



Sacred Heart Academy

Grades K - 2

STUDENT REGISTRATION INFORMATION

DATE: _____

Parent(s) Name(s): _____

Student Name: _____

Student Date of Birth: _____ Current Age: _____ Current Grade: _____

Parent email: _____

Parent phone number: _____

Attendance:

Full-Time - Mon/Tues/Wed/Thurs: _____

- For Full-Time Students, we understand that we will be responsible for some instruction on Friday, whether done on my own at home, or by sending my child to classes offered on Fridays at SHA. Friday Class offerings will be sent out in July 2020, and details/guidance for the required Friday instruction will be outlined at the Parent Meeting.

Part-Time - Mon/Wed: _____

For Full-Time and Part-Time Students:

- I agree to the 15 Volunteer Hours per School Year (10 hours/year for Part-Time students) as outlined in the Parent Handbook. We will sign up for our Volunteer Hours by the end of the August Parent Meeting when scheduled. Volunteer Roles Doc will be distributed by July 31, 2020. Thank you so much for your support of our school!



Sacred Heart Academy

Authorized Person(s) who may be picking up your child:

Printed Name: _____ Relationship to Student: _____

Phone Number: (____)-_____ (____)-_____

Address: _____

STUDENT MEDICAL & EMERGENCY CONTACT INFORMATION

Printed Student Name: _____ Date: _____

Printed Parent(s) Name(s): _____

Parent(s) Cell Phone: (____)-_____ (____)-_____

Parent(s) Work Phone: (____)-_____ (____)-_____

Parent(s) Home Address: _____

Parent Work Address: _____

Allergies: _____

Health Information: (Medical Issues, injuries, illnesses, etc:)

A PHYSICIAN-SIGNED HEALTH CARE PLAN IS REQUIRED IF YOUR STUDENT HAS ALLERGIES OR HEALTH INFORMATION NOTED ABOVE ALONG WITH ANY MEDICATION NEEDED TO TREAT YOUR CHILD. THIS MUST ACCOMPANY YOUR CHILD ON THE FIRST DAY OF SCHOOL.



IN CASE OF AN EMERGENCY: Please provide the names of two contacts:

Emergency Contact:

Printed Name: _____ Relationship to Student: _____

Phone Number: (____)-_____ (____)-_____

Address: _____

Emergency Contact:

Printed Name: _____ Relationship to Student: _____

Phone Number: (____)-_____ (____)-_____

Address: _____

Physician's Name: _____

Physician's Phone Number: _____

Physician's Address: _____

Dentist's Name: _____

Dentist's Phone Number: _____

Dentist's Address: _____

Hospital Choice Name: _____

Hospital Telephone: (____)-_____

Hospital Address: _____



SACRED HEART ACADEMY

Written Authorization for Emergency Medical Care

To Whom It May Concern:

I, as the undersigned parent or guardian of the child listed below, do hereby authorize Sacred Footsteps Academy and/or Sacred Heart Academy personnel to care for him/her medically, give them CPR/First Aid, and/or take them to an Emergency Medical Care Facility or Hospital while under their care.

PLEASE PRINT CHILD'S NAME:

Sincerely,

Signature of Parent/Guardian

Printed Name of Parent/Guardian



SACRED HEART ACADEMY

PHOTO USE RELEASE FORM

By the signature(s) below, I/we hereby grant and authorize Treasure in Heaven, Sacred Heart Academy and/or Sacred Footsteps Academy the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or videos taken of me or my child(ren) to be used in and/or legally promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration.

This authorization extends to all languages, media, formats and markets now known or hereafter devised. This authorization shall continue indefinitely unless I otherwise revoke said authorization in writing.

I understand and agree that these materials shall become the property of Treasure in Heaven, Sacred Heart Academy and/or Sacred Footsteps Academy. I further understand these materials will not be returned to the parent(s) or guardian(s).

I hereby hold harmless, and release Treasure in Heaven, Sacred Heart Academy and/or Sacred Footsteps Academy from all liability, petitions and causes of action which I, my heirs, representative(s), executor(s), administrator(s), or any other persons may make while acting on my behalf or on behalf of my estate.

