

SACRED HEART ACADEMY PARENT HANDBOOK



**Train up a child in the way he should go;
even when he is old he will not depart. (Proverbs 22:6)**

MISSION

To assist parents in forming world-class Disciples of Jesus, pursuing academic excellence, and giving all who encounter Sacred Heart Academy an experience of the “Heart of the Father” for each student.

SPIRITUAL, SOCIAL, AND EMOTIONAL GOALS

1. Foster a living relationship between our children and Jesus by teaching children to listen to Jesus as He speaks to them through the Holy Scriptures through the Church’s beautiful method of Lectio Divina, both Ignatian Contemplation (imaginative prayer) and Teresian Prayer (meditation).
2. Disciple our children by encouraging personal Bible time, memorization of the Holy Scriptures, and practice of the virtues, especially the School Virtues (JOLEs – listed below), and through our monthly virtue program. During our Chapel time, students have the opportunity to share verses that inspire them, as well as have time for application of the word in their lives, inspiring each other, developing spiritual friendships with one another, and sharing on a heart level.
3. Encounter the heart of Jesus through our interactions with each other, fellow students, teachers, staff, and parents.
4. Exhibit a deep respect and reverence for God, His creation, and His church (see note below).
5. Reinforce healthy social relationships through real-time instruction from teachers, assistants, parent volunteers, and students.
6. Implement a curriculum that stresses both human and theological virtues to help us enjoy life more fully by living closer to God and striving to exercise our natural gifts to fulfill our God-given task on this earth.
7. Enrich our natural wonder of God’s creation through strengthened observation skills gleaned through scientific experiments, demonstrations, and various educational exercises.
8. Demonstrate our deep respect for all we encounter by utilizing thoughtful and virtuous language.
9. Practice the habits of attention, order, neatness, and self-control (proper hand washing, neat and orderly clean-up procedures, etc.).
10. Practice and display kindness to teachers and fellow students by respecting each other and school property.
11. Practice and exhibit immediate obedience with a cheerful attitude.
12. Exercise and demonstrate an attitude of service and helpfulness to students and all adults.

School Virtues: JOLES – What does a world-class Disciple of Jesus look like?

1) J: Joy – Joyful Heart

Joyous attitude toward all

2) O: Obedient Heart – Respect

Obedient happily and immediately to teachers
Respectful language to all (please, thank you, etc)
Respect of property and school guidelines

3) L: Love for Jesus

Closeness to Jesus
Eagerness to Pray

4) E: Excitement to Learn

Eager attitude toward learning
Willing to try something new

5) S: Serving Heart

Being the first to help a fellow student
Caring about the needs of others
Offering to help

CURRICULUM

Our curriculum is a beautiful integration of the Charlotte Mason approach and the Classical Method in which our teachers implement student-driven learning through kinesthetic, visual, and auditory learning styles. By blending these two methods of learning, Sacred Heart Academy engages each student to learn through inquiry, experimentation, and explanation.

Like Charlotte Mason, Sacred Heart Academy staff challenges students through short, creative sections, outdoor exploration, and the use of living books that stimulate students by invoking their imaginations. Our teachers want to give students a “feast of ideas to excite them about life and learning”!

Additionally, Sacred Heart Academy staff implements the Classical Method of teaching which focuses on utilizing song, movement, and memory in the younger grades, and a focus on critical thinking and clear articulating ideas in the older grades.

Through Charlotte Mason and Classical Method-driving instruction, Sacred Heart Academy teachers excite students' emotions and their imaginations to pursue and *become* virtuous and God-like!

Our focus is not how much our students know, but how much they care about what they know. We recognize the ultimate purpose of education is to help people; not just *do* the right things, but *enjoy* doing the right things!

CATHOLICISM

We welcome both Catholic and our non-Catholic brothers and sisters (understanding that we practice our Catholicism freely). If there are non-Catholic children present in our classrooms, we make sure to direct children to their parents for faith-specific answers while we very specifically teach Science in a way that honors all faith-traditions and would bring no conflict to any child for whose faith would be upset by the mention of sensitive topics (evolution, for example). We teach Science from a Creationist perspective and do not bring up anything regarding evolution that would present conflict or confusion for any non-Catholic children.

In our Chapel times, our focus is hearing from God in Scripture and filling our children's minds with the inspirational stories of saints, missionaries, and great Godly people. Stories change us; we become the stories we listen to! It is a very beautiful and peaceful time where the children learn to hear from Jesus through Scripture and spiritually inspire one another. This time is filled with listening to the Holy Spirit and truly hearing from God. Children in Second Grade and above keep a special prayer notebook in which they record what God is saying to them, along with prayers to God (please see Chapel outline for the full description).

In our morning Chapel, we do often speak of Saints and tell stories of the saints; we clarify Saints as those in Heaven as great Bible heroes. We do also make the Sign of the Cross before prayer while teaching what that means. We have found our non-Catholic Christian brothers and sisters, whom we greatly respect and appreciate the spiritual gifts they bring to the school, have found no issue with our content or topics. If parents would prefer their children not to be exposed to explanations of the miracles and visions of the Saint stories and their encounters with Jesus, they can choose to bring their children directly after morning Chapel (conducting Chapel at home with their own children). Alternatively, our afternoon Chapel (12:00 – 12:30 pm) is led by a non-Catholic teacher where we focus on similar themes (Scripture, memory verse, and writing in prayer notebooks). This is a great option as well for our non-Catholic brothers and sisters to attend Chapel together with their fellow students!

