



*Faith-based education for lifelong success*

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*Dedicated to the needs of the whole child,  
Sacred Heart Parish School  
joins with Jesus Christ  
in His teaching ministry  
to provide an academically and  
spiritually focused education  
for our Eastern Montana Community.*

Parent – Student  
Handbook  
2024-2025

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## General Information

**Address :** Sacred Heart School  
519 North Center  
Miles City, MT 59301

**Telephone :** School Office 406-234-3850  
Parish Office 406-234-1691

**Website:** <https://www.mcsacredheart.com/>

**E-Mail :** Mr. Freese [shschool@midrivers.com](mailto:shschool@midrivers.com)  
Mrs. Toennis [shoffice@midrivers.com](mailto:shoffice@midrivers.com)

### Sacred Heart Parish

Pastor - Fr. Jolly Pathiyamoola  
Deacon Tony Sandau  
Deacon Bill Zachmann

### Sacred Heart School Staff

Principal - Mr. Bart Freese  
Secretary - Mrs. Sandi Toennis  
Preschool - Mrs. Ashley Parks & Mrs. Sherri Henderson  
Kindergarten – Miss Ali McAuliffe  
1<sup>st</sup> Grade – Mrs. Janet Morris  
2<sup>nd</sup> Grade - Mrs. Cecelia Stanley  
3<sup>rd</sup> Grade – Mr. Thomas Sharp  
4<sup>th</sup> Grade – Ms. Becky O’Donnell  
5<sup>th</sup> Grade – Mr. Mohan Raffety  
6<sup>th</sup> Grade – Deacon Tony Sandau  
7<sup>th</sup> Grade - Mr. Donald Burton Jr.  
8<sup>th</sup> Grade - Mr. Bart Freese  
Religious Instruction - Sr. Jishy  
Music/Library - Mrs. Marie Layton  
Band - Mr. Bart Freese  
Food Service Manager - Mrs. Mary Setera  
Custodian - Mr. David Olguin

### Sacred Heart School Council

Justin McPherson – chair	Pat Herzog – vice chair
Heather Altenhofen	Kim Flotkoetter
Trixie Muggli	Travis Murnion
Hayes Venable	

## **Policy & Procedures**

The following policies and procedures have been developed to create the best possible learning environment for each student in Sacred Heart Parish School. Parents are asked to read and review the policies at the beginning of each year and to review with their children those portions concerning them.

### **Parent – Teacher Relations**

It is imperative that there be a genuine unity of purpose and practice between parents and teachers. We consider this to be a mutual process between families and the school to facilitate open honest communications. This collaboration between parent, child, and school staff are essential.

Parents are urged to bring their concerns regarding school incidents into focus by: **Listening** to what the student has to say, but remember it is only one side of the story; **Discuss** the situation honestly with the teacher and child together; **Confer** with the principal when the situation involves more extensive decision-making or problem solving which can not be done on the parent-teacher level.

## **Enrollment and Admissions**

### **Open Enrollment**

- Open enrollment means that students meeting the school's admission requirements are to be admitted regardless of race, or ethnic origin according to the subsequent provisions and priorities of this policy.
- Catholic Schools in the Diocese of Great Falls-Billings maintain a policy of open enrollment.
- Catholic Schools have admission requirements and standards regarding academic and behavior expectations for all students.
- Catholic Schools accept students on a space-available basis.
- Catholic Schools require families to remunerate tuition for educational services.
- All families have an obligation to pay their assessed tuition within the academic year.

### **Statement of Non-Discrimination**

- In an ecumenical spirit Catholic schools welcome students of all faiths into the educational environment the Catholic School.
- Although Catholic schools do not discriminate on the basis of race, color, national or ethnic origin, it remains the primary purpose of Catholic schools to serve the Catholic members of the parish.
- Regardless of the student's faith or religious background, all students in the Catholic school shall support, attend, and participate in school-sponsored Catholic liturgies, services, and/or retreats.
- The Catholic Schools in the Diocese of Great Falls-Billings admit students of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities accorded to students.

### **Students with Disabilities**

- The Catholic School recognizes the special needs of students with disabilities and strives to provide for the educational services of all students, to the best of the school's abilities and resources.
- The Catholic school will attempt to meet the needs of all students, but cannot be expected to meet the learning, physical, and/or emotional needs of students with severe or extraordinary disabilities when the expertise and/or resources needed to appropriately and adequately educate the child surpass those of the Catholic school faculty and staff
- The Catholic school requires transparency on admission and full disclosure of any diagnosed or suspected disabilities.

### **Admission Policy**

- By accepting admission into a Catholic school, the parents and student(s) understand and support the school's unique and academically rigorous curriculum, designed for strong students who are motivated to learn and grow in a Catholic community committed to developing young men and women who can live creatively, constructively, spiritually, and critically with the ambiguity of a rapidly changing world.
- By registering their children in the Catholic School, parents agree to comply with the programs and policies of the school, remunerate the assessed tuition, and cooperate with the school in fulfilling the goals stated in the school philosophy and mission.

### **Entrance Requirements**

- A child entering Kindergarten is to be five (5) years of age by September 10.
- A child entering Grade One is to be six (6) years of age by September 10.
- Date of birth should be verified by either birth or baptism certificate and this information should be noted on the permanent record.
- Registration fees are due on registration day and are non-refundable.

### **Grade Placement**

- When students apply for grades other than Kindergarten or Grade 1, the principal will arrange for the grade placement of the student according to records received.
- Admissions should be on a space available basis, according to admission criteria.

### **Screening Process for Transfer Students**

- The principal shall verify any special needs of a student to ensure that those who enter Sacred Heart School can have their needs met.
- Ordinarily, this will include contact with previous school, review of previous school records, and an interview as needed with the parent / guardian and student to determine the reason for the transfer and to clarify expectations of the school and parent/guardians. When appropriate, public school resources will be used for screening special learning needs. Ordinarily, a student expelled from another school will not be accepted for admission.
- A transfer student may begin classes on a trial basis for a maximum of one month while being evaluated. Parents will be kept informed of the student's evaluation progress and will be notified when a final decision is determined.
- Tuition will be billed from the date the student begins classes and pro-rated for the number of days a student is in attendance. All students will pay the full registration fee that is non-refundable.

### **Transfer Students**

- It is preferred that transfer students are accepted at the beginning of the semester
- The principal will make the final decision to accept new students following receipt of:
  - Transcripts from the student's former school.
  - Completed enrollment application
  - A conference / interview conducted by the principal with the student's parents
  - Immunization and health records
  - Completed request for transferring records
  - Completed tuition application

### **Registration**

- Through the registration process, the principal shall obtain from all families enrolling into the Catholic school information to be used in establishing cumulative files and in seeking previous records.

### **Student Immunization Requirements**

Catholics have a "moral obligation to guarantee the vaccination coverage necessary for the safety of others..., especially safety of more vulnerable subjects such as pregnant women and those affected by immunodeficiency who cannot be vaccinated against these diseases," according to a 2017 document on vaccines from the Pontifical Academy for Life. Bishop Michael Warfel reminds parents that "the decision to vaccinate comes down to a simple concern for life, dignity, and the common good, as do most of our decisions as Catholics." We recognize some parents maintain religious or philosophical objections to vaccinating and our schools offer a philosophical objection option for vaccinations.

