



SACRED HEART

SCHOOL

Student/Parent Handbook 2017-2018

Be Not Afraid!

**Faculty and Staff
2017-2018**

Pastor and Director of School	Father John P. Czahur
Principal	Ms. Kathryn M. Besheer
Administrative Assistant	Mrs. Margo Lihvarcik
Office Assistant	Mrs. Sue Kuski
PreK 3	Ms. Amanda Galetti
PreK 4	Ms. Colleen Shannon
PreK Aides	Mrs. Betty White
	Mrs. Loretta Ignarri
K	Ms. Allison Schmalbach
Grade 1	Mrs. Angela Bonsignore
Grade 2	Mrs. Anthea Trotter
Grade 3	Ms. Mary O'Connell
Grade 4	Ms. Sandi Tagland
Grade 5	Mrs. Diane Huth
SHS Middle School	
Language Arts	Ms. Tina Wargo (7 th Homeroom)
Math	Ms. Kaitlyn Resavy (8 th Homeroom)
Science	Ms. Lauren Murphy
Social Studies	Ms. Ali McCarthy (6 th Homeroom)

Special Enrichment Teachers

Art	Ms. Amanda Galetti
Spanish	Mrs. Miriam Taaffe
Physical Education/Health	Mr. Mike Goehringer
Technology	Ms. Kaitlyn Resavy
STREAM	Ms. Lauren Murphy
Music	Mrs. Donnamarie Wojtko
Instrumental Music	Mrs. Diane Soper

TELEPHONE NUMBERS AND ADDRESSES

SCHOOL

Telephone..... (609) 267 – 1728
Fax..... (609) 267 – 4476
Address..... Sacred Heart School
250 High Street
Mount Holly, NJ 08060
Web Site.....www.sacred-heart-school.org
Facebook.....“Like” Us @ Sacred Heart School
Mt. Holly, NJ

You can also find us on Instagram and Twitter

CHURCH

Parish of Sacred Heart..... (609) 267 – 0209
Fax.....(609) 267 – 9293
Web Site.....www.parishofsacredheart.org
Address..... Sacred Heart Church
260 High Street
Mount Holly, NJ 08060

DAILY PROCEDURES

SCHOOL HOURS

Any child dropped off before 7:30 am will be charged for AM Child Care.

7:50 a.m. - Arrival in homeroom
7:55 a.m. - Announcements and Prayer
2:25 p.m. - Afternoon prayer
2:30 p.m. – Dismissal

Office Hours: 7:30 am – 3:00 pm

HALF-DAYS

Dismissal on a shortened day will be at 12:15 p.m. unless noted differently on the school calendar. These dates are on the School Calendar. This provides the faculty time for local and/or Diocesan In-service workshops, professional improvement, and curriculum development.

EMERGENCY CLOSINGS/SNOW DAYS

In the event of school closings due to inclement weather, families will receive notification through **SchoolMessenger** communication system. This account automatically synched our student database (Genesis) with the information provided to Sacred Heart on your student registration form. Please be sure to update your Emergency Contact Verification form at the start of the school year to ensure our records are up to date!

You can also always check the school website, Facebook, Instagram and Twitter for emergency closings.

Please do not call the school, parish house, or radio station. We ask parents to use their own good judgment regarding conditions in their individual areas and not jeopardize the safety of the child.

Mission Statement:

Sacred Heart School educates children through a quality and challenging curriculum based on Catholic values and encourages students to grow into spiritual, moral, intellectually curious and socially responsible adults.

ACCREDITATION

Sacred Heart School is accredited by **AdvancED** and follows the New Jersey Core Curriculum Standards as well as the Trenton Diocesan Curricula.

REGISTRATION

Registration for all grade levels Pre-Kindergarten through eighth grade at Sacred Heart School is on a first-come first-served basis. A non-refundable family registration fee is required to complete the application process. No child shall be refused admission to Sacred Heart School on the basis of sex, religion or ethnic origin.

Students registering for Kindergarten must be at least five years of age by September 30th. Students entering our PreK-3 Program must be at least three years of age; and for the PreK-4 Program, at least four years of age; by September 30th. A certified birth certificate, baptismal certificate (if baptized in a church other than Sacred Heart), and health/immunization records are required for new registrants. If a child is entering Sacred Heart School in Grades one through eight, previous school records and copies of standardized test scores are required for the previous 3 academic years.

SACRAMENTAL PREPARATION

As part of the Diocesan religion curriculum, all Sacred Heart School students receive instruction for the reception of the sacraments of First Penance and First Eucharist in second grade, as well as Confirmation in eighth grade. Any questions regarding these programs should be forwarded to the Parish Director of Religious Education. Every non-Catholic student is welcome to attend these liturgical celebrations and to receive a special blessing in lieu of the sacrament.

TOURS OF THE SCHOOL

Tours and a meeting with the principal can usually be arranged during school hours from 9am-11:30am by calling 609-267-1728 ext 316 at least one day in advance. Parents can contact the school by e-mail to schooloffice@sacred-heart-shool.org. All students entering 4th through 8th grade and their parents/guardians must arrange an interview with the principal as well as an entrance exam before their registration is completed. All new students must sign a Probationary Contract. At 30, 60 and 90 day intervals, the principal will assess the student's progress in the school.

STUDENTS WITHDRAWING FROM SACRED HEART SCHOOL

Parents of students who are moving and transferring to another school should inform the principal no less than 5 school days in advance so that a transfer may be sent in due time to the new school. Parents must request records and give permission to release these records from Sacred Heart School. Please note that all student accounts must be reconciled before files are sent. An exit interview with the principal is also required.

TUITION

All families must register with Facts Tuition Management Program. This company allows flexibility in terms of how you can make your tuition payments. All tuition is due on the 1st of the month and can be paid either in full or over 10 months with payments beginning in July. Existing families will be re-enrolled automatically. New families will complete the enrollment form given to them at time of registration or can enroll online. Any questions can be directed to Mrs. Lihvarcik.

It is imperative the tuition be paid timely. Any payments made after May 15th must be paid at the office and in the form of cashier's check, money order or cash. Failure to pay tuition may result in a termination of enrollment.

Tuition Rates - 2017-2018

	Catholic (qualified)	Catholic (non-qualified) Non-Catholic
I-8 First Child	\$4,500	\$4,680
I-8 Second Child	\$3,830	\$4,270
I-8 Third Child	\$3,470	\$3,730
Kindergarten (full-day only)	\$4,850	\$5,150
Pre- Kindergarten (full-day)	\$4,950	\$5,150
Pre- Kindergarten (half-day)	\$4,150	\$4,250

General Fees & Dues:

Re-Registration: \$150 per family

New Registration: \$250 per family (\$350 for registrations received after August 1st)

Additional Fees: 8th Grade Only \$100

REFUND POLICY

A refund of tuition payments/fees remitted for the months of July and August will be made to a parent/guardian provided Sacred Heart School receives a written notification of withdrawal of the student prior to August 20th. After this date, a refund is made only of those tuition/fees received in payment beyond the current month in which the student is presently enrolled at Sacred Heart School.

Military families that receive orders for transfer after registration fee has been paid, fee will be returned upon proof of transfer.

***To qualify as an active Catholic/Catholic tuition rates:**

1. At least one parent must be baptized, practicing Roman Catholic, who is registered at Sacred Heart Parish or another Roman Catholic parish. This parent must attend Mass every Sunday and Holy Day (Parish registration not included in school registration).

2. The child in our school must be a baptized Roman Catholic and raised as such. If the child was baptized at Sacred Heart Church we can obtain that information. If the child was baptized at another Catholic Church we require a signed letter with a raised seal from the church in which the child was baptized.

OUTSTANDING BILLS

Debts (Tuition, Lunch Program, Extended Day, Library books/fines) are to be paid promptly during the school year, otherwise Progress Reports and Report Cards will be withheld. If a tuition bill is 30 days past due, the student(s) cannot return to school until tuition is brought current.