In all cases we welcome conversation about our Chapel and its content to attempt to do everything possible to make you and your children comfortable! Also at Sacred Heart Academy, every teacher is asked to begin each class section in which they are seeing the kids for the first time with prayer! This is so beautiful and transforms the class time. We would never say anything negative about our non-Catholic brothers and sisters and encourage their spiritual gifts here. We follow the biblical teachings from Romans 12:18: “Live in harmony with all as much as possible.” and Romans 14:19: “Let us therefore make every effort to do what leads to peace and to mutual edification.” Praise be to Jesus!

POSITIVE DISCIPLINE APPROACH – REFOCUS DISCIPLINARY POLICY

Our teachers practice the *Love and Logic*® approach by Jim Fay and Charles Fay, Ph.D. and methods from *Shepherding Your Child’s Heart* by 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. Following the *Love and Logic*® model requires immediate consequences rather than threats and bribes 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 Child’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 students 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 Refocus Time is required. Teachers will encourage student self-reflection during Refocus Time.

“Getting Ready” Chair – Refocus Time Summary

Step 1: Reminder – In a soft voice, teacher or staff reminds student of the desired virtue/behavior.

Step 2: Empathy, then Refocus – If behavior occurs again, teacher or staff shows empathy and then guides student through a Refocus Time. A Refocus Sheet helps the child walk through a better way to respond.

Step 3: Practice – Teacher or staff encourages student to practice the opposite virtue to demonstrate an understanding of the purpose for being corrected.

Step 4: Prayer – Teacher or staff prays with student, seeking Jesus' help to be obedient.

Step 5: Apology – Student exercises the Three Point Apology Technique*

*To build goodwill and friendship, and to truly restore a relationship, we teach and model the Three Point Apology Technique for forgiveness:

Three Point Apology Technique

1. I am sorry.
2. Please forgive me.
3. How can I make it better?

Sacred Heart Academy follows a multi-step Refocus Disciplinary Policy to allow students and parents the opportunity to diligently correct the behavior issue before suspension and/or disenrollment from our Academy becomes necessary. However, Sacred Heart Academy reserves the right to forego the multi-step process should the severity of the student's behavior demand an immediate and/or permanent response. Parents will be notified should their student receive a Refocus Sheet (please see the sample Refocus Sheet for a detailed explanation of Sacred Heart Academy's multi-step Refocus Disciplinary Policy).

The complete Classroom Guidelines and Family Strivings is a separate document that requires Parent Signature.

DRESS CODE

Based on research which shows students learn and behave better when following a dress-code, Sacred Heart Academy requires the following for boys and girls:

Boys:

1. Short or long-sleeved collared shirts, solid in color.
2. Plain colored sweaters.
3. **Logos on all clothing (including sweatshirts) are to be no greater in size than a credit card.**
4. Khaki colored pants or jeans.
5. **Khaki colored shorts, no shorter than a credit card length above the knee.**
6. Close-toed shoes to avoid injury.

Girls:

1. Short or long-sleeved collared shirts, solid in color.
2. Plain colored sweaters.
3. **Logos on all clothing (including sweatshirts) are to be no greater in size than a credit card.**
4. Khaki colored skirts.
5. Tights worn under skirts must be solid in color.
6. Khaki colored pants or jeans (no designs/sparkles).
7. Khaki colored shorts.
8. **Shorts and skirts are to be no shorter than a credit card length above the knee.**
9. Close-toed shoes to avoid injury.

ILLNESS

If your student is sick, please keep your student home to avoid getting others sick. Please follow the following guidelines:

1. Student must be free from fever (100 or higher), diarrhea, and vomiting for at least 24 hours before returning to school.
2. If a cough is severe, a student is not acting normal, or has trouble breathing, the student must stay home. However, students with a stuffy nose and clear drainage or a mild cough may attend school.
3. A body rash without fever or behavior changes usually does not necessitate staying home from school - please call your doctor.
4. If your student does not feel well enough to take part in normal activities, please keep your student at home.

INCLEMENT WEATHER POLICY

Sacred Heart Academy follows the Windsor School District cancellation policies and winter weather procedures for inclement weather. Please look for an email and/or text notification for delayed or canceled school.

We will hold recess outside unless the weather requires us to use our indoor facility/gym. Always send a winter coat, hat and mittens for your student.

ROLES AND RESPONSIBILITIES

The Teacher's Role

K - 8th grade instructors will teach the course subjects as stated in their course prospectus, provide and grade weekly homework assignments (if required), provide report cards or evaluation progress reports at Parent-Teacher conferences (October & February), and end of year evaluations for each subject, contact parents as needed, and teach from a Biblical worldview. Evaluations may be done inside the classroom time, and/or teachers may give parents tests to

administer. Instructors are available to students in-between classes and before or after classes (e-mail, phone call, or text if needed). We also request teachers to share and give input to the Director on any needed changes.