- The Catholic Schools will comply with MCA § 20-5-403 that requires all students to be current with regard to immunizations prior to the first day of school.
- MT Catholic Schools-Great Falls Billings allows a properly filed medical exemption.
- MT Catholic Schools-Great Falls Billings will allow a filed exemption for philosophical objection. Students already enrolled under religious exemption may continue uninterrupted enrollment.
- For resources on the Catholic Church's position on vaccinations, please consult the [National Catholic Bioethics Center](#)

VACCINE	PRESCHOOL <sup>1</sup>	KINDERGARTEN - 12 <sup>TH</sup> GRADE
Haemophilus influenzae Type B (Hib)	1 dose (given on or after the 1 <sup>st</sup> birthday, unless child is older than 59 months) <sup>2</sup>	None Needed
Diphtheria, Tetanus, and Pertussis (DTaP, Tdap)	4 doses	4 doses (one dose must be given on or after 4 <sup>th</sup> birthday) <sup>3,4</sup> Plus 1 dose of Tdap (prior to entering 7 <sup>th</sup> grade) <sup>5</sup>
Polio (IPV or OPV)	3 doses	3 doses (one dose must be given on or after 4 <sup>th</sup> birthday) <sup>3</sup>
Measles, Mumps, and Rubella (MMR)	1 dose (dose must be given on or after 1 <sup>st</sup> birthday)	2 doses (first dose must be given on or after 1 <sup>st</sup> birthday, and spacing between doses is 4 weeks)
Varicella "chickenpox" (Var)	1 dose (dose must be given on or after 1 <sup>st</sup> birthday) <sup>6</sup>	2 doses (first dose must be given on or after 1 <sup>st</sup> birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 13 years) <sup>5,6</sup>

## **Tuition & Fees**

**Registration Fees:** Registration fees are due at time of registration and are non-refundable.

Preschool	\$75.00
K – 8 <sup>th</sup>	\$150.00 until May 31, 2024 \$200.00 after June 1, 2024

## **Tuition for 2024 – 2025**

Preschool	\$1,650.00 a year
Kindergarten	\$2,300.00 a year
1 <sup>st</sup> child (1 <sup>st</sup> – 8 <sup>th</sup> )	\$3,500.00 a year
2 <sup>nd</sup> child (1 <sup>st</sup> – 8 <sup>th</sup> )	\$3,250.00 a year
3 <sup>rd</sup> child (1 <sup>st</sup> – 8 <sup>th</sup> )	\$2,800.00 a year
4 <sup>th</sup> child (1 <sup>st</sup> – 8 <sup>th</sup> )	\$2,000.00 a year

## **Registration Fees**

The fees are set each year in the spring by the School Parent Advisory Council. A letter will be sent to families in May with tuition and fee details for the next school year. Tuition accounts must be paid in full to register for the upcoming school year. Registration fees are to be paid by May 31<sup>st</sup> of the current school year in order to hold the student's spot for the upcoming year. If the May 31<sup>st</sup> deadline is missed, you may register and pay a late fee if space is still available. Students will be unable to attend class in the new school year if the registration fee has not been paid by August 15<sup>th</sup>. Registration fees are non-refundable.

## **Tuition Payments**

Tuition is due no later than the 15<sup>th</sup> of each month with the exception of the first payment, which is due by August 31<sup>st</sup>. Payments are made in ten equal monthly installments from August - May. Arrangements can be made with the office to pay quarterly or semi-annually. Balances may be paid in full at any time. Monthly payments may be larger than the required payment. In the case of an unforeseen circumstance affecting the ability to pay tuition on time, the office needs to be contacted immediately. Failure to pay in full by May 15<sup>th</sup> of the current fiscal year will result in a late fee of \$250.

## **Non-payment**

The current year's tuition and registration fees (for the next school year) must be paid in full by August 15<sup>th</sup>. If not paid in full, the student(s) will not be able to attend Sacred Heart School the upcoming year. In the event that a person is able to pay the account in full after August 15<sup>th</sup> and before the first day of school -- the student would be able to attend if space is available.

## **Financial Aid**

The Sacred Heart **Adopt-A-Student** scholarships, through the generosity of committed donors, provides the opportunities for a quality Catholic school education to families unable to afford full tuition costs. Awards are granted based upon families who meet the established guidelines. Applications are available in the school office. **ACE Scholarship Program** is also available, providing children of low-income families with scholarships. Please contact the school office for more information.

## **School Operations**

### **Parent Involvement**

- A small private school like ours needs the "work of many hands" to keep all of its programs strong. Parents/guardians are required to assist with various committees and school activities involving the children as needed.
- The cost of educating a child and maintaining the physical plant at Sacred Heart School is approximately \$4000.00. Tuition charges are well below that amount. Your help is required to make up the difference. Each family is expected to give a *minimum* of 20 service hours during the school year. (For example, running concessions during one game takes about three hours.) It won't take long for your commitment to be met and you'll have the advantage of enjoying the company of other parents while you work. All this is part of building community at Sacred Heart Parish School and makes it a special place for families.
- The quality of our program increases with your involvement. When parents invest time in their children's school, they send a strong message that school is very important.

## **Volunteer Drivers**

-To be a volunteer driver you must fill out a driver form, provide a copy of your driver's license and auto insurance (liability of 100,000 / 300,000 / 100,000). All these items must be completed and on file at the beginning of each school year. Until the volunteer driver has been authorized by the school Principal no student can be transported.

## **School Hours and Schedule**

**-The school opens at 7:45 A.M. and school releases at 3:15 P.M. Students need to be picked up promptly.**

**-On Fridays students are released at 2 P.M.**

-A yearly and monthly calendars are published to help parents plan ahead for such items as days when students are not in school. The typical school day is as follows.

### **Daily Schedule**

7:45 – **The earliest time students are to arrive on the grounds**

7:55 – The first bell rings calling students to classrooms

8:00 – Tardy Bell. Those students not in the classroom are tardy.

8:00 to 11:00 – Morning Preschool class Tuesday, Wednesday and Thursday

8:00 to 12:10 – Kindergarten class Monday through Friday

Grade	at Lunch	at Recess
1st Grade	11:05 - 11:30	11:35 - 11:50
2nd Grade	11:10 - 11:35	11:40 – 12:05
3rd Grade	11:15 - 11:40	11:45 - 12:05
4th Grade	11:20 - 11:40	11:45 - 12:05
5th Grade	11:25 - 11:55	12:05 - 12:20
6th Grade	11:30 - 11:55	12:05 - 12:20
7th Grade	11:45 - 12:05	12:10 - 12:30
8th Grade	11:50 - 12:10	12:10 - 12:30

12:15 to 3:15 – Afternoon Preschool class Tuesday, Wednesday and Thursday

3:15 - Class dismissed and students need to be picked up promptly.

### **EARLY OUT EVERY Friday AT 2 PM**

All students are expected to attend Mass on Friday morning. Students gather at the school at the normal time and walk over for the 8:30 Mass. Families are always welcome.

## **Monthly Newsletter**

A monthly newsletter, calendar, lunch menu and any other pertinent information will be sent home with a child from each family.

## **Visitors**

Visitors must check in with the school office before visiting classrooms during school hours. No visitor or parent/guardian may remove a child from school premises without prior notification, or authorization by the Principal.