I hereby certify with my signature that I am of the age of consent, that I am the parent or guardian of the child(ren) named below and that I do hereby give my consent without reservation to the above information on behalf of the following individual(s).

Printed Name of Student

Signature of Parent/Guardian

DATE: _____

Printed Name of Parent/Guardian

RELEASE OF LIABILITY



READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in the activity of Use of Private Property and Non-Profit Facilities organized by Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell, of 35321 County Road #31, Greeley, Colorado, 80631 and/or use of the property, facilities and services of Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell, I/we,

agree for myself and for the members of my family utilizing this space for academic activities

(listed here), to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell, or the employees, representatives or agents of Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell.
2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury, including contacting COVID19, to myself and (if applicable) my family members, and further release and discharge Treasure in Heaven, EIN# 27- 4406868, Shane & Jennifer Powell, including parents of other children, for injury, sickness, including contacting COVID19, loss or damage arising out of my or my family's use of or presence upon the facilities of Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell, whether caused by the fault of myself, my family, Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell or other third parties.
3. I agree to indemnify and defend Treasure in Heaven, EIN# 27-4406868, Shane & Jennifer Powell, and all contracted or employed personnel including teachers, parent volunteers, childcare providers, parents, other children, assistants, and cleaners, against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's, including my children being cared for on-site, use of or presence upon the facilities of Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell.
4. I agree to pay for all damages to the facilities of Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell caused by my or my family's negligent, reckless, or willful actions.



5. Any legal or equitable claim that may arise from participation in the above shall be resolved under Colorado law.

6. I agree and acknowledge that I am under no pressure or duress to sign this Agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this Agreement if I so desire. I further agree and acknowledge that Treasure in Heaven, EIN# 27-4406868, and Shane & Jennifer Powell has offered to refund any fees I have paid to use its facilities if I choose not to sign this Agreement.

7. This Agreement and each of its terms are the product of an arms' length negotiation between the Parties. In the event any ambiguity is found to exist in the interpretation of this Agreement, or any of its provisions, the Parties, and each of them, explicitly reject the application of any legal or equitable rule of interpretation which would lead to a construction either "for" or "against" a particular party based upon their status as the drafter of a specific term, language, or provision giving rise to such ambiguity.

8. The invalidity or unenforceability of any provision of this Agreement, whether standing alone or as applied to a particular occurrence or circumstance, shall not affect the validity or enforceability of any other provision of this Agreement or of any other applications of such provision, as the case may be, and such invalid or unenforceable provision shall be deemed not to be a part of this Agreement.

9. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

10. In case of an emergency, please call _____ (Relationship: _____) at _____ (Day), or _____ (Evening).

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

Mother's Signature _____

Date: _____

Printed Name: _____

Father's Signature _____

Date: _____

Printed Name: _____



Virtues and Classroom Policies for Sacred Heart Academy

“Assisting Parents in forming World-Class Disciples of Jesus”

- 1) **J - Joy - Joyful Heart**
 - a. Joyous attitude toward all

- 2) **O - Obedient Heart - Respect**
 - a. Obedience happily and immediately to your teachers
 - b. Respectful language to all, “please”, “thank you”
 - c. Respect of property and school guidelines

- 3) **L - Love for Jesus – Closeness to Jesus, Eagerness to Pray**

- 4) **E - Excitement to Learn**
 - a. Eager attitude toward learning, willing to try something new

- 5) **S - A Serving Heart - Serving Heart**
 - a. Being the First to help a fellow student
 - b. Caring about the needs of others
 - c. Offering to Help

Positive Discipline Policy

Our teachers practice the Love and Logic® approach by Jim Fay and Charles Fay, Ph.D. and methods from *Shepherding Your Student's Heart* by author Tedd Tripp. In addition, Sacred Heart Academy utilizes a Refocus Disciplinary Policy where teachers implement these methods to encourage students to make a permanent change in behavior and redirect the student by explaining how obedience to our parents and teachers helps children to eventually become obedient to God in Heaven.

