported to the Hudson police department.

Per Michigan Statute 340.731, students who miss more than **30 days** of school during an academic year may be reported to the Lenawee ISD truant officer. Students with more than 5 unexcused absences will be reported to the Child Protective Services.

### Extended Absences

When an absence is excused, it is advisable to contact the office so that study plans can be made. Teachers are not obligated to create work packets for students who are on vacation. The missed assignments will be collected and send home with the student upon return to school. In all such instances it is the parent's responsibility to assist the child in completing missed work. In prolonged absences, for any reason, it can be expected that the student's grade will suffer.

### **Medication**

Medicating an individual is a serious responsibility. If you must bring medication to school, the following requirements must be met in accordance with the Law SB 261, Section 378:

- The parent must bring the medication to school and give it to the office with the original container.
- The container of medicine must be clearly marked as to dosage and directions for administration.
- The school may not dispense any medication without the written consent of the parent **and** physician, including aspirin or Tylenol.

# DISCIPLINE POLICY

WE USE EDUCATION IN VIRTUES AS THE BASIS FOR OUR DISCIPLINE POLICY. THE GOAL OF CORRECTING ALL STUDENTS IS TO TEACH THE STEPS TO SAINTHOOD WITH CLEAR ROOTS TO THE CATHOLIC FAITH. THESE PILLARS WILL BE TAUGHT WITH REGULARITY IN THE CLASSROOM AND REINFORCED BY ADMINISTRATION. COMMUNICATION TO PARENTS WILL BE DONE VIA SIGNED INCIDENT REPORT, EMAIL AND/OR PHONE CALL.

## The 4 pillars of discipline used at Sacred Heart School are:

- **Justice:** Having courtesy, respect and sincerity; Being trustworthy, prayerful, generous, kind, obedient and responsible.
- **Prudence:** Thinking before you act; knowing right from wrong; listening before speaking and obeying teachers.
- **Fortitude:** Being industrious, magnificent, patient and having perseverance.
- **Temperance:** Being honest; having self-control, humility and meekness.

### Rules for In and Around the School

- Use proper language. God's name should only be used in prayer or when speaking of Him with respect!
- Obey all teachers and adult supervisors.
- Treat all people with respect and kindness.
- Follow the classroom rules set by each teacher.

### Building Rules

- Use quiet, indoor voices. Line up quietly.
- No form of any weapon, including pocket knives, are allowed.
- Students are responsible for all items used or checked out in their name. Lost or damaged items will be replaced at the student's expense.
- Cell phones, CD players, and other handheld games and devices are not allowed during the school day.
- Walk in the hallways and classrooms at all times.



## Discipline Procedures for Conduct, Homework and Uniform

- **1st Offense:** Verbal warning~ Students will be redirected using Education in Virtues by staff or with the principal in a private meeting
- **2nd Offense:** Communication with parents to discuss the virtues your child is struggling with at school. Either through Incident Report, email or Phone call
- **3rd Offense:** Meeting with parents to discuss the child's repeated behavior at school. In person or by phone.
- *Chronic or acute cases of discipline may result in suspension or expulsion. Each case is at the discretion of the principal. A written agreement of the steps the child and family will take to assure change will be necessary to resume classes.*
- Students may be put on a probation period any time the principal deems it necessary. Students on probation will be given an improvement plan to establish clear communication with families. The plan will be reviewed and the principal will have the final decision concerning enrollment of the student.

### Serious or Chronic Behaviors include but are not limited to:

- Aggressive behavior toward students or staff (e.g. fighting, assault)
- Destruction of individual's or school property
- Possession of drugs or weapons, including look-alike or toy guns
- Racial or any other forms of intimidation
- Sexual Harassment
- Taunting
- Insubordination
- Bullying- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once

*"Parents have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for education in the virtues. (CCC 2223)*

# PLAYGROUND AND LUNCH



## Snack

- We require parents to pack a nutritious snack for your child for grades K-6. Preschool snack is provided.
- The office has snacks for the times when a snack is forgotten.