## **Lunch**

### **Parents Eating School Lunch**

Parents and family are welcome to eat lunch at school. Please call the school office by 9:00 A.M. to be put on the lunch count for the day.

<b>Lunch Prices:</b>	Daily	20 Meal Ticket
Grade 1st – 8th	\$3.50	\$70.00
Parents/Visitors	\$5.00	
Extra Milk	\$.40	\$8.00

**Free & Reduced Lunch** - Applications for free or reduced meals are available in the school office.

**Leaving the Building at Noon or anytime must have a blue pass.**

Students should have a written note or phone verification from parent/guardian in order to leave the building.

## **Food Contained in Lunch Room**

No food or drink is to be taken from the lunchroom. Students are not allowed to drink pop during lunch regardless of whether they are having hot lunch, or have brought a sack lunch from home.

## **Kindergarten Milk Prices**

By the Year.....\$50.00

Applications for free or reduced milk are available in the School Office. Snack is to be provided by the parent.

## **ACADEMIC**

### **Grading Scale/Honor Roll:**

Numerical Grade Base

100 - = A+

97 - 99 = A

94 - 96 = A- A = 4 Superior Work

91 - 93 = B+

88 - 90 = B

85 - 87 = B- B = 3 Above Average

82 - 84 = C+

79 - 81 = C

76 - 78 = C- C = 2 Average

74 - 75 = D+

72 - 73 = D

70 - 71 = D- D = 1 Below Average

F = 0 Not Passing

I = Incomplete

Music S/U - Grade K - 4 Letter Grade 5 - 8

PE S/U - Grade K - 4 Letter Grade 5 - 8

Art S/U - Grade K - 4 Letter Grade 5 - 8

Honor Roll - Grades 1<sup>st</sup> - 8<sup>th</sup> / Must maintain a 3.3 Average or better -  
No D's, F's, or U's.

All letter grades except Satisfactory/Unsatisfactory are averaged for Honor Roll

Incomplete grade on Report Card must be made up within two weeks.

## **MAP Testing**

Students in first through eighth grade will take the MAP test (Measures of Academic Progress) in the fall, winter and spring. A May parent-teacher conference will be held to go over results.

## **COMMUNICATION**

### **Report Cards/Mid-Terms**

Report cards are given out quarterly. Mid-term reports are issued during each quarter. Both the report cards and mid-terms need to be signed by parent/guardian and returned to your child's teacher.

### **Conferences**

There will be parent/teacher conferences scheduled during the 1<sup>st</sup> quarter, 3<sup>rd</sup> quarter, and in May to go over MAPS testing results for the year. A parent/guardian is required to participate in each parent/teacher conference for each child.

Frequent informal communication is welcome and encouraged between parent and teacher. Parents are asked to discuss concerns with teachers first before addressing the principal. Please call the school or teacher to arrange a convenient time for informal conferences.



## **Pupil Progress/ Retention**

Frequent conferences are encouraged and to take place between parents/guardians, students and teachers. The decision to retain or accelerate a student should be documented by a written cooperative account of meetings between parent, student, teacher, and administrator during the year.

## **Student Records**

Parents/legal guardians with 24 hour notice and written request may have access to student's official folder. Contents of the official file are forwarded to a new school.

## **Suggestions, Concerns, or Complaints**

- As people in a Catholic environment, we have the responsibility to be "Christ-like" with each other, treating all fellow people with dignity, respect, and trust. In order to facilitate productive communication and trust among us, when there is a suggestion, concern, or complaint – take it immediately to the person(s) involved. If a concern or complaint has been communicated to the involved person(s) and there is not a satisfactory dialogue or resolution, please present the concern or complaint to the next level of administration.

-The levels of Administration are as follows:

- Teacher
- Principal
- Parish Pastor / School Council
- Diocese superintendent

-A helpful reminder that all communication is best offered and received in the appropriate time and place. "Drop In" conferences and dialogue that occurs in the "heat of battle" are rarely productive and tend to cause further harm. Please show courtesy by scheduling a conference and communicate with respect.

### Formal Communication Problem Resolution (Due Process)

-The Diocese is committed to providing a communication process between parents and the school, where any problem, complaint, suggestion, or questions receives timely response school employees.

### Application

If a parent disagrees with established rules of conduct, policies, or practices, or if a situation occurs when a parent has knowledge that a decision is negatively affecting a child's education, the parent is encouraged to engage the following communication protocol.

-Within five (5) calendar days of the incident occurrence, the parent will present the problem to the school employee responsible for the decision or action.

-If, in the opinion of the parent, the employee's initial resolution is unsatisfactory, the parent may request a re-evaluation of the resolution by formally requesting (in writing) a re-evaluation.

-The employee will formally respond to the parent and submit a copy of this response to the next level of administration.

-If, in the opinion of the parent, the employee's re-evaluation of the matter is unsatisfactory, he/she may formally present the matter to the next level of administration.

-After receipt of the written documentation from the parent, the next level of administration will review the matter, and submit his/her decision in writing, to the parent and employee.

-This process continues until the next level of administration is the Superintendent. After receipt of the written documentation from the parent and employee(s), the Superintendent will render a decision, stating findings of fact, and present his/her decision, in writing, to all involved parties.

-The Superintendent's decision is final, except as stipulated by canon or state law.

## **STUDENT ATTENDANCE**

Catholic Schools recognize that school attendance has a direct impact on a student's level of academic achievement and therefore expect students to attend school, on time, every school day.

### **Daily Attendance**

-Students should be absent only when necessary, as the classroom experience cannot be replaced in the home. The benefits of scholastic development are lost to those who are absent from school and daily classroom attendance is a vital key to student success.

## **Maximum Allowable Absences**

- In order to move to the next academic level a student shall not miss more than 11% of the academic term.
- For a school year with 1080 instructional hours, the maximum allowable absences would be **10 missed days per semester or 20 days per year.** Covid related situations will be dealt with on an individual basis.

## **School and Parent Responsibility**

- It is the primary responsibility of the parent/guardian to promptly notify the school office of the reason for your child's absence. If the school has not been notified the office will make an attempt to contact the parent/guardian to determine the student's status. **Parent/guardian must make sure that the office has a current phone number and address as well as the number for an emergency contact person on file.**
- The parent/guardian must coordinate with the student's teacher(s) to ensure all assignments or testing is accomplished in a timely fashion when required. The Principal will decide if a student absence requires further action by the school. The following guidelines (definitions and procedures) have been adopted by the Sacred Heart School.

## **Definitions**

Since many different circumstances can occur, which could result in a student missing all or part of a school day, Sacred Heart has adopted the following definitions to clarify the difference between tardies and absences, whether excused or unexcused.

## **Tardy**

A student is considered tardy if they arrive after 8:00a.m. A student who arrives more than one hour late for the beginning of the school day shall be deemed absent for a half a day.

## **Tardy Students**

Students who are deemed tardy will report to the office before going to class. Any time the Principal or faculty feels that a student's accumulation of tardies threatens his/her academic standing; a conference will be called with the parent/guardian.

## **Absences**

Absences, scheduled or unscheduled, which are mutually agreed on by the parent/guardian and the administration of Sacred Heart School may include, but are not limited to:

- Medical and dental appointments/hospitalizations.
- Pre-coordinated family trips/activities such as weddings, funerals, etc.
- Pre-coordinated non-school sponsored awards and recognition events.
- Any other pre-coordinated activity which the school administration believes to be worthy of the absence.