All financial monies and debts owned to Sacred Heart School must be paid by May 1st. If there are any outstanding bills at that time, report cards, school and withdrawal records will be withheld until the debt is cleared.

FINANCIAL ASSISTANCE The Diocese of Trenton provides a limited amount of financial assistance to families every year. Information will be sent home to every family regarding the financial assistance and when the information is due to the Diocese. This program is confidential in nature and all information pertaining to financial assistance is sent directly by the parents/guardian to the Diocesan office. Beginning in the 2017-2018 School year, financial aid applications will be available in November for the following academic year.

CONTACT INFORMATION and CHANGES IN TELEPHONE AND ADDRESS

At the beginning of each school year your child will receive an Emergency Contact card. It is imperative that the information on the card be complete including all telephone numbers, e-mail addresses, and emergency contacts. In case of emergency we must be able to reach you or your designee as quickly as possible.

*Please contact the main office and your child's classroom teacher if any changes in address or telephone numbers.

If there are any legal issues regarding custody, restraining orders, etc.... **you must provide documentation to the office.**

Each year, you will also receive an Emergency Contact Verification form. This is a print-out of the data listed in Genesis. Please review carefully and return any

corrections by Friday, September 8th. This information is how parents can set up Parent Access in Genesis and is also how you are contacted for any emergency closings, etc. via SchoolMessenger. It is essential that this information be up to date.

SCHOOLMESSENGER

As of 2017, Sacred Heart School subscribes to the SchoolMessenger as our instant alert system. This systems synchs with our student database (Genesis) to get important information to our families in a timely manner. The system is utilized for school cancellations or late arrival due to inclement weather and to share important information with all school families. Please be sure to download the app to maximize its effectiveness.

ABSENCE – TARDINESS –VACATIONS

ABSENCE FROM SCHOOL

Absence is the non-attendance of a pupil in any class on those days when school is in session. The State of New Jersey law says that a pupil must be in school every day except for:

1. death in the family
2. sickness
3. religious holiday
4. exceptional instances that affect the student

Parents are requested to keep students at home if they show any of the following symptoms: chills, coughing, earache, enlarged glands, fever, headache, pain, nausea, skin eruptions, and sore throat. The school nurse has guidelines that must be followed in the case of any communicable disease that are issued by the Burlington County Health Department. **Parents are asked to notify the office by 8:00 a.m. of a student's absence.**

Oversleeping is not an excuse for absence or tardiness. **It is imperative that all students arrive in school and report to their homerooms NO LATER than 7:50 a.m.** It is essential that each student be present for opening exercises and morning prayers. Students who are late disrupt the morning routine and are not present for important activities that start the day in a meaningful way. Any student who enters the building after 7:50am must report to the main office to obtain a late slip. **Parents must explain the specific reason for an absence in a signed note to the homeroom teacher.**

It is the student's responsibility to check personally with the teacher or teachers involved to determine the work that has been missed during an absence and the possibility of make-up work when the teacher feels it is necessary.

Parents will be notified if a student becomes ill while at school. In the event of such illness, parents are asked to provide transportation for their child from school to home. The school office keeps emergency forms on file, which list the name and telephone number of a responsible person to be called in the parents' absence. ***It is extremely important that this information be kept current.***

EARLY DISMISSAL

In the event that it becomes necessary for a student to be dismissed earlier than scheduled, the procedure is as follows: A ***written request*** from the parent or guardian, stating the reason, must be submitted to the teacher. This request must be sent to school with as much advance notice as possible and at the very latest, the day before the required date. Normally, a telephone call will not be honored regarding excuses for early school dismissal. ***If a student leaves between 11:30 am to 1:30 pm it will be considered a half day absence.***

STUDENTS LEAVING GROUNDS

For the protection of all, students are not permitted to leave the school grounds during school hours without a written request from a parent/guardian and the direct approval of the principal. If, for some reason, a child is not to be released to a parent or relative because of legal custody, a legal court document must be on file in the school office.

CHANGE IN DISMISSAL PROCEDURES

At the start of each year, parents are asked to inform the school of how each student is to be dismissed. Any change in transportation must be submitted via the school website no later than 1pm. If a student is to be dismissed with another student, written permission from both parents must be submitted to the main office no later than 9am.

TARDINESS

A student is considered late (documented on permanent files) after prayers at 7:55am. Habitual tardiness is disruptive for both the student who arrives late and the students in the classroom. In fairness to the student, punctuality,

consistency and routine are essential. A student who is tardy must report to the main office to obtain an admittance slip to class. The only exception is when tardiness has been caused by late school buses.

VACATIONS

Vacations, while school is in session, are discouraged. Teachers have no obligation to give work ahead of time nor make-up work. If a vacation is taken, then credit will be lost for oral and written class work and tests missed. However, parents will be responsible to see that their child will have a working knowledge of the material covered.

VISITORS

All visitors to Sacred Heart School must come to the main office at the front of the school facing High Street, sign in and obtain a Visitor's Pass.

Uniform Policy 2017-2018

The uniform policy requires all students in Pre-Kindergarten through Eighth grade to purchase their school uniform through Flynn & O'Hara School Uniforms.

Pre-K and Kindergarten

- Navy blue logo sweatshirt
- Navy blue sweatpants (Hanes brand preferred)
- Yellow short sleeve polo shirt with logo
- Yellow long sleeve polo shirt with logo
- White socks
- White sneakers

Option – Warm Months

- Navy logo mesh gym shorts
- White socks
- All white or all black non-skid sneakers

Grades 1 – 5

Girls

- Plaid jumper
- Navy pants (optional)
- Black belt with navy pants
- Navy bicycle shorts under jumper
- Yellow short sleeve logo polo shirt
- Yellow long sleeve logo polo shirt
- Navy tights or navy knee socks
- Navy Mary Jane *strap shoes* (***may be purchased Carl's Shoes, Sears or JC Penny***)

Option – Warm Months

- Navy shorts
- Black belt
- Short sleeve yellow logo polo shirt
- White crew socks
- All white or all black non-skid sneakers

Option – Cold Months

- Navy logo cardigan or navy logo v neck sweater
- Navy pants (optional)
- Black belt with navy pants
- Navy crew socks
- Navy Mary Jane strap shoes (*may be purchased Carl's Shoes, Sears or JC Penny*)

Grades 1- 5

Boys

- Navy pants
- Yellow short sleeve logo polo shirt
- Yellow long sleeve logo polo shirt
- Black belt
- Navy crew socks
- Black shoes (*may be purchased Carl's Shoes, Sears or JC Penny*)

Option - Warm Months

- Navy shorts
- Black belt
- Yellow short sleeve logo polo
- White crew socks
- All black or all white non-skid sneakers

Option – Cold Months

- Navy V neck logo sweater vest
- Navy V neck logo sweater

Grades 6 – 8 Girls

- Plaid skort
- Navy pants (optional)
- Black belt with navy pants
- White long sleeve logo polo
- White short sleeve logo polo
- Navy knee length socks
- Brown penny loafers (*may be purchased Carl's Shoes, Sears or JC Penny*)
- Navy V neck logo vest (optional)
- Navy crew neck logo cardigan (optional)

Option – Cold Months

- Navy pants
- White long sleeve logo polo shirt with or without sweater
- White short sleeve logo polo shirt with sweater
- Black belt
- Navy socks
- Brown penny loafers (*may be purchased Carl's Shoes, Sears or JC Penny*)
- Navy V neck logo vest
- Navy logo cardigan
- *(SCHOOL ISSUED) HOODIES ARE ONLY PERMITTED on gym days/ class trips/ school events.*

Option – Warm Months

- Navy Shorts
- Black belt
- Short sleeve white logo polo shirt
- White crew socks

- All black or all white non-skid sneakers
- Black belt

Grades 6 – 8 Boys

- Navy pants
- White short sleeve logo polo shirt
- White long sleeve logo polo shirt
- Black belt
- Navy crew socks
- Black shoes (*may be purchased Carl's Shoes, Sears or JC Penny*)

