

*“To educate, motivate and celebrate individual excellence for a strong Christian future.”*

**ACCREDITED BY THE MIDDLE STATES  
ASSOCIATION OF COLLEGES AND SCHOOLS**

**PARENT/STUDENT HANDBOOK  
2009-2010**

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## SACRED HEART SCHOOL

### **PARENT/STUDENT HANDBOOK 2009-2010**

This handbook is intended to be a guide to Sacred Heart School's philosophy, policies and procedures. It represents standards and guidelines relating to school life. This information has been carefully prepared and presented to clarify rules as they apply to our students. This handbook exists to foster the efficient operation of Sacred Heart School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

**MISSION STATEMENT---** Our mission is to educate, motivate, and celebrate individual excellence for a strong Christian future.

**ACCREDITATION---** Sacred Heart School is accredited by The Middle States Association of Schools and Colleges.

**PHILOSOPHY---** Sacred Heart School firmly believes in the teachings of Jesus Christ. We recognize the necessity of leading our young people through a learning process which involves religious worth. With self-confidence gained from essential and relevant instruction, students can develop the ability to influence and live in a society according to the ideals of social justice.

Sacred Heart offers an individualized approach to learning whenever possible. Creative activities are designed to achieve the students' spiritual, intellectual, emotional, cultural, and physical development. The whole child experience is implemented through challenging and stimulating procedures which provide an awareness of social welfare and the formation of relationships with peers and educators. Our religion program seeks to make known to the students a sense of mission and vocation, fostering a personal reverence for God, His people, and His earth.

The faculty and administration strive daily to provide opportunities for physical and emotional growth through constructive and positive interaction between teacher and student and student and peers. Faculty, parents, and administration participate in meaningful deliberations to bring about helpful answers to mutual concerns.

Sacred Heart's educational policy is guided by the Administrative Manual for Catholic Schools in the Archdiocese of Newark. The implementations of these policies are carried out, with the pastor's approval, by administrators and faculty. Our parent/student handbook, which is reviewed periodically, states policies clearly.

Faculty meetings, workshops, and specific in-service seminars serve to update teaching methods and strategies. Educational publications help teachers to be aware of current trends in education and how they relate to our specific needs. The process of evaluation is carried out, both formally and informally by the principal, according to the guidelines and forms of the Archdiocese of Newark.

Following school policy, tests, class participation, and written work are used for student evaluation. The ongoing status of each student is made available through formal and informal parent-teacher conferences and progress reports.

Students are encouraged to appreciate their individuality and need for spiritual values that they might integrate religious truth in life. Finally, Sacred Heart School, conscious of our technologically advancing, multicultural world, generates a warm, spiritual, respectful, and creative environment, as we exist in the twenty-first century.

**AHERA**--As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" [(AHERA) 40 CFR PART 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed, for Sacred Heart School.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

**ADMISSIONS---Non-Discrimination Policy** - Sacred Heart School admits students of any race, color, national and ethnic, and religious origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Sacred Heart School does not discriminate on the basis of race, color, national and ethnic origin in the administration policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Age requirements -- The PK-3, PK-4 and Kindergarten child must be the proper age **on or before October 1st.**

Requirement information for all students:

- \* Birth Certificate
- \* Sacramental Records
- \* Health Records

**IMMUNIZATION REQUIREMENTS**---The following immunizations are required by the State of New Jersey for all students entering Kindergarten:

1. A minimum of four (4) doses of DPT, **one dose of which shall have been given on or after the fourth birthday**, or a maximum of (5) doses.
2. Three (3) doses of the poliovirus vaccine (OPV or IPV), **one dose of which shall have been given on or after the fourth birthday, or any four doses appropriately spaced**.
3. Two (2) doses of separate or combined Measles, Mumps, and Rubella (MMR) vaccines **on or after the first birthday**.
4. Three (3) doses of hepatitis B vaccine
5. One (1) dose of varicella vaccine on or after the first birthday or the date of the varicella disease (chicken pox).
6. Students entering Grade 6 must have the following:
  - a. One dose of Tdap (Tetanus, diphtheria, a cellular pertussis) given no earlier than the 10<sup>th</sup> birthday.
  - b. One dose of a meningococcal-containing vaccine.

**AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.**

**TRANSFER STUDENTS**---In addition to all of the above information, a transfer card and most recent report card and standardized test scores from the previous school are required. Final approval for acceptance is up to the principal.

**STUDENT:** Student registration will occur once records are complete and tuition contract is signed. All important and binding financial information is included in the tuition contract papers.

**SMALL BLESSINGS** is a preschool and Kindergarten program. In addition to the formal programs, Small Blessings offers childcare before school and after school. Childcare opens at 7:00 a.m. and closes at 6:00 p.m. For more detailed information contact Sr. Mary Immaculate, O.P., Director at (201) 935-0506.

**ATTENDANCE**---Prompt regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for benefit of the student's current academic achievement and to encourage mature adult

behavior in the future. We strongly recommend that doctor and dental appointments should be scheduled for days or times when school is not in session

**POLICY REGARDING STUDENT ABSENCE---** A parent/guardian must call the school no later than 9:00 a.m. to report a student's absence. If no call has been received by 9:00 a.m., the school will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence must be presented. An absence of four consecutive days or after a communicable disease requires a doctor's note. Parents requesting permission to take a child on trips, vacations, etc. during school time must know the child is considered absent. The procedures regarding vacations during school time are:

- A note stating the reason and the travel date must be sent to the student's homeroom teacher at least one week prior to the vacation
- Specific advance assignments will not be given to any student prior to the vacation.

It is the parents' responsibility to see that the student completes all class-work and assignments missed during the absence. Absence without the parents' knowledge is a serious offense. The student will not be admitted back to school until a conference has taken place between the parents or guardian and the principal. Chronic Illness - A child who is chronically ill may be eligible for home instruction. Please contact principal for information.

**Makeup Work** - Students are required to make up all work missed due to absence. Students have one school day to make up work for each day they are absent. (A student who was absent three days would have three school days, including his or her first day back at school, to complete all missed assignments.) It is the student's responsibility, not the teacher's, to obtain makeup work. Any parent who wants to pick up work on the day a student is absent may call the school office **by 9:00 a.m.** Work may be picked up after **dismissal at the daycare desk in the Big Room.**

**MEDICAL CONDITIONS---**Please notify the school if your child has any physical conditions that may require attention in school (heart, diabetes, seizure disorder, severe allergies, etc.). A state funded nurse is present at Sacred Heart School. The nurse cares for the children who became ill in school as well as screening vision, hearing, etc. In the event of an emergency of serious nature, illness or otherwise, the parent or guardian is notified as soon as possible.

**EMERGENCY CARDS---**Great care should be taken to complete emergency cards thoroughly and accurately. If contacts or phone numbers/addresses change, the parent must notify the school office immediately. Failure to include or change emergency

numbers could result in a very unfortunate situation should an emergency arise involving your child.

## **POLICY ON ADMINISTRATION OF MEDICATION**

Sacred Heart School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to school and personally administer.
2. If this arrangement is not possible, the school nurse or the principal (or her designee) will administer the medication under the following conditions:
  - A. The medication must be given to the school nurse or principal by the parent/guardian.
  - B. The medication must be in the original pharmacy labeled container; and
  - C. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization of Self Medication in School" form. This form is available from the school.

**SCHOOL HOURS---** 7:50 a.m. - 2:45 p.m. Grades 1-8  
7:50 a.m. - 2:30 p.m. Kindergarten

All students (Grades 1-8) assemble in the gym at 7:45 a.m. for morning prayers, announcements and assembly. Students are **TARDY** if they **ARE NOT PRESENT FOR THE BEGINNING** of the **morning assembly**. Perfect attendance awards are presented to students who are not tardy or absent for a marking period. This includes excused absences and early dismissal requests.