## Lunch

- Students may choose to bring a sack lunch from home or they have the option of purchasing a hot lunch. Hudson Area Schools will be providing hot lunch which is free to all students. Preschool students may only get the sack lunch because preschool students eat at the school. Due to allergies and health circumstances, sharing of food is not allowed.

## Lunchroom Rules

All school rules apply to the lunch room.

Students remain seated in the lunch room.

At the end of lunch time, students will clean up their lunch and line up to return to school.

Students hands are cleansed before and after eating lunch.

Students (K-6<sup>th</sup>) will eat in the Church Hall. Preschool students eat at the school.



## Recess

- Students will play outside except when weather is very bad. Please send appropriate outerwear for the seasonal weather.
- The children will be expected to understand and respect playground rules. Children who misbehave may lose recess privileges.
- Once outside, they will need to be given permission by a teacher or an adult supervisor to re-enter the school building.
- Teachers may require students to forfeit playground recess in order to finish class work inside.
- Toy guns, knives, etc. will not be allowed on the premises.
- If any violence occurs, everyone involved will be taken to the principal immediately. Discipline is at the principal's discretion.
- Use the playground equipment appropriately.

## Special Notes

- The Gun Free Schools Act and P.A. 328 requires the expulsion of students who possess a dangerous weapon on school property (including the school bus) or at school activities, or who commit arson or rape in a school building or on school grounds. Sacred Heart School recognizes and will comply fully with this requirement as well as the policies of the Diocese of Lansing regarding weapons.
- No gun shall be carried onto school grounds by anyone other than a police officer.

# COMMUNICATION



Newsletter: A weekly parent newsletter is accessible online at our school website – [www.shshudson.org](http://www.shshudson.org) – on Friday of each week. This weekly communication contains important school information.

School Messenger: Phone and/or email messages will be sent out to parents and staff throughout the school year. All cancellations and important announcements will be delivered through school messenger.

Teachers can be reached through e-mail or by appointment through the school office.

We Value Your Input. Please reach out to us with any question, suggestion or concern.

The principal is always available for discussion. Contact me by sending an email [aatkin@sacredhearthudson.org](mailto:aatkin@sacredhearthudson.org), or by calling the school office at 448-6405.



## Field Trips

The school will send notification and information concerning field trips home with your child in a timely manner. If at any time your child cannot participate due to cost, please notify the office and we will make arrangements for your child.

Parents or other adults may be asked to chaperone and / or drive for a field trip. If you plan to drive on a school field trip you must have \$100,000 / \$300,000 liability, a seat belt for every child and children may not sit in the front seat if the car has an air bag that cannot be turned off. As a chaperone you are asked to watch over a group of children. Other arrangements must be approved by the principal prior to the field trip.

## Hudson Area Schools Bussing

Students riding the Hudson Area Schools bus must follow the rules and policies of Hudson Area Schools. A complete list of Bus Rules is available in the office.

The bus policy is in compliance with and implemented by Hudson Area Schools. Students are expected to conduct themselves in an orderly manner while riding the school bus. Bus drivers are hired to transport your children to and from school safely. Driving is a full time job and these drivers should not be expected to discipline the children. The following procedure will be followed regarding bus problems:

1st Offense: Written warning & written notice to parents

2nd Offense: 1 day bus suspension, written notice to parents & conference

3rd Offense: 3 day bus suspension, written notice to parents & conference

4th Offense: 5 day bus suspension, written notice to parents & conference

5th Offense: 10 day BUS suspension, written notice to parents & conference with bus, supervisor, driver & parents.



**Bus service is a privilege and maybe revoked for the remainder of the school year.**

If the offense, in the judgment of the principal, is severe in nature, immediate suspension may result. Should none of these methods correct the behavior of the student on the bus, the parents will be expected to meet with both principal and pastor to determine further action.

For unplanned transportation changes during the day, please call the office with changes by 2:00pm so that we have time to get messages to our students.