Option – Warm Months

- Navy shorts
- White short sleeve logo polo shirt
- White socks
- Black or white non-skid sneakers
- Black belt

Option – Cold Months

- Navy logo V neck vest
- Navy logo V neck sweater
- *Winter months-long sleeve, or short sleeve with sweater. (SCHOOL ISSUED) HOODIES ARE ONLY PERMITTED on gym days/ class trips/ school events.*

Physical Education Grades PreK through Grade 8

- Navy plain sweat pants (Hanes brand preferred – No logos or stripes)
- Navy crew neck logo sweatshirt
- Navy short sleeve logo crew neck shirt
- White crew socks
- All black or all white non-skid sneakers

Physical Education Grades PreK through Grade 8
Option – Warmer Weather

- Navy logo mesh gym shorts
- Navy short sleeve logo crew neck shirt
- White crew socks
- All black or all white non-skid sneakers

Option Dates:

Warm Weather *September – October 13*
April 30 – June 14

Cold Weather *October 16 – April 27*

Grades PreK - 8

Hair Accessories

- Navy blue, white or yellow barrettes *not to exceed 1.5” in diameter*
- Plaid/Navy/Black headband
- Plaid/Navy/Black scrunchie or elastic ponytail bands

Earrings

- Gold or silver studs
- Gold or silver hoops no larger than a dime in circumference (nothing dangling)
- NO earrings for boys

Jewelry

- A small gold or silver cross
- No Silly Bandz or multiple bracelets are permitted.

Nail Polish

- Light pink or clear polish
- Girls may not have fake nails

Makeup is NOT permitted

Hair

- Boy's hair should be neat and well groomed, bangs must not be in the eyes and back length not longer than shirt collar. Hair should not go past a male student's ears. No extreme haircuts such as Mohawks, etc. are permitted.
- Boy's hair should not be excessively long and high-tops can be no higher than 1 inch.
- ***Boys should not have facial hair.***
- Girl's hair should be neat and well groomed – see above for hair accessories
- Girls or boys are not permitted to highlight or dye their hair

Miscellaneous: No tattoos

Dress Down Days

Students can dress down on their birthdays (or half birthdays) and fundraising half days. On such days, student dress should still reflect the dignity of our academic activity. No flip flops should be worn, nor ripped jeans. Any writing on clothing should be appropriate and in line with our Christian mission. Outfits should be modest and/or gentlemanly. Pajamas are not permitted on dress down days.

ACADEMIC HONESTY

One of the hallmarks of a Catholic School education is the expectation that all students will perform to the best of his/her ability at all times. To that end, it is expected that each student will be responsible for doing his/her own work. Any student suspected of or caught cheating or assisting any other student in cheating will receive a zero.

Parents who research, edit, or re-write a child's assignment are effectively assisting the student in cheating. Whenever the work submitted by a student is clearly that of the parent, whether in whole or in part, the teacher may assign zero credit to the assignment.

While some wonderful information is available to students on the internet, students who use such mediums are expected to cite their source. Although a limited amount of these materials are considered public domain, the vast majority is the intellectual property of another whether or not copyrighted by the author. The same guidelines that govern written work also apply to student-created multimedia. The administration retains the right to add new technologies to this list as they become available.

Students are NOT PERMITTED to have cell phones on their person during the school day. Cell phones MUST be turned off and kept in the student's backpack. Increasingly, students are using multiple modes of social media to communicate with their peers. *In such public forums, students are expected to refrain from slander or negative comments. Christian decorum is expected from all members of our community.*

PHOTOGRAPHY OF STUDENTS POLICY

From time to time throughout the school year we may publish your child's picture or videotape a performance as part of a school program in area newspapers, on television, as part of school marketing materials, Diocese of Trenton materials, or other forms of news media.

If you do not want your child's picture to be included in school related materials, please forward a note to the office indicating this choice. This note will be placed in the office and made a part of your student's permanent record.

ACADEMIC CURRICULUM

Religious Studies

Beginning with an appreciation of God as Creator, our students become familiar with the Bible, simple prayers, and a variety of Church celebrations throughout the liturgical year. Second graders prepare for the sacraments of Reconciliation and First Communion as they learn about the saints and the structure of the Mass. The Church is presented as a prayerful, caring, and ministering community of faith in the third grade.

Our program moves from a study of the Commandments in the fourth grade to an appreciation of the sacramental life of the Church to an analysis of the Bible as the Word of God in the sixth grade. In the middle school, our concerns shift from a review of the Biblical life of Jesus Christ and preparation for the Sacrament of Confirmation to include time for self-reflection. The thrust of the Diocesan family life curriculum during the middle school years concentrates on the relevant issues of personal growth, respect for life, Christian sexuality, social living, and family relationships. The history of the Catholic Church is an integral component of the first through eighth grade Social Studies curriculum.

All students receive religious instruction every day for a minimum of 150 minutes per week with the addition of a monthly liturgy planned by each grade level and weekly Scripture study. Paraliturgical events such as the blessing of throats, the distribution of ashes, the lighting of classroom Advent wreaths, and the Stations of the Cross are also scheduled along with opportunities for the reception of the Sacrament of Reconciliation.

Early Childhood

The primary objective of our Pre-Kindergarten program is to provide meaningful experiences for the children that encourage them to develop positive feelings about themselves and their relationship with God and the community around them. We accomplish this goal by structuring a curricular program that stimulates the awareness and curiosity of each child while challenging him/her to recall, apply, analyze, synthesize, and evaluate their growing knowledge base.

Primary (K-2)

The Kindergarten program is based upon a child-centered developmental approach which combines self-discovery with planned academic activities to enhance the daily education of your child. By providing the learner with optimal chances for success, our staff encourages the psychological, academic, and emotional growth of each child in a supportive environment.

Our students learn to work together in first grade in solving mathematics problems dealing with addition and subtraction, place values, time and money. The notion of fractions, measurements, graphing, and basic multiplication are introduced and further reinforced in the second and third grades. Along with building their listening and speaking vocabularies, as skills develop in left-right progression, letter-sound correspondence, and letter formation, the children focus on reading and comprehension as well as a the formal writing process. As part of the Integrated Language Arts curriculum, second and third grade students acquire further skills such as punctuation, the parts of speech, and phonics/spelling rules through a study of literary works. Cursive writing takes precedence during the second semester of the third grade.

In science, students study plants and animals, the weather, the five human senses, and a study of oceans and the rain forests. Third grade students delve further into energy and matter, ecology, and space science. Although Pre/Kindergartners develop an appreciation of self and others as well as a working knowledge of the use/function of maps and calendars, first graders explore the family as a basic unit of society through a study of the origins of traditions and customs as well as rules and laws governing families.

The social studies program in the second and third grade turns to an appreciation of the Native American and colonial lifestyles, levels of government, multiculturalism and individual family trees, and our citizenship in the world. Geographic skills using maps and the globe continue to be developed as third grade examines the elements and types of local and global communities such as neighborhoods, towns, and cities.

Intermediate(3-5)

In the study of mathematics our students progress from a two-digit multiplication, averaging, and the addition/subtraction of fractions to more abstract and complex problem-solving involving decimal equivalents and basic geometry using calculators and other manipulative. Our Language Arts curriculum in the fourth grade concentrates on vocabulary and phonics, silent and oral reading comprehension, plus critical-thinking verbal and written skills. Fifth graders explore various literary genres each month with a required book report or other research project in addition to class work involving language usage and grammar. The sixth grade curriculum reinforces these skills with a greater emphasis on creative writing.

Throughout the intermediate years, our science program delves further into general/physical and life sciences using demonstrations, experimentation, and student

projects as a complement to the text. Fourth graders expand their world to the history, government, and topology of the state of New Jersey along with various regions of the United States. While the culture, religion, history, geography, and economic systems of Canada, Mexico, Central and South America and the Caribbean is the focus of fifth grade social studies, sixth grade students investigate all aspects of selected ancient cultures.