**School Office Hours: 7:30 a.m. - 3:00 p.m.**

**Parking/Traffic Policy: For reasons of safety, the following rules apply:**

**Parking Lot** - Parents are not permitted to drop off or pick up children by driving into the school lot before or after school.

**Valley Brook Avenue Parking Lot** - This lot does not belong to Sacred Heart School. Parking is prohibited by school parents. You are TRESPASSING when you park there. Please respect our neighbor's property. Your car will be towed at your own expense.

**Valley Brook Avenue & New Jersey Avenue** - *Lyndhurst police will ticket vehicles* which double park or stand on these streets. A clearly marked drop-off area is available in front of the school.

**VISITORS---**For the safety of your children, any visitor (including PARENTS) must report to the office. Parents are not permitted to meet with teachers or drop off articles to classrooms without coming to the office first.

**EMERGENCY CLOSING OF SCHOOL---**Sacred Heart School abides by the same procedures for emergency closings as the Lyndhurst School System. Sacred Heart School has implemented an emergency calling system. This calling system will notify each family when there is a snow closing or delayed opening or any other information that may be sent to families. **It is the parent's responsibility to notify the office if there is a change in a home phone or cell phone.** When a delayed opening is called due to inclement weather, the delayed opening will be at the time stated by the Lyndhurst Board of Ed. When a delayed opening takes place, the following information regarding **LUNCH** should be followed: (1) There will be no hot lunch to be purchased nor will there be any lunch hour, (2) Please make sure your child eats a good breakfast, and brings a snack. There will only be time allocated for snack on delayed opening days.

**ACCIDENTS---** Students must report any accident to the office that occurs on the school grounds or on the way to and from school during the school day.

**INSURANCE---** Students are covered during the school day as well as to and from school. The cost of this coverage is included in Tuition. Accident forms are available in the office. **Procedure** - If a student is injured, an accident form is filled out and retained in the school office on file. The student is to use their own insurance first, and if there are any remaining bills, then the bill should be submitted to the school insurance. Insurance forms are available in the school office.

**TUITION---**Tuition rates are announced annually. School tuition is paid in conformity with the established School Board policy. Notification will be sent when payments are not up to date. **POLICY:** All families who elect to make monthly payments must enroll in the SMART Tuition Program, unless tuition is paid in full by

June 1st. If a student is withdrawn by a parent during the school year, the tuition will be paid for the entire month regardless if the student is present for one day, one week, half month or entire month. Tuition rates are equitable for parishioners and non-parishioners, however, registered parishioners will be given preference when limited placement is necessary.

### **FUNDRAISING ASSESSMENT**

Each Family is required to achieve **10** Fundraising Assessment Points. Three of the 10 required points must be satisfied by a donation made to the Tricky Tray, donation made to the Spring Auction and donation made to the Calendar Party. The remaining 7 points can be chosen from the schedule. Each eligible fundraiser will give instructions on how to achieve the point. This information is sent home in the weekly Thursday folder. Failure to achieve 10 points by the end of May, will require the family to pay the assessment fee of \$500.

### **CUSTODIAL AND NON-CUSTODIAL PARENTS**

**Parental Rights to School Records** - Sacred Heart School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parents with access to the student's essential academic records.

**COURT ORDERS AFFECTING PARENTS**---If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

### **ACADEMIC POLICIES**

The following represents the changes in Archdiocesan assessment and reporting:

1. Report cards shall be issued on a trimester schedule, and progress reports shall be distributed mid-way of each trimester in order to monitor student performance. The time period for reporting has been extended to allow for more effective and authentic assessment and accountability of student performance.
2. Exams shall be given at the end of the year in Grades 6-8 to prepare the students for high school examinations. Exams are optional for other.
3. Grades 1-3 shall use the following marking code in all areas:

E = Exceeds (High Understanding)  
Students demonstrates a high level of skill, knowledge performance.