# TECHNOLOGY



## Library / Research

- Children visit the library at least once a week. Students will follow the public library's policies.

## Technology Policy

- Electronic devices are only allowed at appropriate times including after school or at teacher's discretion.
- Students using a personal electronic device at inappropriate times will have the device(s) confiscated. The devices will be safely stored in the office while parents are notified to pick up the device(s).
- Per Diocese of Lansing Policy, all students and parents are required to complete the Appropriate Use of Technology Form before being allowed to use the school's electronic devices or network.
- For a complete copy of the technology policy, see the school office

## ACCEPTABLE USE CONTRACT FOR STUDENT TECHNOLOGY

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish and school terms, conditions and regulations for the use of Internet and other technologies including, but not limited to, computers, telephones, video, fax and digital cameras. These procedures apply to all computers/technologies whether located at school, parish center or office, home or anywhere else. These rules will be reviewed with the students by the technology teacher. For a copy of the technology agreement see the school office.

- I will not use a computer on school/parish grounds unless an adult is present.
- I will follow the Diocese of Lansing's and the school's and the parish's code of ethics for Internet and technologies.  
I will respect the privacy of others. I will not use another's computer without permission. I will not use another's password, file or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.
- I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
- I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent or harassing material; obscene material and material protected by trade secret.
- I will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor encourage the use of a controlled substance.
- I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school, parish or anyone's data, software, hardware or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.
- I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of access.
- Access and use of the Internet, local area networks, computers and other technologies is a privilege for the user.

*I have read and understand the contract for use of this privilege. I accept the terms, conditions and regulations of this contract and understand disciplinary action as set forth in the School Handbook.*





# Emergencies- A copy of the school emergency plan is available in the school office.



## Student Injury or illness

- An emergency form for each child containing the accident / sickness information you wish the school to follow in an emergency must be filled out and kept on file in the office. Please keep us informed of any changes in address, telephone numbers, place of employment, or alternate persons to reach in time of need. Alternate person must be a responsible adult available to pick up a student promptly when ill or injured.

## Inclement Weather

- In case of bad weather, if Hudson Public Schools are closed or delayed, we will be also. An electronic and phone alert will notify of school delays, cancellations, or special events.

## Tornado Drills

- Two tornado drills will be conducted throughout the year.
- In the event that a tornado warning has been issued during dismissal hours, dismissal will be delayed until the warning has been cancelled.

## Fire Drills

- Six fire drills are required during the year.
- In the event of a fire students will gather in the Church Hall.

## Lockdown

- Two lockdown drills will be conducted during the school year.
- In case of a threat Sacred Heart School will be locked down and will follow precautions given by the Lenawee County Sheriff Department.

If an alternate site is needed, the Church Hall or Public Library will be used.

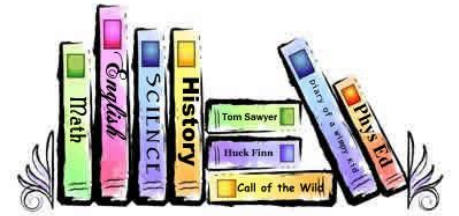
**Sexual Harassment Policy-** Sacred Heart School will comply with the following Diocese of Lansing policy: Sexual Harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic Church, includes a profound respect for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated. Sexual Harassment is exactly what the name implies - harassment of a sexual nature. It includes: Unwelcome sexual advances. Requests for sexual acts of favors, with or without accompanying promises, threats, or reciprocal favors or actions. Other verbal or physical conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education. Submission to or rejection of such conduct is used as the basis for employment or educational decisions. Such conduct has the purpose of substantially interfering with a person's work or school performance. Such conduct has the purpose or effect of creating an intimidating hostile working or educational environment.