Middle School (6-8)

The English/Literature curriculum focuses upon the five-step peer-review writing process, the application of abstract verbal reasoning skills, sentence structure, and context-based vocabulary. Students are encouraged to express themselves through the writing and reading of poetry, essays, and short novels as well as through the staging of classical and modern dramas. While basic functions continue to be reviewed, the emphasis of the mathematics program is a full year course in high school Algebra.

The fundamental principles of biology, chemistry, physics, and earth science are the areas of concern of our junior high science curriculum. Junior high students examine the historical, political, socio-economic, cultural, and aesthetic dimensions of the United States including the development of America from the 15th century to the end of the Reconstruction period (7th grade) through the twentieth century (8th grade). Discussion of current events, particularly foreign and domestic policy, is an integral component of the social studies curriculum. Junior high students are expected to receive a passing grade in both mid-year and final examinations in each subject area.

Special Curriculum Areas

Library, Art, Music, Spanish, Physical Education, Health, Technology, and STREAM. All students attend music, library, and Spanish classes once a week. Physical Education is also taught once a week for PreK students as well as students in grades 5-8. Students in grades K-4 will have P.E. twice per week. Technology basics are taught in the computer lab by our technology teacher for grades K-5. For students in grades 6-8, All students in grades 3-8 are invited into our new STREAM initiative where we integrate Science, Technology, Religion, Engineering, Art, and Math.

TRANSPORTATION

BUS CONDUCT

Students being transported to and from our school, school-sponsored activity, or for any other reason for which the school has provided for the transportation, shall abide by the regulations established by Superintendent, the school (public school district, if appropriate) and the owner of the means of transportation.

The principal of the school has the right to deny school bus transportation for a reasonable amount of time if a student's behavior on a bus jeopardizes the safety of other students. Parents shall receive written notification if this occurs.

No student is permitted to ride a bus to or from school who is not assigned to that bus by the Department of Education in the district in which the student resides. *No permission will be given for any reason to the contrary.* This is mandated by New Jersey State School Law.

CAR RIDERS

If your child is brought to and from school by car it is imperative that the driver abide by school regulations regarding safety, including seatbelt safety.

Drivers are expected to show courtesy to other drivers in the school area. Drivers are also asked not to block driveways, or park in the areas where buses will be approaching or leaving the school grounds. In the morning students are to exit the car on the *right passenger side* of the car. Students should proceed directly to the school. Pre-School students will get dropped off in front of the Church.

BICYCLES

Bicycle riders are expected to cooperate with school procedure by carrying out the following directives:

1. According to State Law, anyone 17 years old and under must wear a helmet.
2. Bicycles must be walked while on school property.
3. Bicycles are to be parked in back of the school.
4. Bicycles are for one rider only.
5. Bicycles should be locked in some manner.
6. The school cannot assume responsibility for the security of bicycles.

BEFORE AND AFTER CARE PROGRAMS

AM Childcare is an independent child care service open to students currently attending Sacred Heart School . AM Childcare will provide a healthy, safe, and secure environment for participants. We teach the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Daily Schedule: Monday to Friday beginning at 30 minutes before schools begins. The AM Childcare Program will begin on September 5, 2017 and will conclude on June 14, 2018. AM Child Care is available from 7:00 am – 7:30 am each school day. It is located in the art room. Parents must sign in their student in the main office. Registration forms and fees can be obtained on the school website.

The Extended Day Program (EDP) is an independent child care service open to students currently attending Sacred Heart School. It is operated under the supervision of the principal and supports working parents by providing a safe environment for their children after school hours. A nutritious snack and beverage is provided each day. A completed **Extended Day After-School Care Registration Form** and non-refundable registration fee is required to register for the Extended Day Program. Parents are advised to retain their cancelled checks for record keeping purposes. **Daily Schedule:** Monday to Friday beginning at dismissal time on all full and half-days until 6:00 pm. There will no Extended Day on the last day of school prior to a vacation. The Extended Day Program will begin on *September 6, 2017 and will conclude on June 31, 2018.*

DISCRIMINATION AND HARASSMENT POLICY

In recognition of the dignity and worth of every person, the Diocesan Policy on Discrimination and Harassment promotes an environment in which all persons in the Diocese's schools shall be free from all forms of discrimination and harassment including immoral, unethical, and unlawful and any other behavior which may be considered harassing, coercive, disruptive or discriminatory. Such behaviors undermine Catholic values and jeopardize the integrity of the relationship that exists among and between administration, professional and support staff, and students.

The Diocese of Trenton is committed to providing an environment where everyone can learn and work together comfortably and productively, free from any form of

discrimination or harassment. In the application of this policy, the following definitions apply.

HARASSMENT, INTIMIDATION, AND BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Definition of Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Retaliation

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Harassment, Intimidation, and Bullying

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day. (Form 5050.6, Report of Harassment, Intimidation, and/or Bullying)

Resolving Complaints of Harassment, Intimidation, and Bullying

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a “need-to-know” basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school’s disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

Complaint Procedure and Investigation

All complaints of discrimination and/or harassment or retaliation for reporting or participating in an investigation shall be directed to the principal’s office either in person or in writing as soon as possible after the incident. Specific procedures required include the following:

- At the time of the incident, the person being discriminated against (or harassed) should instantly request that the unacceptable behavior be immediately stopped. If the problem is not immediately resolved, a written record should be made by the principal of the incident noting the individuals involved as well as the date, time and location of the incident as well as any witnesses present, and describe the exact nature of the offense;
- Students should promptly report the incident to parents, a teacher, the principal, or pastor. Teachers or support staff should immediately inform the principal or pastor of any violation of this policy. The principal/pastor is responsible for conducting a thorough investigation into any serious complaint;
- The investigation should include interviews with all involved parties, and anyone who may have witnessed or have knowledge of the situation;
- The principal/pastor may request as part of the investigation written statements from the involved parties;
- The principal/pastor will complete a written summary of the investigation for review by the parties;
- The principal/pastor is responsible for contacting parents in any investigation that involves students. The Pastor of Sacred Heart Parish, as part of his responsibility

as Pastor, is the Director of Sacred Heart School. All parents are welcome to come to Father John Czahur at anytime with their concerns regarding their children. As Pastor of Sacred Heart Parish, Father John is the spiritual shepherd of all who attend our parish and school; and

- Any consequences or disciplinary actions resulting from the investigation shall be based on the results of the completed investigation and must follow established Diocesan and school disciplinary guidelines.

PARENT – TEACHER CONFERENCES

Parent-teacher conferences are scheduled on *Thursday, October 26th from 7-9 and Friday October 27th*. Parents of those students with a below B average grade in any subject are asked to attend, though this time is open to all parents. At this time you may discuss with the instructor, the academic, social growth and development of your child(ren). You may also contact your child's teacher to set up an appointment should the need arise.

PROGRESS REPORTS AND REPORT CARDS

At the midpoint of each marking period, parents of students in grades K – 2 will receive a Progress Report. Progress for students in grades 3-8 can be checked via Parent Access. Parents/guardians are notified of missing, late, or incomplete assignments on the progress report.

Report cards are issued to each student (K – 8) at the end of each marking period. First and second trimester report cards are forwarded to parents by way of their son/daughter(s) for review/signature and must be returned to the homeroom teacher the following day. Final grade reports are distributed on the last day of school.

PARENT ACCESS TO GENESIS

Parents of students in grades 3-8 will have access to their student's assignments and grades through the Genesis website. The diocese of Trenton will send each family the website address, their user name and password via the email address you have on file with the school. Progress reports will no longer be sent home for students in grades 3-8. It will be the parents' responsibility to check ***Genesis for your child's academic progress and to insure prevention of failure in a subject.***

Grades will be posted one week after an assignment is handed in or a test is given unless the teacher tells you otherwise. Do not expect the grades to be posted the same day a test is given.