## **Absent Students:**

- Unless the absences are deemed excessive, no penalty is normally applied to a student with an excused absence; however, the student is still responsible for make-up class work. This will be determined by the teacher.
- Truancy applies to students whose unexcused absences accumulates to a point that threatens the child's academic standing. A meeting will be set up with the parents, if the truancy continues. If a solution is not reached and truancy continues the school will notify the parents that local law enforcement will be notified of the situation.

## **Excessive Absences**

Students can accumulate a sufficient number of absences (10 per semester), excused and/or unexcused, to merit a review of their status at grade level.

## **Extra Curricular Activities: Sacred Heart School Athletics and Extra-Curricular Activity Policy**

**Participating in extra-curricular activities is a privilege.** This privilege is expected to be maintained by all participating students. Participants are expected to carry themselves in a manner that represents the Catholic faith and school favorably.

Athletes and activity participants will always conduct themselves in an appropriate manner that will not harm or taint the reputation of the school, group, or teammates. This includes posts and comments on social-media sites. The use of drugs, tobacco, or alcohol will result in permanent suspension from the team.

**Home school student participation.** Home school students could be allowed to participate in Sacred Heart School Athletics, at the discretion of the coach after consulting with the principal, on a "pay to participate" system. The principal has the final decision authority. The fee for cross country, volleyball, basketball, wrestling and track is a nonrefundable fee of \$75 and \$150 for football.

**Public school participation.** Public school students have an opportunity to play at public schools and, therefore, will not be allowed to participate at Sacred Heart School.

**Academic Eligibility.** Students must maintain a grade no lower than a C (76%) in each individual subject during the season to be reviewed each Monday. Teachers are to report any eligibility problems at that time. The entire eligibility policy will be given out during the parent/player meeting at the start of each season. In a quarter, students who exceed more than three weeks of academic suspension during an extra-curricular activity or, who, in the principal's judgment, excessively abuse the rules of conduct for athletes spelled out in the extra-curricular permission form, will not be eligible for post season tournaments, awards, or school t-shirts. The principal will seek the input of the coach, but, in all cases, the principal's decision is final. The students and parents will be notified of ineligibility prior to any awards presentation or tournament participation.

**Attendance Requirements.** Participants will attend all scheduled practices and games or meets. Illness or doctor's appointments are the only excused absences. If he or she is going to be absent for one of the above reasons, he or she must have advance permission from the coach. An unexcused absence from practice will result in a suspension from the next scheduled game or meet. Athletes must be in attendance a full school day on game or meet days to participate unless cleared by the principal.

Athletes are expected to participate at all games. Athletes must be at practice on time. If they are late more than (3) three times, they will not be allowed to participate in the next game or meet.

Practice times will be announced by the coaches for each sport. It is the student's responsibility to know and observe the practice schedule. The School Administration is empowered to establish any other rules of eligibility it may see fit.

If a student desires to quit an extra-curricular activity, a conference between coach /teacher, parent and student is required.

**Physical Appearance.** An athlete shall maintain the appropriate dress and grooming standards of the team as determined by the coach in consultation with the coach's immediate supervisor. Uniforms unless otherwise stated are provided by the school. Athletes will provide shoes, socks, headgear and/or warmups, as required. Each will be responsible for the care and maintenance of the uniforms and warm ups during the season(s). Any gear issued by Sacred Heart School, unless otherwise stated, remains the property of the school and must be replaced if lost or damaged beyond normal wear. Uniforms and warmups will be worn at designated times only.

Each participant must have passed a physical examination from a licensed physician or physician's assistant certifying that his/her physical condition is adequate for participation in that activity. This is required before an athlete may participate in a practice.

Each participant must also have turned in all of the following appropriate paperwork before they can practice/play.

1. Sacred Heart Extra-Curricular Permission Form
2. Completed Physical
3. Signed Concussion Statement

### **Religious Activities**

All students who attend Sacred Heart will participate in religious activities during the normal school day.

### **Field Trip Policy**

Field trips are a privilege afforded to student. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavior requirements. Signed permission slips are a must before scheduled departure.

### **Student Guidelines**

In addition to the following please reference the **Student Behavior and Expectations Handbook** given to each child for further guidelines. It may also be found on our website at: <https://www.mcsacredheart.com/resources>

### **Student Rights:**

The Sacred Heart School recognizes the rights of all students without regard to race, religion, sex, creed or national origin. The exercise of these rights may not interfere with the rights of others.

## **Respect Policy**

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed towards any of the above by a student will be seen as a violation of this policy and an extremely serious matter, whether it is done physically, verbally or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images or pictures, etc. Any student who violates any aspect of this policy may be subject to disciplinary action according to school policy, including suspension or expulsion from the school and the notification of appropriate law enforcement agencies.

## **Duties and Responsibilities of a Student**

Students have the duty to do their very best while attending Sacred Heart Parish School in full harmony with our Mission and Belief Statements.

## **General Student Behavior**

-Appropriate behavior is expected at Sacred Heart Parish School. Every child is expected to show respect for everyone and everything in God's creation. As a way of showing respect students need to address staff members as Mr., Mrs., Miss, Sister, or Father. In the school environment these are some of the things expected of the students at all times:

-Respect property of others and of the school.

-Refrain from acting in an insubordinate manner toward any volunteer aide or employee of this school, whether it be a teacher, tutor, substitute teacher, cook, custodian, secretary, or administrator. Employees of the school have the authority to direct any student in a reasonable manner. Their directions are to be considered the authority, and are to be carried out without recourse, argument, or disrespect.

-The Principal has the final and ultimate responsibility for the educational programs, activities, and student behavior of Sacred Heart School.

**Disciplinary Measures** The disciplinary code in its entirety can be found at the *diocesegfb.org* site. Every effort will be made to deal with disciplinary problems with each student and/or his/her parents in a positive manner through meetings. However, if all these efforts fail, and depending upon the nature of the offense, any of these three courses of action may be taken:

-Probation: The Principal will give the student and their parent a specific time to correct a particular behavior problem.

-Suspension: A student is temporarily removed by the Principal from all school activities for a period of time. This includes classes and/or all extra-curricular activities. This time may be spent out of school or in-school suspension.

-Expulsion: When all other measures fail or when the offense is severe, the student may be denied attendance to Sacred Heart Parish School upon recommendation by the Principal to the School Board. This action can be in writing to the Sacred Heart School Board.

Although its disciplinary code shall be published, the school administration retains the right to enforce student discipline as it deems necessary and based on the common good of the whole school community, as well as the individual student.

## **Hazing, Harassment, or Intimidation**

### **General Statement**

-Catholic schools are committed to a positive and productive community environment free of harassment, hazing, and intimidation. It is the explicit policy of the Catholic school to prohibit harassment or intimidation whether committed by a student, employee, volunteer, and/or parent. The Catholic school will treat allegations of such seriously, and will review and investigate such matters in a timely manner.