S = Secure (Understanding Demonstrated)  
Student has a solid understanding of concepts, skill and knowledge.

D = Developing (Growth Demonstrated)  
Student demonstrates progress, but lacks full understanding.

B = Beginning (Beginning Stages)  
Student demonstrates an emerging interest in concepts being taught.

N = Not Yet Performing (Assistance Required)  
Student lacks understanding and requires teacher support.

4. Grades 4-8 shall use a letter grade corresponding with a numerical range:

A+	=	97-100
A	=	92-96
B+	=	88-91
B	=	83-87
C+	=	78-82
C	=	73-77
D	=	70-72
U	=	below 70 – Failure

Subcategory Code:

+	=	Strength
√	=	Satisfactory
-	=	Weakness

Numeric Rubric Code for Written Communication (Holistic Scoring)

6	=	Very Good
5	=	Good
4	=	Acceptable
3	=	Below Average
2	=	Poor

1 = Unacceptable

The following codes shall be used for Art, Health, Introduction to World Language, Music, Penmanship, Physical Education, and Technology, as well as Personal Development:

O = Outstanding  
S = Satisfactory  
I = Improvement Needed  
U = Unsatisfactory

**PARENT/TEACHER CONFERENCE**---Parent/Teacher conferences are held formally twice a year after the 1st and 2nd marking periods. Sufficient notice is given so parents should make every effort to attend the conference.

Parents/Teachers may request a conference at anytime during the school year. These individual conferences should be scheduled through the school office at a convenient time for parent and teacher.

**HOMEWORK POLICY**---Research has shown that homework produces positive effects on factual, critical and attitudinal aspects of learning. It is the principal extension of the school into the home. The following guideline applies to our school's homework policy: **It is frequently and regularly assigned.**

Parental responsibility for homework is to establish the discipline for regular study at home, provide a quiet time for study and reinforce good study habits with praise and attention. Working together, teachers and parents can build the habits of independent study in children. Beginning in first grade, with a minimum of ten minutes of study at home each evening, and escalating this daily amount each school year, the habit of study and time management is gradually ingrained.

WRITTEN homework varies from grade to grade. All times are approximate.

Kindergarten -- Short assignments are given as teacher finds need for them  
First Grade -- 30 minutes  
Second Grade -- 30 minutes  
Third and Fourth Grade -- 1 hour  
Fifth Grade -- 1-1/2 hours  
Sixth, Seventh, and Eighth Grade -- 2 hours

Homework can include written assignment, study review, reinforcement, reading, research projects, drill, library and/or enrichment reading.

**SCHOOL NOTES.COM** – is utilized by all teachers. Parents may access the

Website to check for assignments and special announcements.

**RELIGIOUS EDUCATION AND RELIGIOUS SERVICES** -- The non-Catholic student is welcome at Sacred Heart School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

**PROMOTION/RETENTION**---Pupils are promoted to the next grade on the basis of effort, achievement, personal growth and academic ability.

**Requirements for promotion - Grades 6-8** - In order to qualify for promotion to the next grade, students must maintain a passing grade in all major subjects. Students who receive a (U) for a final in a major subject, are required to attend summer school for that subject. A student may attend summer school for up to TWO (2) MAJOR SUBJECTS. **RETENTION IN A GRADE** -- This would be required for students who have received a (U) in more than (2) major subjects.

**COMMUNICATION** -- In order to facilitate home-school communication, the **Thursday Folder** will be used on a weekly basis. Each child will receive one. Please remove the items from the envelope, sign the envelope and return the envelope the next day. **Please do not enclose any items in the Thursday folder when returning to school.**

**MONTHLY CALENDARS/CAFETERIA MENUS** -- are sent home in the Thursday folder on the last Thursday of the month.

**APPOINTMENTS** -- A good parent-teacher relationship is essential to the education of your child. Therefore, we strongly encourage parents to consult with faculty members at any time. Such consultations may be arranged by contacting the school office for an appointment. Please do not try to hold a conference while the teacher is attempting to dismiss his/her class.