The Diocesan Grading Scale

A = 93 – 100

B = 85 – 92.5

C = 76 – 84.5

D = 70 – 75.5

F = 69.5 – and below

If a parent has a concern about a grade, they are to contact the teacher via email. Please do not contact the school office or principal. The teacher is the first line of contact.

Parent Access will be open by September 21st unless we are told differently by the Diocese. Please watch for additional information to be sent home with your student.

REQUIREMENTS FOR HONOR ROLL

GRADE 6-8

HONORS

88 and above in all subjects

3's and 4's in all enrichment classes

S in conduct

HIGH HONORS

93 and above in all subjects

4's in all enrichment classes

S in Conduct

PRINCIPAL'S LIST

97 + in all subjects

4s in all enrichment classes

S in conduct

TERRA NOVA STANDARDIZED TESTING

Sacred Heart School utilizes the Terra Nova Achievement Test which is a series of standardized achievement tests designed to provide achievement scores that are valid for most types of educational decision-making. Areas that are assessed are Reading/Language Arts, Mathematics, Science, and Social Studies. The results are used to analyze the strengths and weaknesses of a student's achievement in each content area, to plan for further instruction, to plan for curriculum development, and to report progress to parents.

The Terra Nova standardized test is given to students in March of every school year and administered to students in grades two through eight.

REMEDIAL RESOURCES

The Burlington County Educational Services Unit (BCESU) provides a full range of assessment and auxiliary educational support programs to Sacred Heart School. These include remedial and preventive services for eligible students in communication (reading and/or writing), computational (mathematics), compensatory education (basic skills), speech and language. Identification of students with educational disabilities is for the purpose of developing individualized student plans (ISPs) through a child study team evaluation; speech correction; and supplemental instruction.

If a student is at or above the minimum level of proficiency (MLP) based upon CTBS testing and is performing academically significantly below average in reading/language arts and/or mathematics, the grade level teacher has the option of submitting the applicable recommendation form to BCESU personnel. Teachers, administrators, and parents may request a child study team evaluation. Following a preliminary conference, the parents will receive a 407-1 form for their signature and a copy of the Parental Rights in Special Education Handbook. Upon parental consent, a child study team evaluation will be performed by BCESU personnel after all other instructional modifications have been examined by the classroom teachers.

Nurse /Health

If you need to contact the Health Office:

Phone No.: 609-267-1728 x318

Fax: 609-267-4476

Email: nurse@sacred-heart-school.org

Emergency Cards

Every student is required to provide an emergency card, either at the start of the school year, or upon enrollment. The emergency card contains important information to help us contact you if your child becomes ill or injured during the school day. Please contact the school if any of the contact information has changed.

Health Screenings

The school nurse provides early childhood screenings for vision/hearing and Scoliosis.

Parent Information

When your child is ill:

Parents/guardians are often faced with making a decision to keep their student at home or send him/her to school. Staying home and resting permits the body to combat the illness more quickly and prevents infecting others.

It is recommended that students should remain at home if the following occurs:

- Severe colds, coughs or sore throats
- Vomiting, diarrhea, nausea or abdominal pain
- Temperature of 100 degrees or more with or without other symptoms
- Eye infections especially if discharge is present
- New skin rashes, especially if a discharge is present unless medical opinion states rash is non communicable
- Any other signs of acute illness

Students may return to school when:

- It has been 24 hours since your child had nausea, vomiting, or diarrhea
- It has been 24 hours since your child had severe cough, cold or sore throat symptoms

- Temperature remains normal for 24 hour period without use of medications.
- Advised by a physician to do so

Hopefully these guidelines will be helpful to you in deciding whether it is necessary to keep your student at home. Call your family doctor or the school nurse with any questions.

If your student will be absent, please call the school office at (609) 267-1728 ext. 316 by 8:00 a.m.

Asthma Action Plan

An Asthma Action Plan with a specific treatment protocol prepared by a physician must be on file with Sacred Heart School for students with a diagnosed chronic respiratory condition.

COMMUNICABLE DISEASES

If your child contracts a communicable disease, do not permit him/her to return to school until your physician gives you permission to do so. State law requires a doctor's certificate if a contagious disease is the cause of the absence.

REGULATIONS FOR COMMUNICABLE DISEASES

DISEASE	Incubation No. of Days	Isolation of Patient	Isolation of Family	Dr. Cert Required
CHICKEN POX	14-21 days	6 days after appearance of pox-marks. Pox are to be dry.	No	Yes
GERMAN MEASLES	14-21 days	3-5 days after appearance of rash	No	Yes
MEASLES	7-14 days	5-7 days after appearance of rash	No	Yes
MUMPS	14-21 days	6 days after onset or as long as glands are swollen		Yes
POLIO	14 days	1-2 weeks	No	Yes
STREP THROAT	short 3 days	24 hours after initiation of a adequate antibiotic therapy or	No	Yes

10-20 days untreated

If a child has had a throat culture for suspected strep throat, the child must be kept home until negative results have been received by a Doctor, or until the child has been receiving an antibiotic for at least 24 hours.

WHOOPING COUGH	7-14 days	3 weeks	No	Yes
INFECTIOUS CONJUNCTIVITS ("Pink Eye")	2-3 days	24 hrs. after initiation of treatment	No	Yes
FIFTH DISEASE	6-14 days	No	No	Yes
SCABIES	Variable	24-48 hours	Examine after appropriate treatment.	Yes
			family members	
PEDICULOUS LICE	Variable	*24-48 hrs. after appropriate	Examine family	Yes treatment
members				
*not essential to remove all dead nits after treatment				
DISEASE	Incubation No. of Days	Isolation of Patient	Isolation of Family	Dr. Cert Required
IMPETIGO	3-7 days	48 hours after initiation of adequate antibiotic therapy	No	Yes

HEPATITIS It is a state law that all sixth grade students receive the Hepatitis B vaccine. Meningococcal and TDAP Please send a copy of the dates that your child received the shots to the school nurse to be placed in his/her files.

Influenza It is a state law that all children in a school setting ages 6 months to 59 months obtain the influenza vaccination. An egg allergy is not an acceptable reason for not having the flu shot. If a proven allergic reaction has occurred to the vaccine, the MD must provide documentation of this allergy that he/she has witnessed. The department of health believes in the benefits of receiving this vaccination. The risk of a reaction does not outweigh the benefits of protection to the influenza virus.

NURSING STAFF

Our school is monitored by either Nurse Carol Logan or Nurse Dottie Beetel from 9am-1pm Monday-Friday. Nursing is provided both through BCESU as well as private nursing.

PRESCRIPTION MEDICINE

All medication should be administered in the home. If this is not possible, the following State regulations must be met:

1. Students are not permitted to carry any medicine, even aspirin, and administer it at their convenience.
2. All medicines must be kept in the school office and only the school nurse or authorized school personnel can administer such medicine when there is *written authorization* from the doctor in charge, stating time and dosage.
3. Medication must be in *original* container.
4. *Written* permission must also be sent to the school office by the parent/physician. Forms available in the health office.

STUDENT ACTIVITIES

Sacred Heart School provides our students with a range of activities for their personal, spiritual, and academic enrichment. All of our students participate in various school-wide and grade-level assemblies throughout the year. Students may take part in local and national academic competitions, such as the state-wide Spelling Bee and the annual Math Competition at Holy Cross High School. Educational field trips provide an out of classroom learning experience.

Grades 6, 7 and 8 will be required to volunteer 10 hours prior to 8th grade Graduation. There will be many opportunities available at school to fulfill this requirement.

As an expression of their faith commitment, students in grades Pre-Kindergarten through eighth grade are responsible for preparing liturgical services for the entire school and parish communities. Many students serve the Parish of Sacred Heart by becoming an altar server or cantor.

Sacred Heart School provides students with many opportunities to become involved with their school and local community. Our fifth, sixth, and junior high school students are eligible to run for a position on the Student Council which assists in the coordination of school wide activities.

