

MONEY

Please put any money sent to school with your child in a sealed envelope with your child's name on it and what it is for. Your child should give the envelope to the classroom teacher and it will be delivered to the office in the attendance folder that is brought to the office daily.

STUDENTS BEING PICKED UP

Anyone who picks up a child from school before the end of the school day (parent or otherwise), is asked to stop in the school office and let us know they are taking the child. At this time also, students are to sign out in the office notebook. If someone other than a parent is going to be picking up your child at school (either after school or early for an appointment, etc), please notify school personnel in writing or by phone.

COMMUNICATIONS

LUNCH MENU - Sent home at the beginning of the month. Also announced on KASM around 7:30 am.

MONTHLY NEWSLETTER - Sent home at the beginning of the month.

CALENDAR UPDATES - Will be included in the Monthly Newsletter.

MONDAY FOLDER - This folder is sent home every Monday and is a means for teachers and staff to send papers and important communications home to you. Please look through this folder very carefully. Often there may be things that need to be responded to and returned.

AR LIBRARY POLICY

The student or other person who checks material out of the Library is responsible for it. It must be returned in good condition. If library material is lost, damaged or not returned, it must be paid for in full.

PERSONAL PROPERTY (Hand Held Games & Devices)

Cell phones, hand-held games, I-pods, CD players, trading cards, etc are not necessary during the school day and they should not be brought to school. Any of these items being used during the school day will be taken and dealt with in the office.

Sacred Heart School will not be responsible for loss of or damage to any personal items brought to school.

WINTER WEATHER & FOG DAYS

Melrose Area School, District 740, makes the decision relating to school closing, or delays due to inclement weather. You are asked to listen to the

radio (KASM, KCLD, WCCO, KMSR) to find out whether schools will be in session, or if already in session, whether it will be closed. Many of the television stations as well as the St. Cloud Times have websites on which school closing announcements will be posted. Especially in the event of school closing early, we encourage you to discuss with your child the procedure to follow should you not be at home. You are asked to indicate on the emergency form whom we should call in the event of an early dismissal. The After-Care program is also an option where your children can be supervised until you are able to get here.

TELEPHONE

Students will need the permission of the classroom teacher to use the telephone in school. Calling parents for permission to stay with their friends or to have a friend over will not be allowed. These are types of arrangements that should be made with parents **before** the student leaves for school. We would request that phone calls made for forgotten items, homework, etc. be kept to a minimum. Help us to teach the students responsibility.

LOST AND FOUND

If your child has lost something, have him/her check the "**Lost and Found**" box in the office. Parents are welcome to check this area for their children's belongings at any time. To prevent the loss of your child's belongings, please label them with your child's name.

PETS IN SCHOOL

Out of respect for potential allergies, any pets brought to school for a visit or 'Show and Tell' must be kept outside of the school building. Classroom teachers will take the students outside to enjoy the pets.