Teachers are not available for conferences during regularly scheduled classes. Courtesy demands that parents make an appointment with teachers and administration. To respect confidentiality, impromptu conferences in the hallways and on the parking lot are discouraged. Please call beforehand if you wish a special conference.

**LUNCH POLICY**--Lunch may be purchased on a daily basis. A monthly menu is published listing prices and items available for purchase. Grades K-8 use an envelope with child's name, grade, selections and total written on the envelope. The money is to be enclosed in the envelope.

Students may bring their own lunch each day. Drinks in glass bottles are not permitted. Students are never permitted to leave the building to purchase lunch.



### **GIRL'S SPRING/SUMMER UNIFORM**

navy blue cuffed shorts  
white crew socks  
white sneakers, **preferred**  
knit shirt or blue blouse

### **BOY'S SPRING/SUMMER UNIFORM**

navy blue shorts  
knit shirt  
white crew socks  
white sneakers, **preferred**

### **BOY/GIRL SPRING/SUMMER GYM UNIFORM**

navy gym short and gym tee shirts  
or  
regular spring/summer uniform may be worn  
or

students may also choose to wear their sweat suit uniform for the summer months as well

### **DRESS CODE REGULATIONS**

1. Girls are permitted to wear one pair of small (non-dangling) earrings. Earrings are not permitted for boys.
2. Colorless nail polish is permitted.
3. No make-up may be worn.
4. Hair is to be well-groomed and neat. The administration reserves the right for final approval of hair styles. Parents will be notified when students violate the Uniform and Dress Code.

**TAG DAYS---**Tag Days are occasions for fund-raising. Guidelines for each tag day are published before the date and are considered part of the dress code regulations for that day.

**GENERAL DISCIPLINE POLICY---** A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Sacred Heart School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. An anti-bullying program has been incorporated into our curriculum across all grade levels. We will continue to work toward a bully-free school. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the School or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and correction action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

The following items are considered inappropriate behavior for students:

- \* Fighting or participation in activities which result in physical violence to any person.
- \* Theft or damage to property of the school or personnel.
- \* Indecent or obscene conduct or language while at school or at a school-sponsored event.
- \* Leaving the school grounds during the day without permission.
- \* Smoking on school grounds or at any school-sponsored event.
- \* Disrespect to teachers, staff members and adults.
- \* Substance abuse of any kind: drugs or alcohol.
- \* Any and all other violations of good order and discipline which in the evaluation of a member of the school staff results in misconduct.

**TYPE OF DISCIPLINE---DETENTION** is given to students to indicate that conduct needs improvement. Teachers may detain students for the following offenses:

- \* Incomplete daily class assignments.
- \* Consistent lack of school preparation.
- \* Doing homework during class time.
- \* Disturbance in the class (passing notes, gum chewing, disturbing others).
- \* Consistent violation of class or school regulations.
- \* Consistent un-Christian behavior.

Students in Grades 1-5 are given a 24-hour notice regarding after-school detention. Jr. High students may be detained for one-half hour on the day of the offense without parent notification. Serious matters of misconduct will result in an in-school suspension, school suspension and/or expulsion.

**Suspension**- Exclusion from classes and loss of student privileges for a definite period of time. Parents are informed of suspension in writing from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Suspension is for serious offenses against the good conduct policies of the school and community. Suspended students will be placed on a probationary status for the school quarter. If further serious disciplinary action is necessary during this period, the student is subject to further discipline in the form of systematic expulsion.

**Expulsion**- Permanent removal of a student from Sacred Heart School without the possibility of readmission to the school.

**SPECIFIC POLICIES--Drug and Alcohol Policy--**The aim of this policy is to insure the safety, well-being, health and welfare of our students.