The Student's Role

We ask all K - 8th grade students to be on time for class, comply with the teacher's prospectus requirements, meet assignment deadlines, participate respectfully in class discussions, and come prepared for class (which includes wearing appropriate, modest attire according to the dress code, bringing texts, completed assignments, and all required supplies needed to participate fully in the class). We ask all K - 8th grade students to demonstrate respect for all teachers, administrators, teacher aides, fellow students, and church property and building.

The Parent's Role

We ask all K - 8th parents to see that their student arrives on time wearing the appropriate clothing according to the dress code and weather conditions and prepared for class. Parents will review and monitor their student's homework assignments, see that they are completed on time, and satisfy all requirements as outlined on the teacher's prospectus. If any parents have questions or concerns about a class, we ask that you first communicate directly with the teacher, but please feel free to additionally communicate with the Director.

Director's and Administrators' Roles

The Director and Administration Staff, with the guidance of the Board, hire teachers and staff, determine which classes will be offered, arrange the schedule, maintain accurate information on the website, process registration and payments, manage teacher pay, assist in disciplinary matters and conflict resolution, act as facility liaison, and generally take care of policy and paperwork for the program.

Board of Directors Role

The Treasure in Heaven Board of Directors meets to assist in the overall and long-term vision of Sacred Heart Academy. It prays and makes decisions for the school with the input of the teachers. They are committed to maintaining the spiritual, philosophical, and financial integrity of the school. The Directors are responsible for assisting the Director in hiring staff, clarifying vision, establishing policies and new programs, and approving the budget.

TUITION

1. **Tuition:** Tuition is \$159 per month for students that attend two days per week (Monday/Wednesday or Tuesday/Thursday). Tuition is \$318 per month for students who attend both programs. The Monday/Wednesday am, 8:30am – 10am, parent

complement/"tutoring" session for "full-time" K-2 kids is \$60/month. Tuition is pro-rated for the month of August for the partial month.

Please note: We do not charge by "day". Each month paid is a payment on your child's total year's tuition, with the cost averaged for months with more school days, and months with fewer school days. August is the only month that is adjusted.

- **Discount:** We issue a 5% discount on the total tuition amount when payment is made in full for the whole school year. This discount is applied if paid in full on the first day of school in August only.
 - **Monthly Payment Option:** Tuition is due on the first school day of the month. Tuition after the first school day of each month incurs a \$10.00 late fee.
2. **Curriculum Purchases:** Some Programs may have a Required Curriculum Purchase List. The complete list will be available by July 31.
 3. **Sibling Discounts:** The 3rd child's tuition (lowest tuition), is discounted 40% (Elementary or Preschool)
 4. **Required Donations:** There are two \$100 donations per Elementary student (not Preschool students) to Treasure in Heaven due by the end of October, and the end of January. These donations are 100% deductible.
 5. **Supply Fee:** There is a \$15 supply fee per semester due at the beginning of each semester.
 6. **Tuition Assistance:** There are several compensated roles available to discount your tuition availing on a first-come, first-served basis! Please see the Parent Compensated and Volunteer Roles sheet.
 7. **Fundraising:** You may fundraise all or part of your tuition through school fundraisers or other fundraisers coordinated through our Fundraising Volunteers! Donations to the school are fully tax deductible!
 8. **Financial Assistance:** Please see Administration for additional ways to seek Financial Assistance through Sacred Heart Academy programs, or outside recommended programs for receiving Educational Financial Assistance.
 9. **Volunteer Requirement:** There is a 15-hour volunteer requirement for each Sacred Heart family, and a 9-hour volunteer requirement for each Sacred Footsteps family. Please see the Parent compensated and Volunteer Roles Sheet for sign-up. Sign-up is due

upon enrollment.

10. **Friday Program:** The Friday Program is typically \$299 for a 15-week session. Payments can be made in two installments.

11. **Referral Incentive:** There will be a percentage deduction to your child's tuition for any new students you refer to the school! Please check with administrators when you refer new students for your discount.

FOOD AND SNACKS

Please bring a labeled SNACK and WATER BOTTLE for your child each day!

Sacred Heart Academy staff will not provide to students any sugary drinks or candies during class time to respect various students' diet restrictions and due to research showing that sugar has negative effects for students' academic alertness and immune system. Teachers may send home treats containing sugar for students to consume later with parent permission.

SHA ADMINISTRATION

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COMMUNICATION WITH SACRED HEART ACADEMY

Sacred Heart Academy encourages transparent communication between parents and Staff. Please feel free to visit on-site with teachers and staff and to communicate via email or telephone. Open communication is vital to the success of our program! All teachers are encouraged to email/contact parents frequently, especially in the beginning of the semester to update the parent on academic and behavior communication! Parent-teacher conferences are held once per semester.

MENTORS AND CONSULTANTS

Sacred Heart Academy worked with various consultants and mentors for the planning and preparation of our current curriculum.