-Furthermore, the Catholic school prohibits retaliation against any employee, student, or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

## **Definitions**

- Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical abilities, sex, age, or sexual orientation. Harassment can occur at any time during the school hours or during school related activities.
- Hazing occurs when an individual is subjected to treatment that is intentional or unintentionally meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by the Catholic school. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.
- Intimidation occurs when an individual is subject to verbal, physical or psychological action or implied action intended to cause harm or distress. A person subjected to intimidation has a difficult time defending him or herself. Intimidation may be carried out directly through physical or verbal means, or indirectly through relational means. When one person fears another because of real or implied threats or coercion that may result in harm to the individual, intimidation exists. Intimidation can also be called bullying or cyber bullying.
- Bullying is defined as an imbalance of power that is hurtful, threatening, or frightening to another individual or group. These REPEATED behaviors can be verbal, physical, social, psychological, or via multi media. Harassment, hazing, and intimidation include but are not limited to any of the following:
  - Verbal: derogatory comments, jokes, or slurs. It can include belligerent or threatening words between individuals and may include offensive, negative remarks concerning an individual's gender, physical abilities, race, creed, and/or physical appearance. In addition, the willful or unintentional spreading of rumors and gossip is considered a form of harassment.
  - Non-Verbal: exclusion of another student from a team or group, unwelcomed gestures
  - Physical: unwanted deliberate touching, pinching, bruising, or patting. Additionally, any deliberate attempts to impede or block one's movement (e.g. assaults of any nature), with normal activities will be regarded as harassment.
  - Visual: derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures
  - Sexual: sexually suggestive remarks, gestures, or jokes. Moreover, any unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assaults, etc) will be regarded as harassment.
  - Cyber bullying: any unwelcome acts or gestures through the use of electronic communication. Cyber bullying includes but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site posting, including blogs, whether accessed on campus or off campus, during or after school hours.

## **Responsibilities**

It is the responsibility of the Catholic school to:

- Implement this policy and ensure that all students, employees, and volunteers understand the policy and its importance.
- Make all school employees, volunteers, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Not stand silently if he/she observe harassment, hazing, or intimidation.
- Silence condones these activities and may make the observer just as guilty as the offenders
- Report all incidents of harassment to the principal
- If informed that he or she is perceived as engaging in intimidating, discriminatory, harassing, or unwelcome conduct, to discontinue that conduct immediately

## **Reporting Process / Investigation Procedures:**

- The student should first tell the individual causing the harassment, hazing, or intimidation that his/her conduct is offensive, unwelcome, and must stop. If the objectionable behavior does not cease immediately, the student shall report the incident to the administration or to an employee who will report it to the administration.
- Should a report be filed that alleges harassment, hazing, or intimidation, the administration will immediately conduct a preliminary investigation of the complaint of harassment, hazing, or intimidation, involving only the necessary parties. Confidentiality will be maintained as much as possible. When there is sufficient evidence that harassment, hazing, or intimidation has occurred, the administration will immediately notify the Diocese and comply with the procedures as prescribed in the Diocesan Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment and Code of Pastoral Conduct.
- Harassment, hazing, and intimidation can take the form of Adult-Student, Adult-Adult, Student-Student, and Student-Adult. The same procedures will be followed in each case.

### **Corrective Action**

-A charge of harassment, hazing, or intimidation shall not, in and of itself, create the presumption of wrongdoing. However, individuals or groups with whom substantiated acts of harassment, hazing, or intimidation is found, will be subject to disciplinary action up to and including dismissal from school.

-Where appropriate, and at the discretion of the principal, the consequences of a violation of this policy may result in, but is not limited to any or all of the following:

- After school penalty (Detention)
- Suspension or dismissal
- Referral to police or other law enforcement agency

### **Chronic Infectious Conditions**

Students, administration, faculty, support staff, or volunteers having evidence of chronic infectious conditions will not be restricted from the school or the work setting unless recommended by a medical review.

### **ADHERENCE TO SCHOOL RULES AND REGULATIONS**

Students must obey instructions of school personnel, policies, rules and regulations of the school as determined by the Administration and the school council.

**Disruptive Conduct** – Conduct which interferes with the educational process is prohibited.

**Unlawful Acts and Vandalism** – Defacing or damaging property is prohibited by state or local laws.

**Vulgarity & Obscenity** – Obscene or vulgar language, writing, pictures, signs, or acts are prohibited.

**Assault & Threat** – A student will not intentionally cause or attempt to cause physical injury or behave in such a way that could cause physical injury to a person.

**Weapons Policy** – Any behavior which threatens the health or safety of others is strictly prohibited. Any assault or threat of assault with a weapon is grounds for immediate suspension or expulsion.

-The weapon will be confiscated and law enforcement will be notified. The Diocesan Office of Education will be notified if expulsion is being considered. Upon investigation, if the offense warrants expulsion, the following procedure will be followed.

-A conference will be held with the parents, student, teacher and principal to inform the parents that final action is being taken. The pastor will be notified and will be present at the meeting, if available.

-Parents will be informed they have the right to present their case to the school council, who would then advise the pastor and principal.

-A written record of the steps leading to the expulsion will be maintained in the principal's office.

-Full credit will be given for academic work completed up to the time of the expulsion. Possession of a firearm is also grounds for immediate suspension. The firearm will be confiscated and law enforcement will be notified. An investigation will take place to determine if expulsion is appropriate. The Principal has the authority to determine if any other instrument brought to school poses a safety risk (either in itself or in the way it is being used). If such an item is identified, it will be confiscated. The student will be consulted and the parents notified. The principal will determine if suspension or expulsion is warranted.

**Theft** – The unlawful removal of school or personal property is prohibited.

**Electronic Equipment** – music players, head-sets, cell phones and such equipment is prohibited at school. At times a teacher may allow students to listen to music; however, the music must not be of an explicit nature. Cell phones/smart watches not be allowed during school hours unless with specific permission from a teacher. The phone/smart watch is to be turned off and kept in a student's backpack. If a phone/watch is kept and used during school hours without a teacher's permission, it will be taken and a parent will have to come in and collect it.

**Changing Records or Correspondence:** Falsifying, altering, or destroying any school record or any communication between school and parent/guardian/custodian is prohibited.

### **Drug and Alcohol, or other intoxicants:**

-Sacred Heart School recognizes chemical dependency as a treatable illness. Health problems of youth are primarily the responsibility of the home. However, the community and school share responsibility in chemical dependency problems because they interfere with the behavior, learning and the fullest development of each student. In addition, a Catholic school has a further responsibility to teach its students Christian respect for the value of human life, including responsibility for their own health and safety, with a sense of stewardship.

## **COMPUTER AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS**

**Purpose:** Computer and Internet use at Sacred Heart is a privilege, not a right. They must be used in a manner consistent with the school's educational mission.

This policy serves to protect the security and integrity of the school's electronic communication and information systems by educating students about appropriate and safe use of available technology resources.

Any student who violates any aspect of this policy may be subject to disciplinary action according to school policy, including the loss of access privileges, suspension or expulsion from the school and the notification of appropriate law enforcement agencies.

### **Software, Hardware, Games and Screen Savers:**

1. Students may not add hardware, software, downloads (free or purchased), commercial software, shareware, freeware, toolbars, plug-ins, screensavers, games and music or other equipment on any part of the school's computer system without the prior consent of the school administration.