**Controlled Dangerous Substances** are defined in sections 1 through V of the NJ Criminal Code. They include but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

**Under the Influence**: A student is judged to be under the influence whenever s/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

**Possession** is defined as knowingly or purposely obtaining or possessing, actively or \*constructively, a controlled dangerous substance or drug paraphernalia: a) on or off school property; b) on the person; c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack); d) in a locker or desk; and e) in a privately or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if s/he does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling, or dispensing a controlled dangerous substance: a) on or off school property; b) with or without receiving payment; and c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended: a) to receive payment; b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and c) to distribute the controlled substance on or off school property.

### **POLICY:**

(1) A student shall be considered in violation of school policy if s/he is observed: a) to be under the influence, b) in possession, c) engaged in distribution, or d) have possession of a controlled dangerous substance.

(2) Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook: a) when a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the principal **MAY** refer the matter to local law enforcement officials.

(3) A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.

(4) If the principal determines that there: a) was no violation of policy, the student will be permitted to return to school; b) was a violation of policy, the principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.

(5) The principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student’s eventual return to the school.

(6) When violation of this policy involves “distribution” or “possession with intent to distribute”, the discipline imposed will normally be expulsion.

Possession with Intent to Distribute applies regardless of whether or not a student intended: a) to receive payment; b) to distribute the controlled dangerous substance on or off school property.

### **ADDITIONAL INFORMATION**

**CHILD ABUSE**---It is a felony for school officials to fail to report suspected child abuse to the proper authorities. The school will report suspected child neglect as well.

**INVITATIONS---**If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make arrangements to distribute invitations. You may obtain an address only list for the class in the school office.

**INTERESTING BUT DANGEROUS---**Children are not permitted to bring firearms, knives, boomerangs, slingshots, and other potentially dangerous items to school. It is also recommended that thin glass containers not be used to bring collections or specimens to school.

**USE OF THE PHONE---**Telephone use will be approved by the principal or school secretary.

**CELL PHONES---** All cell phones must be **turned off** during school hours. Failure to do so will result in disciplinary action.

**SCHOOL PICTURES---**School pictures will be taken during October. Pictures will be on a pre-paid basis. All children will have their pictures taken for school records. Further information will be coming to you.

**ENTRANCE/EXITS---**

A.M. Enter	Grades K-8.....Main Entrance Small Blessings – PK-3/PK4.....Red Door
P.M. Exit	Grades 4-6-.....Flag Pole Door Grade 7 & 8.....Front Door Grades 1-3.....School Yard Door

**TRANSPORTATION---**Many towns provide reimbursement for non-public school student transportation. Inquire from your local school district. Contact our school office for appropriate forms and additional information.

**STUDENT LEADERSHIP COUNCIL---**Students in grades 1-8 are chosen by their class & teacher as class representatives. Meetings are held monthly after school.

**National Junior Honor Society---** is an organization that promotes, scholarship, citizenship, leadership and service in Middle School students. Membership in the NJHS Helen K. Gerity Chapter of Sacred Heart is open to any 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student who maintains an A average or better in all major subjects as well as “O’s” and “S’s” in Specials and Personal Development for all 3 trimesters in a school year. Invitations are extended to prospective members after the close of the third trimester and inductions are held in October of the next school year.

**SERVICE---**Throughout the year, the students are encouraged to reflect on Christ’s message of love in the form of service to one another and the world at large.

Class and school wide services are designed to remind staff and students that we are called to love and care for one another.

**MISSION MONDAY**---Every Monday of each month is set aside to collect money for the missions. Children are encouraged to give of their own funds to help the less fortunate.

**HOME-SCHOOL ASSOCIATION --** All parents belong to the Home-School Association. The objectives of the Home-School Association are:

1. To develop a working relationship between parents, teachers, and board members.
2. To involve all parents in Home-School activities.
3. To make parents more aware of their rights as Catholic school parents, including legislation affecting private education.
4. To raise money through projects to financially aid the school
5. To encourage the use of volunteer talents as a means of providing the best education possible for all students.