Students collect canned goods for the Saint Vincent DePaul Society; ***students in grades 5 – 8 can join the St. Vincent de Paul Youth Group***, students contribute to the missions and Holy Childhood Association; prepare Christmas gifts and cards through the Adopt-A-Family Program for our less fortunate families and senior citizens; and support the

Muscular Dystrophy Association through their annual Hop-A-Thon. Our students are provided with several opportunities to showcase their talents. As part of their music class, students participate in grade-level musicals. *Students in grades 4-8 can also try out for the Christmas Play. All students in grades K – 4 participate in the choir for the Christmas Play.* Students participating in the Band perform at the annual spring concert. Students may also join the Yearbook Committee.

All grades benefit from the generosity of our parents, local merchants, and parishioners, who offer their time and talents as homeroom parents, guest speakers, and volunteers for school activities program, Sacred Heart students are eligible to become members of the boys' and girls' basketball, baseball and softball teams; the cheerleading squad; and the local chapter of the Boys/Girls Scouts of America. These programs together with other student community-service and parish-related projects constitute the many opportunities available to our children.

PARTICIPATION IN ATHLETIC PROGRAMS

Requirements are:

1. Students in 4th and 5th grade must maintain a “C” average; students in 6th, 7th, and 8th grades must maintain a 76 average.
2. Conduct/behavior in keeping with the standards of Sacred Heart School.
3. Immediate elimination from team(s) if suspended twice for any reason.
4. May not participate if medically excused from Physical Education Program.
5. Parents are expected to support programs by sharing in monitoring activities, scheduling, transportation, etc.
6. Further interpretation of these participation requirements is at the discretion of the Principal.

CO-CORRICULAR ACTIVITIES

We have several activities in which students may participate.

Yearbook
Instrumental Music
Student Council
School Ambassadors
St. Vincent de Paul
Safety Patrol
Cantors

Altar Servers
And More...

STUDENT COUNCIL

Sacred Heart School is a member of The Association of Catholic Student Councils (TACSC) whose commitment is to the formation and training of the future Christian leaders. To achieve this goal, Sacred Heart School is committed to providing programs for qualified student leaders. It addresses not only the traditional Student Council agenda, such as elections, meetings, and planning student activities, but also encourages the development of essential critical thinking skills, as well as stressing the importance of goal setting and responsible decision making. Sacred Heart School Student Council also encourages social awareness and motivates community service.

Sacred Heart School Student Council presently consists of elected and appointed representatives for each grade level. The executive council consists of 7 members from seventh and eighth grades who are elected by grades 3-7. Students who wish to be on Student Council must meet standards set by TACSC. Meetings are held after school on a weekly basis.

SAFETY PATROL

The Safety Patrol is comprised of responsible and dependable selected sixth, seventh, and eighth grade students who assist with the dismissal procedure. The patrol members work along with several teachers to monitor the hallways, stairways, and parking lot. They are responsible for helping students leave the school and grounds safely. Any student who is a bus rider, a car rider, a walker, or goes to child care daily may apply at the end of the year. In order to be chosen for safety patrol it is required to have a parental consent form signed and to write a short essay on what it means to be a responsible safety patrol member.

FINGERPRINTING & VIRTUS TRAINING

Any adult who works with out students in any capacity must agree to be fingerprinted and submit to a background check through the Federal Bureau of Investigation. In addition, any adult who works with the children must attend a VIRTUS training session. (Protecting God's Children) Both are required by Diocesan policy.

COMMUNICATION

All e-mail messages must include the sender's name and a legitimate return address. Students may NOT e-mail teachers. If you do not receive a reply to your e-mail within two school days, please contact the individual by phone or letter. We will make every effort to reply within two school days.

From time-to-time we may encounter technical problems and Sacred Heart School accepts no responsibility for technical problems that may be encountered with the sending or receiving of e-mails.

If you have a concern related to an occurrence in the classroom please contact the teacher first in order to clarify the situation.

SCHOOL INFORMATION

Check the website sacred-heart-school.org and the Sacred Heart School Facebook, Instagram or Twitter accounts for school information.

SCHOOL POLICIES

The Diocesan Acceptable Use Policy (AUP) covers the use of technology and the internet at school. Each student is required to return the **ACCEPTABLE USE POLICY** included in this handbook. It must be acknowledged as part of this handbook on the Handbook Agreement page submitted in September.

REMOVABLE STORAGE DEVICES

Students are permitted to bring such devices (CD-R, CD-RW, USB flash drives, etc.) to school if they contain only school-related files. Such devices must be brought to authorized personnel to be scanned. The student will be issued a permission slip to use the device in the school's computers.

Social Media – Refrain from slander and negative comments.

BOOKS AND SCHOOL PROPERTY

Covers are required for all books, including workbooks. In addition, all students are required to use school bags.

Parents are responsible for replacing any textbooks destroyed or defaced by a

student. If a book is lost or damaged, parents will be charged 75% of cost on books that are one year old, and 25% if the book is older. Practical applied citizenship is a part of our educational program for all students, and reasonable care of school buildings, books, and instructional materials and furnishings is emphasized. Parents are requested to render active support to this program so operational and maintenance expenses can be held to a minimum.

Marking, or in any way defacing/destroying school property, is subject to a fine and punishment as determined by the Pastor and Principal

PERSONAL ELECTRONIC DEVICES

Students may bring I-Pads, I-Pods, gaming devices or any other electronic devices to school, to child care, or on the bus. However, these devices must remain in the student's backpack during the school day. Sacred Heart School will not be responsible for their loss or damage if a student brings these devices to school.

STUDENT PRIVACY

Photographs, videos, and other reproductions of the students will be taken throughout the school year. *If for any reason you do not want any imaging made of your child, please notify the school office in writing no later than three (3) days after the student starts school.*

CAFETERIA

All students K – 8 must eat in the school cafeteria. All students must follow all Lunch Room rules. Hot lunches are provided daily. Lunches brought from home are not permitted to be heated at school on school premises. A menu is posted on the website.

Students should pay for their lunches on a daily basis or they can set-up an account with ***Lunch Program*** and put a specific amount in the child's account to be charged against on a daily basis. Any parent who **does not** want his/her child to charge any foods in the cafeteria must send a note to this effect to the office and it will be on file. If this student forgets his/her lunch, he/she will be permitted to use the office phone to call home or be given a peanut butter and jelly sandwich.

DISCIPLINE

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole, so that their

actions promote the Christian development of each member and thereby enhance the community. In a Catholic school, discipline should provide an awareness of spiritual, moral, and ethical Christian values.

Discipline in a Catholic Christian educational community is part of a teaching/learning process; therefore, it shall be the responsibility of the school to provide each student with moral guidelines/leadership.

Actions by an individual that deter Christian development will be considered to be injurious to the well-being of the individual and the community. An individual demonstrating socially or morally undesirable behavior is in need of specific educational experiences which the school should provide. In addition, the school must minimize the threat such actions present to the community and, when feasible, attempt to educate the school community at large.

All disciplinary actions must strive for balance between the welfare of the individual and that of the community. In doing so, the Catholic school shall reflect the Christian ideals it desires to instill in the students. It shall demonstrate its acceptance of the dignity of each individual by according him/her fair treatment, consideration, and respect. In this way, the Catholic school will attempt to foster the student's respect for himself/herself and the other members of the school community.

Discipline shall be developed in a positive manner. The approach must be primarily diagnostic and remedial when this is suitable to the situation. It is a constructive process to guide and develop the attitudes of students so that they may achieve the highest possible standards of Christian behavior and cooperation. Disciplinary rules and their enforcement must be reasonable, legal, and consistent with the Christian values of the school community.

Application of rules must assure due process through clear definition of rule violation, a specific statement of reasonable charges, a fair hearing for the accused and remedial action that promotes the physical, spiritual, mental, and emotional good of the student and community.