### **Electronic Mail (e-mail):**

1. The school may provide students with permission to use the school's e-mail system for educational purposes. The use of the school's computer system for non-related communications (for example, for personal emails) is prohibited. Personal e-mail (and other personal documents) may be considered "public" data and may not be protected by privacy laws. Personal e-mail may also be monitored as directed by the school without notice to the student.
2. Electronic messages transmitted via the school's website or email program carry with them an identification of the user's Internet "domain". This domain name identifies the author as being affiliated with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Students will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
3. The following policies relate to the appropriate content of e-mails:
  - Never transmit an e-mail that you would not want other students or teachers to read.
  - Do not open e-mail attachments or links from an unknown sender. Inform your teacher if you suspect that any e-mail might be "junk" or "spam" e-mail without opening it if possible.
  - Do not respond to unknown senders, even to unsubscribe from their list.
  - Do not include personal information about yourself or others in an e-mail.
  - Be sure that the content of your email is consistent with the school's code of conduct.
  - Do not create or forward chain letters.

### **Instant Messaging (IM):**

1. Students are not allowed to download, install or use instant messaging in any way without the prior permission of the school administration.

### **Unacceptable Uses of the Internet, E-Mail and Other Electronic Computer Technology:**

1. School computer systems may not be used to access, transmit, retrieve or store any type of communication message, image or material:
  - That is discriminatory, defamatory or harassing;
  - That contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin or physical attributes or any other condition or status protected by federal, state or local law;
  - That is obscene, x-rated, pornographic in nature or contains adult-only related materials;
  - That is illegal;
  - That violates any policy of the school and/or diocese, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the school and/or diocese.
2. Personal use of the Internet by students without prior permission from the school is prohibited.
3. The good name, reputation and personal safety of each student, faculty and staff member, as well as the good name of each student, is vitally important. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any discourteous, scandalous, rumor driven, disruptive, threatening, hostile, divisive, derogatory or threatening remarks or actions directed towards any of the above by a student will be seen as a violation of this policy and an extremely serious matter, whether it is done physically, verbally or electronically through the use of a home or school computer or by remote access during school time hours or after hours. Some examples include, but are not limited to, text messages, blogging, images or pictures, etc.

4. No software may be downloaded from the Internet unless approved in advance by the school administration.
5. This includes but is not limited to downloading commercial software, shareware, freeware, toolbars, plug-ins, screensavers, games and music.
6. Students may not participate in any Internet chat room without the prior permission of the school administration and the topic area is specifically related to school-related work.
7. The school may monitor the students use of the Internet without prior notice, as deemed appropriate by the school administration.

### **DRESS CODE**

Clothing and appearance must be neat, clean, modest, presentable, and not distracting or disruptive to the educational process.

The following interpretations shall be attached to the phrase “neat, clean, and presentable”.

- All students must wear clothing that is not torn, dirty or excessively worn, or so distracting and unusual that it attracts undue attention or disrupts normal activity.
- Shoes and socks are to be worn during school hours. Shoes with high heels are appropriate only on dress-up days.
- Sleeveless sun tops and dresses, tank tops, fish net shirts and jersey sweats are inappropriate.
- Shorts, skorts and Capri pants may be worn from the beginning of school until October 1<sup>st</sup> and from May 1<sup>st</sup>, or earlier weather permitting, according to the principal’s discretion.
- Skirts, shorts, and skorts are to be mid – thigh length.
- Earrings – Girls earrings should be small, no hoops or long dangling earrings. Boys are not allowed to wear earrings in school.
- Necklines – Girls necklines need to be modest to a point of not being revealing.
- Midsections. Pants and shirts need to meet at all times.
- Tattoos – None are permitted.

**Church Day Dress Code:** On Thursday and Fridays and special church days as listed on the school monthly calendar, students must wear one of the following:

- “Sunday best” clothes for those students who like dressing up for Mass.
- Or a Sacred Heart school Mass shirt, dress pants (nice jeans acceptable)/skirts, (khaki/dress shorts will be allowed during September and May). Mass shirts are available for purchase at Buy MT.
- NOT allowed on church days, shirts with decals or pictures and wind or athletic pants and gym-style shorts.

If a student is not dressed appropriately for church days, the student will be loaned a Mass shirt from the “class closet.” If there is clothing issues other than a shirt in question, parents will be contacted to bring a change of clothing to school. If you choose to order a SH Mass shirt you may do so from BuyMT.

-Gym Shoes- All students need a pair of shoes that have been thoroughly cleaned to be reserved for use during physical education classes. These need NOT be new shoes, but to protect the gym floor surface they cannot be street shoes. Please mark them as gym shoes.

-Children must come to school with clothing appropriate to the seasons of the year. If you wear over-the-foot snowboots in winter, you will need to carry an extra pair of shoes to wear in the building. We ask each student to have a sweater or type pull-on for extra warmth at school during winter time. Coats and snowboots are not to be worn in class. Caps are not worn in the building.

-PLEASE, LABEL ALL OF YOUR COATS, HATS, BOOTS, SWEATERS, BOOKBAGS, LUNCH PAILS, AND ANY OTHER ITEMS BROUGHT TO SCHOOL. Sacred Heart School will not be responsible for money or personal valuables brought to school.



## **Gym & Playground Policy**

Play in designated areas only- playground and field

Not allowed.

- no full contact games
- no tackle football
- wrestling
- riding on one another's back
- no throwing or kicking snow

Respect other students games – keep hands and feet to self.

Use proper language at all times.

Follow directions of the playground supervisor.

No fighting.

All students are to line up quietly, enter building quietly.

Gym rules

- gym shoes only – no sock feet
- no kicking a ball in the gym
- any balls brought from home must have names on them and shared.
- students are not to be in the ballroom.

## **Hallways**

Students are to walk quietly whenever in hallways. Students are to refrain from bouncing balls or other actions that may not be respectful to others using the building.

## **Lunchroom**

Coats, caps, playground equipment are not to be taken into the lunchroom when you go to eat. No food or drink is to be taken from the lunchroom. Students are not to share lunches. Students are expected to use good manners while eating. No pop at lunch.

## **Student Safety, Health, and Welfare**

### **School Environment**

- In as much as possible, the Catholic School will provide a safe and healthy school environment, protecting the welfare and wellbeing of its students
- The Catholic school should commit to all requirements by the local health department, the Superintendent, or the CDC who all might recommend best practices
- If school and/or student safety is compromised by the actions of a Catholic School employee, student, or facility, the administration will take immediate action to rectify the situation or incident.
- The administration will immediately inform the Superintendent of any event or circumstance where the school environment may be unsafe or unhealthy.
- All situations and/or incidents that compromise school/student safety will be documented, as well as the resolution as prescribed by the administration.

### **Access to the Student**

- For the purposes of this section, an official is anyone acting in his/her professional capacity, as a social worker, government attorney, or peace officer employed by a federal, state, county, or city agency.
- School counselors and administrators have access to students and will in the course of their functions conduct one-on-one meetings with students as long as Safe Environment protocols and Professional Ethics are followed.

### **General Access**

The Catholic School does not ordinarily allow access to the student(s) on school premises during school hours.

- General access to the student is defined as any contact with the student, during the school operation hours or during a school-sanctioned event. General access includes any contact or communication with the student, including face-to-face, telephone, text, email, note, card, gifts, etc.
- Parents responsible for a child's care may, with permission of the principal, have access to the child during school hours.
- In cases where a non-custodial parent, step-parent, member of the extended family, and/or another adult seeks access to the student or seeks to act on behalf of a natural, custodial/parent, written authorization from the natural, custodial parent or legal guardian is required.
- Parent(s) and/or parentally approved visitors are required to “check-in” with the school administration prior to contacting the student.