# **CURRICULUM-** IN KEEPING WITH THE LANSING DIOCESE POLICY, WE OFFER THE FOLLOWING COURSES: ENGLISH, MATHEMATICS, RELIGION, READING, SCIENCE, SPELLING, HISTORY, AND WRITING. (SPECIAL CLASSES ARE OFFERED IN ART, MUSIC, PHYSICAL EDUCATION, AND TECHNOLOGY, 5<sup>TH</sup>/6<sup>TH</sup> GRADE ORCHESTRA). THROUGHOUT THE YEAR THERE WILL BE MUSICAL PROGRAMS PUT ON BY THE STUDENTS.

- All students are expected to attend weekly Mass and services, and participate in prayers and singing.
- Students in Kindergarten – 6<sup>th</sup> grade take the NWEA MAP test as specified by the Diocese of Lansing. NWEA data is used by the teachers/principal to drive the instruction in the class. Students in grades K-6 will also take the DIBELS test for Reading.
- Report Cards are sent home at the end of each quarter with a progress report sent home mid-way through the quarter. Parent/teacher conferences are scheduled for the fall and the spring.
- Homework will be assigned and policies set by the classroom teacher.

## **Textbooks**

- Blatant abuse or neglect of a textbook will be charged and must be paid before the last report card is released.



## **Extra Learning Opportunities**

- Sewing Club
- Running Club
- Science Olympiad
- Quiz Bowl
- Adoration/Reconciliation
- Service Projects
- Educational Field Trips

**Homework** is a valuable part of each student's learning experience and must be given highest priority among after-school activities. Homework assignments provide practice and drill to reinforce classroom learning. Any classwork not completed during the school day becomes homework as well. Parents have a responsibility to provide the student with a quiet, comfortable place to study, then to check that assignments are completed neatly and accurately.

Students in grades 3 through 6 are given an assignment planner in which to write daily homework assignments. It is recommended that parents check students' assignment planners to keep abreast of assignments and tests. Individual grades have varying homework policies including procedures for missing and/or incomplete assignments. Teachers provide specific details regarding their homework policies in written form at the beginning of the school year.



# LITURGY AND SACRAMENTS

Students have frequent opportunities to celebrate the Sacraments. Students attend Mass once a week and on Holy Days of Obligation. (Weekly school Masses do not fulfill the Sunday Mass obligation.) The Sacrament of Reconciliation is celebrated at least twice each school year during Advent and Lent. Students also participate in a variety of prayer services, including daily prayer in their classrooms, Stations of the Cross, the Living Rosary, May Crowning and monthly Adoration.

While all Sacred Heart students participate in daily religion instruction and special celebrations, only Catholic students may receive the Sacraments. Preparation and initial celebration of the Sacraments occur at the following grade levels:

Eucharist: 2nd Grade  
Reconciliation: 2nd Grade



Families with a child above 2nd grade who has not yet received the Sacraments of Eucharist and Reconciliation, may request personal instruction for Sacramental preparation.

# VOLUNTEERING

- **VIRTUS ~ “Protecting God’s Children”**  
All adults involved at Sacred Heart School in a capacity that requires unsupervised contact with students must complete a VIRTUS training session provided by the Diocese of Lansing. Volunteers must also sign a contract known as the “Volunteer’s Code of Conduct.” Contact the Sacred Heart School office for more information.
- **Volunteer Opportunities**  
We hope that ALL parents can find time to volunteer at Sacred Heart. We host several large fundraisers throughout the year. (25 Cent Events, Money Auction, Church Food Fair Weekend) that benefit the school directly but require volunteer workers. They are fun to work and provide much needed funds. The Parent Group also coordinates an event every month that adds tradition and school spirit. They would love new members or extra help for events. Check the school calendar for Parent Group Meetings. **Please** consider helping when notified.
- See the website, newsletter, and e-mail for upcoming events.
- Fund-raising
- Art Room Volunteer
- Chaperone for Field Trips
- Field Day Volunteer
- Cafeteria/Recess Substitute
- Room Parent
- Lunchroom Helpers
- Reading and Math Helpers



It was revealed to them that they were not serving themselves but you, when they spoke of the things that have now been told you by those who have preached the gospel to you by the Holy Spirit sent from heaven. Even angels long to look into these things. 1 Peter 1:12