We recognize that this is not an easy area to deal with and that no clear-cut formula for success exists. In our handling of student behavioral problems, our goal is that one will be able to discern the reflection of our Christian ideals and principals and our concern for carrying out the Gospel message and the mission of the Catholic Church.

SCHOOL WIDE DISCIPLINE RULES

1. Follow directions the first time they are given.
2. Do not litter or abuse school property.
3. Keep hands, feet, and objects to yourself.
4. No gum chewing.
5. Be where you are supposed to be when you are supposed to be there.
6. Hallways and stairs
 - a. Walk. Don't run.
 - b. Remain silent so as not to disturb classes that are in session.
7. Cafeteria
 - a. Speak in a moderate tone and use good manners
 - b. Keep your area clean.
8. Playground
 - a. Stay in assigned areas.
 - b. Use equipment as it is meant to be used.
 - c. Use appropriate language and actions.
9. Lavatories
 - a. Keep visits brief. No loitering.
 - b. Exercise appropriate behavior.
 - c. Keep clean and in good condition.
10. Assemblies
 - a. Talk in moderate tone until assembly begins.
 - b. Exercise appropriate behavior during program.
11. Liturgies
 - a. Silence upon entering the church.
 - b. Exercise appropriate, respectful, and prayerful behavior.

SUSPENSION POLICY (Diocesan Handbook)

The suspension from a Catholic school is a serious matter and should be administered only when circumstances warrant. As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents/guardian will be notified. Written records of each suspension will be kept on file for the duration of the student's enrollment at Sacred Heart School. The length of time of a suspension will be reasonable and should not exceed 10 school days in anyone situation, unless it is extended pending final resolution of an expulsion proceeding or is a criminal offense. In determining whether suspension is the appropriate action in a particular case, the following due

process procedures should be followed.

SUSPENSION PROCEDURE (Diocesan Handbook)

- a. The student will be given oral or written notice of the charges against him/her.
- b. A disclosure of the evidence the authorities/administration have.
- c. An opportunity to present his/her side of the story.

OUT -OF -SCHOOL SUSPENSION

- a. Parents will be notified in writing.
- b. Student may not enter the school building.
- c. Offenses which may merit Out-of-School Suspension:
 1. Habitual disregard for school-related detentions
 2. Fighting with deliberate intention to do harm
 3. Truancy
 4. Use of profanity or obscene gestures
 5. Behavior that results in physical behavior to another student
 6. Misuse or damage to school property
 7. Smoking
 8. Pornography
 9. Disrespect towards any member of the Sacred Heart School staff
 10. Inappropriate conduct for a Catholic school student and behavior that goes against the morals and values of Catholic teachings.

EXPULSION POLICY (Diocesan Handbook)

Expulsion is viewed as a radical action at which point the Catholic School is saying either that the student's interest would be better served in another environment, or that his/her individual behavior is a serious threat to the school community or both. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counterproductive for the student to continue as a member of the school community.

When an action by a student appears to constitute a potential case for expulsion, the Superintendent shall be alerted by the Catholic school. Within approximately five (5) school days after the event, the school shall notify the Superintendent of its recommendation including an outline of procedures followed by the school. Prior to any

final notification of expulsion being given to the student or his/her parents, the Superintendent shall approve the expulsion (no more than five (5) school days after receipt of written recommendation of the school) after being given written notification of the Catholic school's compliance with the Diocesan Office of Education and school procedures and policies. Expulsion takes effect upon the principal's reception of the written approval of the Superintendent.

In all cases involving possible expulsion from a Catholic school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parents, and student to confer. Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories of cases can be listed for guidance. Other problems of equal seriousness may arise and should be treated similarly.

Offenses which merit expulsion:

1. Arson
2. Continued and willful defiance of authority
3. Continued and willful disobedience
4. Criminal activity, including criminal charges
5. Cyber bullying
6. Extortion
7. Gambling for financial gain
8. Gross disorder (inciting mob action)
9. Grave defacing or destruction of school property
10. Harassment: physical, sexual, verbal
11. Inappropriate use of a cell phone including a camera phone
12. Inappropriate use of the internet
13. Noncompliance with a mutually agreed upon behavioral contract
14. Physical assault/sexual assault
15. Possession of a weapon
16. Possession and/or trafficking in pornographic materials
17. Possession or use or sale of an illegal substance

APPEAL PROCEDURE

In a case in which a student wishes to appeal the decision of the local Catholic school regarding permanent expulsion, he/she will have access to a Diocesan tribunal which is established for this purpose. The members of the Tribunal, consisting of at least four (4) school administrators, will review all the data and at that time give the Superintendent its

decision.

The Tribunal details recommendations and immediately notifies the Superintendent of Catholic Schools/designee with the Tribunal's decision. The Superintendent/designee informs the parents/guardians and student in writing within five (5) business days.

The student and parents can appeal the Tribunal decision to the Secretary for Catholic Education for review within five (5) business days. This is the final appeal as the Secretary for Catholic Education represents the Bishop. The Secretary for Catholic Education will notify the parents/guardians and student within ten (10) business days, in writing, of the final decision. There are no other appeals.

RE-ADMISSION – EXPULSION

In all cases in which a previously expelled student requests admittance, the Superintendent must be notified and give written approval.

ALCOHOL AND OTHER DRUGS

The widespread misuse of drugs has made it imperative that the schools recognize the problem. A program of education should be provided that will make the student aware of the personal danger involved in drug abuse and of his/her responsibility to contribute positively to the society in which he/she lives.

While providing a constructive program of education, Catholic schools must also face the problem of dealing with students who have become involved in drug abuse. The following guidelines are set forth to aid the Catholic school administrators and teachers in their work with these students.

Corrective action is an important element in providing effective response to drug abuse in a school. Both the interest of the school community and the welfare of the individual student require clear, reasonable and flexible disciplinary procedures.

The Catholic school's approach must be one of providing incentive for the drug abuser to change his/her behavior into productive patterns: protecting the school community; discouraging the violation of the law.

Possession Students may not have in their possession, at a Catholic school or at any school-sponsored activity, alcoholic beverages, opiates (heroin, morphine, codeine, etc.), barbiturates, amphetamines, or hallucinogens (marijuana, LSD, etc.). Students who must have medications at school or at any school-sponsored activity shall file with the school a form signed by the prescribing physician and parents or guardian. Each Catholic

school shall supply its own form. Any violation concerning possession is a major infraction of Catholic

School policy and makes a student liable to expulsion. Parents shall be informed and assisted in providing an appropriate response to the situation. The student and his/her family shall cooperate fully with any therapeutic measures which the administration deems necessary to help the individual.

Use Any student whose appearance or behavior indicates the possibility of drug misuse shall be referred to the office by the teacher who is not responsible any further. The school nurse or a member of the administration shall seek the nature of the difficulty.

Trafficking If it becomes clear that a student is selling drugs or recruiting others to do so, the student is guilty of a crime and the expulsion procedure shall be initiated. The student's illegal activity shall be reported to the police.

Out-of-school abuse If the Catholic school becomes convinced that a student is guilty of civil crime, or possession, use or trafficking outside of school, it shall treat the student in the same manner as described above.

DETENTION

- a. Teachers may detain any student who disregards class and/or school regulations.
- b. Parents must be given at least one day's notice.
- c. School Detentions are held from 2:30 p.m. – 3:30 p.m.
- d. Parents are responsible for transportation of the child from school to home.
- e. If the student has not been picked up by 3:30 he/she will report to Extended Day Care and the parent will be charged accordingly.
- f. A student who receives five (5) Behavioral Detentions will be placed on a 30 day probationary period for the following school year. Students receiving more than five (5) Behavioral Detentions in one school year will be further investigated to determine completion within Sacred Heart School.

FIELD TRIPS

Periodically, students are taken on field trips as part of their educational programs. Such trips are made only with the permission of the parent or guardian. When

such trips are being planned, permission slips will be sent home to be signed and returned to school. If permission slips are not signed and returned, the student may not go on the trip. If your student requires/may need medication(s) while on a school field trip, please note the following – Both the medication(s) and the Physician order(s) with a Parent signature MUST be in the health office 1 week before this trip. There will be NO exceptions.