-Any gifts, cards, notes, etc. intended for the student shall be dropped off at the school office for delivery to the student by the school administrator. In cases where someone other than the parent(s) or legal guardian requests contact with the student through gifts, cards, notes, etc. the administration will seek permission from the parent(s) or guardian prior to delivery.

-If student contact is sought by anyone other than parent(s)/guardian(s), the administration must first obtain parental / guardian consent.

-The administration shall not allow students to be alone with anyone who is not the parent/guardian of the student or a school employee

-This does not include persons authorized by the parents / guardians or school employee as part of the regular curriculum or support program of the schools, nor those in a tutorial or diagnostic position.

-Teachers shall not allow students to leave the classroom to speak to non-school personnel without the explicit permission of the principal.

### **Parental Access – Divorce and/or Custody**

Legal custody of a child, either solely or jointly, establishes the right of access to the child

-In cases where a non-custodial parent, step-parent or other adult seeks access to the student or seeks to act on behalf of a natural, custodial/parent, written authorization from the natural, custodial parent is required

-In cases of marital divorce and legal custody, when the school receives conflicting instructions or requests that the school clearly is not authorized to honor, the administration will request both parents to seek appropriate court instructions for the school. The school will respect and comply with lawful court orders.

### **Access by Federal, State, County, or City Officials**

Upon disclosure of proper identification, an official may interview a child at school if the official considers it necessary for the welfare of the child such as investigation of possible neglect and/or abuse.

-This interview may be conducted in the presence of a school representative ([MCA § 41-3-202\(3\)](#)).

-The administration shall document and report the matter to the Superintendent

### **Investigation of possible criminal activity**

-If student contact is sought by an official for the investigation of possible criminal activity, the school shall obtain parental / guardian consent for the official to contact the student and follow the directive as stated by the parent/guardian.

-If the official provides a court order or other formal document that directs the administration NOT to contact the parent(s)/guardian(s), the administration shall follow the directive.

-The administration shall document and report the matter to the Superintendent

### **Removing a Student from School (Release of Custody)**

The school will not release the custody of a student to anyone other than the parent(s)/guardian(s), or persons identified by the parent(s)/guardian(s) on the student's information form or by an official in the following circumstances:

-If the official produces a warrant or court order for the student's custody, the student shall be immediately surrendered to the official.

-The administration will request authorization to contact the parents / guardian before the student is removed from the school.

-The administration shall document and report the matter to the Superintendent

-If the official has reason to believe that the student is in immediate danger or harm, the official may immediately remove the student from school and place the student in a protective facility (MCA § 41-3-301).

-The administration shall document and report the matter to the Superintendent.

### **Protecting God's Children / Safe Environment**

-In compliance with the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People, all employees and volunteers will comply with the parameters of the Safe Environment program, as required by the Diocese.

-All faculty, staff, and volunteers are mandatory reporters and are therefore responsible for making prompt reports to CPS and/or the police when abuse is suspected. See [MCA 41](#) for more information.

-The school curriculum will include the required Safe Environment lessons, as required by the Diocese.

## **Student Information, Medication, Illness, and Emergencies**

### **Student Emergency Information**

An emergency information file for each student shall be readily accessible to the administration.

-Information will include parent/guardian home and work phone numbers, alternative authorized contact person with home and work phone, special health information and if convenient, a recent photo.

-All parents of students attending a Catholic school shall make this information available to the administration.

### **Student Injury/Illness**

Should a student become seriously ill or suffer a severe injury, the school shall contact 911 to notify the local Emergency Medical Systems (EMS).

-Immediately after contacting EMS, the administration will contact the parents / guardians of the student.

-Should a student become ill or suffer an injury, the school office shall contact the parents/guardians.

-Ill or injured students will not leave the school unless accompanied by their parents and/or parent-approved person listed on the student's emergency information document (2208).

-Students are not to be released from school without explicit permission and/or knowledge of the school administration.

### **Administration of Medication**

As parents are the primary educators of their children, so too do they have the primary responsibility for the administration of medication to their children. In as much as possible, the school advocates the administration of all medication to students to take place after school hours. However, when this is not possible, parents may request the assistance of school employees through the administration.

As a means of normal protocol, school employees will not administer medication to students. Instead, they may assist the student in self-administration of over the counter or prescribed medications, as outlined in the Medication/Treatment Authorization Form.

There are two Medication/Treatment Authorization Forms:

#### **[Over-the-Counter Medication Form](#)**

The Over the Counter Medication Form must be completed entirely and accompany the over the counter medication to be given to a student during in school.

Over the counter medications must arrive in the original, unopened store-issued container.

The container must be labeled with the child's full name and birth date and the date the parent sends the medication to school.

School employees will not be able to assist in the provision or self-administration of medication to children without this written consent.

#### **[Prescribed Medication Form](#)**

The Prescribed Medication Form must be completed entirely and accompany the prescription to be given to a student in school.

Prescribed medications must arrive in a container with the original, unaltered prescription label attached. The label must display all legal information required for a pharmacist to dispense a prescription medication such as valid issue and expiration dates, the patient's name, the medication name and dosage instructions, and the doctor's name. The label information must match the physician's order

Both a parent/legal guardian and the prescribing doctor must sign the form for prescription medication.

School employees will not be able to assist in the provision or self-administration of medication to children without this written consent.

#### **Medication that Requires Licensed Medical Personnel**

-Parents should be aware that the administration of certain medications to children in school requires delegation by a licensed nurse pursuant to Montana law. In these cases, the parent is responsible for making the arrangements for a nurse to be present at the school to assist and/or administer the medication.

#### **Asthma, Severe Allergy, or Anaphylaxis Medication**

-Parents or a Physician may provide a student with the authorization for possession or self-administration of asthma, severe allergy, or anaphylaxis medication. The student must have a Prescribed Medication/Treatment Authorization Form on file in the school office for a student to be allowed to possess and/or self-administer asthma, severe allergy or anaphylaxis medication.

#### **[Food Allergy Action Plan Form](#)**

## End of the Year – Medication Disposal

-The school requests that parents pick up all medications for their children at the end of the school year, if the medication is discontinued, or if the medication has changed during the school year. All medications left at the school after the final day of the school year will be discarded.

## **Students with Food Allergies**

It is an acceptable practice for the Catholic school to deny enrollment if the food allergy cannot be reasonably accommodated by the school (Policy 2006).

-If the school accepts a student with a food allergy, the following guidelines provided by the Food Allergy & Anaphylaxis Network (FAAN) should be followed.

### -Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school to develop a plan to accommodate the child's needs.
- Provide written medical documentation, instructions and medications as directed by the child's physician. Use the Food Allergy Action Plan as a guide.
- Provide properly labeled medications and replace medications after use or when expired. At the minimum, the parents shall provide the school with at least two (2) Epi-pens for school or student use.
- Educate the child in the self-management of their food allergy. This would include: strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when they are having allergy symptoms; how to read food labels (age appropriate).
- Review food allergy reaction procedures with school personnel, the child's physician.
- Provide up-to-date emergency contact information.