Love and Logic® teachers are “strict but loving” and remain calm, peaceful and loving at all times, as much as possible. Following the Love and Logic® model, immediate consequences, (SHA modifies this and gives the child an opportunity to re-think and come back to the virtue before applying a consequence), rather than threats and bribes, are given to students to avoid allowing disobedient students to monopolize precious teaching time, and for teachers to avoid getting frustrated. Teachers remain on the side of the student by showing empathy FIRST, if consequences have to be given. Additionally, Love and Logic® techniques help students think independently and solve their own problems encountered in the daily interactions with those around them.

Through the implementation of ideas from *Shepherding Your Student's Heart*, our teachers are able to help students understand their motivation of behavior at a heart-level, and always put the relationship with the student above the rule or requirement. We help students build the intrinsic desire to do good and be good by relying on God and calling upon Him to help them deal with disobedience. *Shepherding Your Child's Heart* encourages



compassion, and thus students are given the opportunity to recall a needed virtue or behavior before a Re-focus time is required. Teachers will encourage student self-reflection during Refocus Time.

Classroom Guidelines to help us accomplish the above mission/vision!

1. **Reminders!** At the beginning of the day, and throughout the school day, we remind and edify each value/virtue of the JOLES listed above.. At the end of every School Day, before the final prayer and dismissal, we may ask students for examples of those showing the virtues, or help bring out particularly great examples of the above.

2. **Respect:**

a. **Immediate and Cheerful Obedience** – We will ask students to have respect for all teachers, adults, parent volunteers, fellow students, and school property at all times.

d. **Respectful language.** We will ask students to model God’s word to us, ““Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.” Children will be asked to display purity of mind as a guide for their conversation, content of work, and Recess imaginative play. Words used by students should be constructive, encouraging, edifying, serving, and honoring.

e. We will ask students to be conservative in language, and not use “stupid”, “idiot”, swear words or any gory, or violent/aggressive language.

f. **Purity of Play** – We will ask students to display healthy play and healthy interactions to protect the innocence of our little one’s exposure as they are forming their emotional image of the world. No “gross” or violent/aggressive or “gory” play simulating death or dying, or people being killed or tortured in play, drawing, or writing.

3. **A Serving Heart**

a. We will ask our children to display a serving heart toward others, asking how they can help, being excited to serve others, readily willing to do chores, etc.

4. **Positive Attitude** toward school:

a. We will ask our children to have a completely positive and edifying attitude about school and learning new things!

Teacher/Child Interactions:

If a child needs to be reminded of the above virtues, the following steps are followed by Sacred Heart teachers and staff:

Step 1: **Reminder:** In a soft voice, with an empathetic attitude, Teacher or Staff reminds student of the desired virtue/behavior.



Step 2: **Empathy:** If behavior occurs again, Teacher or Staff used Empathy to maintain connection/love with the child – “Oh this is so sad”

Step 3: **Re-Focus Time / Getting Ready Chair:** Teacher directs student to the Getting Ready Chair which is a place in the Room with a Cross, to think about what they could do better while they return to the class. If needed, Teacher may fill out a Re-Focus Sheet which outlines what happened, to give to the parent to help facilitate parent communication a lasting change.

Step 4: **Practice Virtue:** Teacher or Staff helps student to practice the opposite virtue to demonstrate an understanding of the purpose of correction

Step 5: **Pray** - If appropriate/recommended, teacher prays with student, seeking Jesus’s help to be obedient

Step 6: **3-Point Apology** -Student exercises the Three Point Apology Technique, “I’m Sorry”, “Please forgive me”, “How can I make it better.”

Off-Campus List: Because parents have expressed concern about not being able to monitor what their child may be exposed to through auditory or visual means, please no **ear-buds, Ipads, or Phones** at School. Also, please no **magazines, comic books, or literature books** not required for school, or Pokemon Cards/similar.

Follow-Through:

To work to see the above vision come to fruition, Sacred Heart Academy has the following policies in place:

- a. For the below violations listed:
 - i. Arguing or saying “no” to a teacher or parent asking a student to do something – Exception, “May I ask if I may do something different” (respectful disagreeing) one-time, but becomes arguing if teacher says, “No I am sorry” and they continue to argue
 - ii. Complaining about what a student was asked to do.
 - iii. Inappropriate language being used, “stupid” “idiot”, or other disrespectful language
 - iv. Violent/Aggressive, or Gory language used in Play
 - v. Violent/Aggressive, or Gory Language for Drawing or Writing
 - vi. Complaining about doing Chores, or not doing chores at all when asked
 - vii. Negative attitude toward school or saying they don’t want to be at school.
 - viii. Bringing the above “Off-Campus” List to School, or continuing to bring out, after being asked to put up, or not bring the items to school.