All trips are supervised by the classroom teacher and other adults. Walking trips within the school area are considered part of the school day and need no formal permission from the parent or guardian.

Students with 3 or more behavioral detentions in the trimester of the field trip will not be allowed to go on the field trip.

FIRE DRILLS/EMERGENCY EVACUATIONS/LOCK-DOWNS

Following both New Jersey school laws and diocesan policy, our school conducts periodic drills to prepare students for emergency situations. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with State law requirements.

HOMEWORK

In accordance with the principles of good education, the school's policy is to assign homework, either written or study. Home assignments constitute a carryover of the work that has been covered in class time, thus a reinforcement of the material taught. Kindly schedule a homework period for your child each evening and make certain that the work is completed neatly and legibly. Parents should refrain from doing their child's homework, but parents should supervise home study and train their child to present his/her work to them for approval. Advice and direction are oftentimes needed, but the child develops self-confidence and a sense of responsibility only when working independently.

Failure to do homework results in a loss to the student. A student will be held accountable for neglected homework and hopefully grow to realize his/her responsibilities in this matter.

It is understood that at time homework cannot be completed on time due to extenuating circumstances. It is not the school's intention to cause any undue hardship. Therefore, each teacher will supply the students with a classroom policy

that will outline homework requirements and the penalties, resulting from not meeting these requirements. This promotes fairness and flexibility on the part of the teacher. When students and parents are aware of ramifications, students achieve academic and personal growth.

Please be advised: The School Office can no longer print student assignments. Please discuss this with your child's teacher, as some may accept email documents, or provide you with other options.

LIBRARY

Our library contains more than 5,000 volumes suitable for all grades. Many of these materials have been procured through Federal Aid under the Title IV B Program, and through matching funds. All students participate in the library program once a week.

MONEY

All money sent to school with a student should be sealed in an envelope and marked with the student's name, grade, purpose of the money, and the exact amount. *No money*, for any purpose, may be collected without approval from the Principal.

PARTIES (Out-of-School Invitations)

Invitations can be sent through school only if all students in the class are invited or if all boys/girls are invited.

PARTIES (In-School)

Permission for parties must be obtained in advance from the classroom teacher. A small treat may be given for the entire class to commemorate a student's birthday; Munchkins, cookies or cupcakes. No birthday cakes, balloons, or flowers please. The students will share in the birthday treat during their assigned lunch period.

SCHOOL SUPPLIES

Students will be given a list of supplies *needed for the next school year during the summer*.

USE OF TELEPHONE and FAX

One of our goals is to assist you in making your child a responsible person and thus, it is important for the students to understand that they cannot routinely use

the office telephone in order to call home for forgotten items. The telephone may be used only for emergencies and only at the discretion and permission of the office. All calls made by students from the school phone should be made in the main office. Business that must be handled before the end of the school day, such as requests for child care on that day or anything that requires our immediate attention should be done by telephone. We will request that you fax written permission if a written note has not been sent to school to arrange alternate after school arrangements.

CELL PHONES

Students may not carry cell phones during school. The phones must remain in book bags during school hours—including lunch, recess, detention, bathroom, etc. If a parent needs to contact a student, in an emergency, please call the office and not the student in class. Cell phones that are seen or ring in a classroom during the day will be taken to the office and only be returned to the parents. The student will receive a detention. Any exceptions to this policy will be at the discretion of the principal.

PARENT TEACHER ASSOCIATION

PURPOSE

The education of your child involves a cooperative enterprise between home and school. As a parent, you are urged to contribute your suggestions and viewpoints concerning the educational needs of your child. The most efficient means to carry out this privilege is to become a member of the Parent Teacher Association and participate as often as you can. The objectives of the Association are to bring teachers and parents into closer contact to encourage the efforts of the teachers, to improve the surroundings of the students and to arouse the interest of the community in the welfare of the school.

***TECHNOLOGY ACCEPTABLE USE POLICY
FOR THE DIOCESE OF TRENTON
ELEMENTARY AND SECONDARY SCHOOLS
(APPENDIX 2070.28)***

INTRODUCTION

“Technology must be at the service of the human person...in conformity with the plan and the will of God” ... “This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.” (Catechism of the Catholic Church, #2293, #2294)

We believe that the Internet is a research tool that needs to be respected and used for the enrichment of learning. With this in mind, it is important that these schools are founded for faith development and all tools are used in the education process keep this fact in the forefront.

The parent, student, and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy the individual agrees to value the research advantage of the Internet and not use it in any manner that violates these values and ideals.

Principals must follow directives for the use of technology in Policy 2070.2, Responsibilities and Duties: Elementary and Secondary Principals.

Administrators, teachers and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

PURPOSE

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school’s philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user. The Internet provides world-wide access to computers containing information resources which may not be considered of educational value in the context of the school setting or of a suitable nature for school-age students, administrators, teachers and support personnel. The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their

ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum. Students' pictures should not be posted on the Internet; however, it is the responsibility of the administrator(s) to monitor and oversee the use of technology in the school.

ADMINISTRATOR'S/TEACHERS' RESPONSIBILITY

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

STUDENT SUPERVISION

In order for a student to gain access to school-provided technology, including the Internet and electronic mail, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign Technology Acceptable Use Policy. This may be accomplished by signing the student handbook if this technology policy is printed in the student handbook. Students utilizing Internet access are responsible for their behavior on-line in accordance with the school's disciplinary policy. Users will not be permitted to use any technology while access privileges are suspended or revoked.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data

resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.

- The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media. This technology includes workstations, stand-alone computers and servers. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet service provider.
- Administrators, teachers, support personnel and students will not use school computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or information belonging to others, or allow others to do the same. Users will not deliberately interfere with the ability of other persons to send/receive electronic mail.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school network or electronic mail in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Teachers, support personnel and students will not subscribe or use fee based on-line services without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic mail for any illegal activity, including by not limited to violation of copyright laws. Students shall not forge electronic mail messages or web pages.

- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his/her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to the unsolicited electronic mail messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked if they are deemed inappropriate.

STAFF RESPONSIBILITY

All school staff members whose duties include supervising students or staff using school computers, networks, Internet access, or electronic mail are obligated to read, understand and adhere to the procedures and should enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code. ***PARENTAL RESPONSIBILITY*** Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to every and all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

GUIDELINES

The educational value of the school's use of technology, including student access to the Internet and electronic mail, is the responsibility of the teachers as well as the students and their parents/guardians. Given the school's limited availability of technology,

students are expected to use these resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not intentionally make unusable or inaccessible any individual's computer data files and/or programs residing on any removable or fixed electronic storage media.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the electronic mail of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's password.
- Teachers, support personnel and students will not use school computers, networks, electronic mail, or the Internet for reasons of personal profit or any other non-instructional or non-administrative purposes.
- Teachers, support personnel and students will not use school computers, networks, electronic mail or access to the Internet for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.

- Teachers, students and support personnel will not post any photos of other students, teachers or support personnel on the Internet without the written permission of that person or in the case of a minor the parents/guardians of that student. Any student who posts a photo without permission is subject to the school's discipline code. Any teacher or support personnel who post a photo on the Internet without written permission of the person in the photo is subject to dismissal by the administrator of the school.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

DISCLAIMER

These policies and procedures are set in place to create an environment that inspires faith in and a deep relationship with Our Lord. This is the goal of all we do at Sacred Heart School. It is the responsibility of the faculty and staff to ensure that our School allows each child to explore all the joys within the life of the Church. If there are other distractions from this goal, the pastor and principal retain the right to adjust these policies to best fit the needs of our school.

It is understood that families join our community to be a part of a Christian community. If at any time, comments or behaviors compromise the good of the community, the pastor and principal retain the right to excuse a family from their enrollment.