### -School's Responsibility

- Notify parents and the student that the school cannot guarantee an allergy-free environment.
- Ensure that all staff understands food allergies; can recognize symptoms; knows what to do in case of an emergency; and works with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- Review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
- Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven years old, or older, the student may carry an Epi-pen on their person if properly trained.
- Designate and properly train school personnel to administer medications. If a student needs or has injected self with an Epi-pen, call 911, the parents and the student's doctor in that order.
- Ensure a trained staff member is available during school operations.
- Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- Discourage children from "trading" food.
- Ensure all surfaces such as tables and toys are washed clean of contaminating foods. If needed, designate a specific table in the cafeteria for children with food allergies.
- Encourage all students to wash hands after handling food.

### -Student's Responsibility

- Do not trade food with other students.
- Do not eat anything with unknown ingredients or known to contain the food allergen.
- Be proactive in the care and management of food allergies and reactions (age appropriate).
- Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

## **Search and Student's Right to Privacy**

-School personnel are responsible for protecting the health and safety of all students and promoting the effective school operation. Fulfillment of these duties may require a reasonable search of school and/or student property.

-When school officials carry out their duties, they will preserve a student's reasonable expectation of privacy.

## **Search of School Property**

-All property of the school, including desks and lockers as well as their contents may be searched or inspected at any time without notice.

-Authorized school personnel have an unrestricted right to search these structures, as well as any containers, book bags, purses, or articles of clothing left unattended on school property.

## **Searches of Student's Person and Personal Property**

-The search of a student's person or personal property upon the student's person or in his/her possession is permissible when there is any suspicion that the student may be carrying contraband.

-For the purpose of this policy, contraband shall be defined as any weapon, illegal paraphernalia, or other item, the possession of which is prohibited by law or school rules.

-The following procedures will be used when searching a person or personal property

-At least two school employees will be present, one of which will be a school administrator or his/her delegate. When possible, one employee will be the same gender as the student.

-If a weapon is suspected, law enforcement will be notified.

- If a weapon or illegal drug / paraphernalia are seized, the principal will notify the parents and law enforcement officials. The contraband will be secured until law enforcement arrives.

-If a student refuses to voluntarily be searched, empty pockets, empty book bag or purse, the student will be detained under supervision until the parents / guardians are contacted. In such cases, the student will be subject to the school's disciplinary code.

-Strip searches are never permitted.

-The principal will notify the Superintendent when a search is conducted and contraband is seized.

## **EMERGENCY**

**Emergency Closing:** Notification through messaging system.

These are terms that may be used by Sacred Heart School in case of emergency.

### **Hard Lockdown**

1. There is an active threat in or around the school.

2. We will follow our lockdown procedures.

3. Phone calls to the school will not be answered, school officials will be engaged in the situation and unable to communicate with individuals outside of the building.

Communication between the police and the school will be done on a separate line.

4. No one will be allowed to enter or leave the building.

5. Staff members are instructed to not answer texts or calls from outside the school so communication lines may remain open.

6. Please do not call or come to the school, school officials and the police department will be working to secure the area.

7. As soon as the situation and circumstances allow, our school messaging system will be used to send parents information about the release of students, the situation, etc.

### **Shelter in Place**

1. Used if there is a threat in the community, not directly related to the school.

2. Students can move around freely in the school.

3. Students may not leave the building.

4. Teachers will not answer texts or calls from outside the school so communication lines may remain open.

5. The school messaging system will be used to alert parents that we are in "shelter in place."

6. During the school day, students will only be released to parents. Parents will need to be prepared to sign-out their child with the child's teacher.

7. At the end of the day, students will not be released until shelter in place is over unless a parent comes in person to pick up their student. Parents will need to sign-out their child with the child's teacher.

### **Evacuation**

1. If the school grounds have to be evacuated, students will be walked to Sacred Heart Church.

2. Parents will be notified through the school messaging system of the student release procedure as soon as the situation and circumstances allow.

### **Fire Drill:**

**STUDENTS ARE TO TAKE THE FIRE DRILL VERY SERIOUSLY. THE FOLLOWING PROCEDURES WILL BE FOLLOWED:**

1. At the sound of the fire bell, all students will exit the building by designated routes, **IN SINGLE FILE**. If the route is obstructed, the teacher will lead the class to an alternate route. **YOUR CLASSROOM TEACHER WILL INSTRUCT YOU WHERE THE DESIGNATED AREA IS.**

2. The teacher will designate one student as line leader for all fire drill situations, and will designate an alternate in case the designated student is absent. That student will lead the other students out of the building to the designated area.
3. During the fire drill, all students will walk briskly, without stopping or talking. Close all windows and doors and turn off lights.
4. Teachers will be the last person out of the room.
5. Teachers will take roll immediately upon arriving at the designated area outside the building.
6. Students who are out of the classroom at the time of the drill, (bathroom, library, office, etc.) will pass out of the building with the class evacuating the area you are at. After you have reached the area designated to the group with which you evacuated the building, you report to that teacher and he/she will send you to join your own class.

## **Miscellaneous Items**

### **Library**

When browsing, students are asked to please put materials back on shelves, be respectful, and responsible when using library materials. All books are due within 2 weeks time.

### **School Equipment, Lockers, Books, Etc**

Students are asked to care for school property so it will not become damaged or destroyed. If the student does damage or destroy school property, replacement or repair will be assumed by parent or guardian.

### **Guests**

Permission for students to bring a guest/visitor to school must be granted before the visitor is allowed to attend classes with the student.

### **Smoke free environment**

Because the health and safety of our children and all parishioners is of the utmost importance to us, the Sacred Heart School building/Parish Center will be a smoke-free environment.

### **Bicycles**

Students who ride bikes to school must park them in the bike rack.. Students are not to allow others to ride their bike while at school. STUDENTS SHOULD LOCK THEIR BIKES TO THE RACK.

### **Lost and Found**

If you have lost or misplaced any items, check the lost & found articles kept outside the office. PLEASE, LABEL ALL PERSONAL ITEMS BROUGHT TO SCHOOL.

### **Handbook Amendments**

The school and/or the principal retains the right to amend the handbook for just cause.

### **VERIFICATION ON RECEIPT OF HANDBOOK**

Parents are asked to sign a card in the school office stating they have received a copy of the Student Handbook, agree to read and be governed by this handbook.

**Sacred Heart School  
519 North Center  
Miles City, MT 59301**

2024-2025 Sacred Heart School Parent (Guardian)/Student Agreement Form

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Handbook Verification**

We have received and completely reviewed the Sacred Heart School Parent / Student Handbook and agree to comply with the rules and policies stated in the handbook.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Computer and Internet Acceptable Use Policy for Students**

I have read the Computer and Internet Acceptable Use Policy for Students in the Parent /Student Handbook and agree to comply with this policy. As the student's parent I grant permission for my student to access network computer services provided by the school.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Computer and Internet Acceptable Use Policy for Students in the Parent/Student Handbook and agree to comply with this policy.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Photo, Video, Website Permission**

I do hereby give and grant to Sacred Heart School permission to use my child's name and photographic image, and/ or video image in school publications, school productions, school advertisements, news articles, publicity, and/or school website.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS SIGN-OFF SHEET TO THE SCHOOL OFFICE BY  
September 13, 2024. Thank you!**