We are looking for volunteers to help with these school events and functions

## August

Back to School BBQ

## September

Walk of Faith

## October

Trunk or Treat

## November

Veteran’s Day

Christmas Parade

Gala/ Raffle

## December

Christmas Program

## January

Daddy/Daughter Dance

## March

March is Reading Month

Pre K/Kindergarten

Open House

All-School Open House

## April

## May

Muffins with Mom

Grandparents Day

## June

Graduations

# CONTACT INFORMATION

ALL STAFF MEMBERS CAN BE CONTACTED THROUGH E-MAIL. IF

YOU WOULD LIKE TO DISCUSS A SCHOOL MATTER WITH ANY OF THE STAFF, PLEASE SET UP AN APPOINTMENT THROUGH THE FRONT OFFICE OR CONTACT THE TEACHER THROUGH E-MAIL. STAFF IS NOT AVAILABLE TO MEET AT THE BEGINNING OF THE DAY, AT RECESS OR RIGHT AFTER SCHOOL UNLESS AN APPOINTMENT IS MADE FOR THAT TIME.

## Sacred Heart Faculty and Staff

- Principal: Anne Atkin  
[aatkin@sacredhearthudson.org](mailto:aatkin@sacredhearthudson.org)
- Pastor: Fr. Todd Koenigsknecht  
[frtodd@sacredhearthudson.org](mailto:frtodd@sacredhearthudson.org)
- Deacon John Amthor  
[deaconjohn@sacredhearthudson.org](mailto:deaconjohn@sacredhearthudson.org)
- Book Keeper/ Secretary: Tammy Houser  
[thouser@sacredhearthudson.org](mailto:thouser@sacredhearthudson.org)
- School Secretary: Stacy Parker  
[sparker@sacredhearthudson.org](mailto:sparker@sacredhearthudson.org)
- Preschool: Jessica Dehn  
[jdehn@sacredhearthudson.org](mailto:jdehn@sacredhearthudson.org)
- Developmental Kindergarten  
/Kindergarten: Liz Marry  
[lmarry@sacredhearthudson.org](mailto:lmarry@sacredhearthudson.org)
- 1st: Becky Boak  
[bboak@sacredhearthudson.org](mailto:bboak@sacredhearthudson.org)
- 2nd: April McCaskey  
[amccaskey@sacredhearthudson.org](mailto:amccaskey@sacredhearthudson.org)
- 3rd/4th: Judy Schutte  
[jschutte@sacredhearthudson.org](mailto:jschutte@sacredhearthudson.org)
- 5th/6th: Sarah Martinez  
[sshields@sacredhearthudson.org](mailto:sshields@sacredhearthudson.org)
- Music /Band—all grades Sarah Martinez
- Gym/Tech/Art K-6: Amanda Shaffer  
[ashaffer@sacredhearthudson.org](mailto:ashaffer@sacredhearthudson.org)

Each year, Sacred Heart School publishes the Student and Family Guidebook, which contains the most current information about school policies and procedures. The 2023-2024 Student and Family Guidebook can be downloaded from [shshudson.com](http://shshudson.com)

Each family should review the guidebook and discuss pertinent policies with your child.

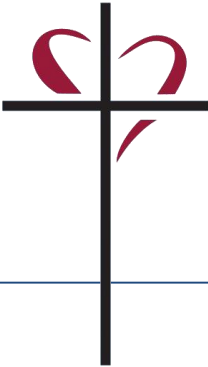
If you have questions about any of the school policies, please contact the principal at 517-448-6405 or [aatkin@sacredhearthudson.org](mailto:aatkin@sacredhearthudson.org)

Complete the following form, acknowledging that you have reviewed the 2023-2024 Student and Family Guidebook. Forms must be returned with the beginning of the year packet.

I acknowledge that I have read the 2023-2024 Student and Family Guidebook, and that I fully understand the most current Sacred Heart School policies and guidelines.

Parent/Guardian Signature

Date



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