- b. For any of the above violations, Teacher will walk through the following with child:
 - i. Verbal instruction/training so the child can immediately correct.
 - ii. If the behavior continues in that moment, Teacher will walk child through a re-focus time, as outline above, with parent-notification.
 - iii. After the 3rd Re-focus time, child will be asked to stay home from school for one week from to practice growing in these areas with their parents.



iv. After the 6th Refocus time in the same semester, we will discuss with parents that our School may no longer be a good fit for the child, and parents will be asked to find a different schooling option immediately.

v. Sacred Heart Academy, it's staff and teachers reserve the right at any time, to speak with parents about finding a different schooling situation immediately based on any reason.

We agree with the Sacred Heart Academy Classroom Policies:

Mother _____

Father _____

Family Strivings/Recommendations!

As a school, we are a close family whose children spend multiple hours in each-other's presence. With this in mind, it is important to be headed, as a school group, in the same direction together, forming our Children into World-Class Disciples of Jesus! As a school family, we all want to strive for similar things together so that we can be more effective in forming our children' character!

If we work hard at home, we can all work together in helping to form our children! We are cognizant that we are very human, and fail often, yet we desire these things and will continue to strive towards them as a family!

As a Sacred Heart / Sacred Footsteps Family:

1) We will work to seek Jesus continually, and make him Lord of our Lives daily, to attempt to connect personally with God continually (ideally, we work to carry on a constant conversation with God!), and teach our children the same, through as many times of prayer as possible during the day! We will work to pray together as a family, and encourage a personal prayer time for our children as they grow!!

2) We will seek to utilize kind and respectful language to one another, and have a soft and gentle tone with each-other! We will attempt to discipline our children in a soft and generous way without anger, but strongly forming the character of our children toward good! (Love & Logic, Shepherding Your Child's Heart, among others)

3) At home, we will work hard to form children that are respectful to their parents, obeying happily and readily, knowing this is a constant work in progress! We will seek resources such as Love and Logic, Shepherding Your Child's Heart, and other parenting resources for support in this area.



4) As a family we will work to have a Serving Heart toward all, understanding and empathizing with others, know it is better to seek to understand, then to be understood. We will work to give our children responsibility in the family in their chores/contributions, as this leads to a more empathetic and serving heart.

5) Because the “world” will happily disciple our children in ways opposite to our faith, and does this continually through unavoidable exposure, and neglectful exposure, we will work hard as a School Family to will make serious efforts to protect our Children and Adolescents from undue exposure that we can control.

a. A primary area that we can control is media - we will work hard to expose our children to inspirational and educational media and protect our children from unhealthy media exposure such as films with over-sexuality, worldly values, violence and gore.

b. As a family, we will make efforts to limit media time to avoid some of the negatives of over-exposure to media shown to be directly related to 1) a decrease in academic ability, 2) decrease in love for reading, 3) decrease in attention span, and 4) decline in the development of the imagination (needed for the prayer life!), as well as leading to children that struggle with apathy, laziness, and negative attitudes toward school.

c. We will attempt to encourage healthy content in media and video-games, avoiding 1st person shooter games as much as possible (research shown to lead to decrease in empathy in children and de-sensitivity to violence).

d. Another area of influence would be literature and comic books – we will work hard to find wonderful resources in these areas that have healthy content that encourage goodness, and Godly character, and are free from excessive violence, gore, or sexual innuendos.

e. We will attempt to keep combined prayer, bible, inspirational media, and family catechesis time as greater than entertainment media time.

We will strive for these things in good faith, knowing that none of this is possible without God’s assistance, and knowing that as we may fail, but we will continue to strive toward these things with your help God!

We agree with the Sacred Heart Academy Family Strivings/Recommendations:

Mother _____

Father _____