

*“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

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SACRED HEART SCHOOL

PARENT/STUDENT HANDBOOK

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. As a school, we endeavor to inspire our students to have a sense of mission and vocation, fostering a personal reverence for God, His people, and His earth. Our mission is to educate, motivate, and celebrate individual excellence for a strong Christian future. With self-confidence gained from essential and relevant instruction, students have the opportunity to develop the ability to influence and live in society according to the ideals of social justice.

Sacred Heart faculty and administration strive daily to provide a learning environment designed to develop the student's spiritual, intellectual, emotional, cultural, social, and physical development.

Sacred Heart School, conscious of our technological advancing, multicultural world, generates a respectful, spiritual, and creative environment as we move forward within the twenty-first century.

We believe that:

- Each individual is a child of God who has a unique and appreciable worth that must be acknowledged and respected.
- Educators must accept and address the diversity of the children and help them reach their highest potential spiritually, academically, emotionally, socially, and physically.

- As Catholics, we are part of the community of the church, and, as such, have a responsibility to foster our faith and instill Christian values.
- All children have the right to a safe, loving and nurturing environment for exploration and self-regulation.

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. All students, regardless of religious origin, are required to participate in the daily religion classes, while remaining faithful to their religious orientation.

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 / Required Immunizations

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 10th 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 registration will occur once records are complete and a tuition contract is signed. All important and binding financial information is included in the tuition contract papers.

SMALL BLESSINGS

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 the Small Blessings office 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 the 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. A child who is chronically ill may be eligible for home instruction. Please contact the principal for information.

MAKE-UP WORK DUE TO ILLNESS

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 of a student in grades K – 4 who wants to pick up work on the day a student is absent may call the school office **between 8:30 - 9:00 a.m.** If called in later in the day, we cannot guarantee that the work will be ready for that day. Work may be picked up **after dismissal at the daycare desk in the Big Room.** Students in grades 5 – 8 need to get missed work from their teachers when they return to school.

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

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

- 8:00 a.m. - 2:45 p.m. Grades 1-8
- 8:00 a.m. - 2:40 p.m. Kindergarten
- 8:30 a.m. - 2:30 p.m. Pre-K 4
- 8:30 a.m. - 2:15 p.m. Pre-K 3

All students (Grades K-8) assemble in the gym no later than 8:00 a.m. for morning prayers, announcements, and assembly. Students are **tardy** if they **are not present for the beginning** of the **morning assembly**. The front doors of the school will be opened at 7:30 a.m.

PARKING/ TRAFFIC POLICY

For reasons of safety, the following rules apply:

SACRED HEART 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 & VALLEY BROOK COURT CONDO PARKING LOT

The business lot and the condo lot do not belong to Sacred Heart School. Parking is prohibited by school parents. You are TRESPASSING when you choose to park there. Please respect our neighbors' property. Your car will be towed at your own expense.

VALLEY BROOK AVENUE & NEW JERSEY AVENUE

Lyndhurst police will ticket vehicles that 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 without an appointment or drop off articles to classrooms.

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. 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.

FUNDRAISING ASSESSMENT

Each Family is required to achieve **10** Fundraising Assessment Points. Three (3) of the ten (10) required points must be satisfied by 1) a donation made to the Tricky Tray, 2) a donation made to the Spring Auction, and 3) a 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 via the weekly Online Thursday folder. Failure to achieve the required points by the end of May will require the family to pay the assessment fee of \$50 per point not achieved.

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:

Power School is our on-line program that makes grades and reporting to parents easy and accessible. An ID and Password are issued to parents. **It is in your child's best interest to check Power School frequently.**

Report cards shall be issued on a trimester schedule, and progress reports are available through Power School 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.

Exams shall be given at the end of the year in Grades 5-8 to prepare the students for high school examinations.

Grades 1-3 shall use the following marking code in all areas:

E = Exceeds (High Understanding)
Student 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.

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 (Grades K-4), Music, Physical Education, and Technology, as well as Personal Development:

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

Power School assigns a numerically equivalent grade for these **special subjects** automatically. **Please disregard the numerical grade.** There is no correlation between these letter grades and the numerical grades for these special subject areas.

HONOR ROLL

Students at Sacred Heart School are expected to make their best effort in all areas of the school curriculum. In order to recognize that effort and achievement the following program is followed:

AWARDS/HONORS FOR GRADES 4-8

Recognition awards will be given each marking period acknowledging the students who have excelled.

First Honors: Student must achieve an **A** in all subjects.

Second Honors: Student must achieve a **B+** in all subjects.

Honorable Mention: Student must achieve a **B** in all subjects

A student will not qualify for honors if he or she has one U or two I's in any area of personal development, or an I or U in any of the special subject areas.

CRITERIA FOR THE NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a prestigious national organization which rewards students' academic skills, good character, leadership and service to their school and community. Students in Grades 5-8 are eligible for admission.

The criteria for selection in the National Junior Honor Society are as follows:

- The student will have no grade lower than a B+ in all major subjects for 3 consecutive trimesters (September to June).
- The student will have no demerits or any I's or U's in personal development or specials.
- The student will demonstrate leadership qualities and commitment to Sacred Heart School by their participation in school functions and outside organizations (e.g., boy scouts, girl scouts).

PARENT/TEACHER CONFERENCE

Parent/Teacher conferences are held formally twice a year during the 1st and 2nd trimesters. 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 assignments, study review, reinforcement, reading, research projects, drill, library and/or enrichment reading.

PARENT / TEACHER COMMUNICATION

Teacher communication links are available at sacredheartlynd.org. Parents may access the Sacred Heart School Website (sacredheartlynd.org) to check for assignments and special announcements as well as to find the links to email individual teachers.

It is the responsibility of each teacher to be present to the students in the classroom. Teachers will answer emails in a timely manner, but not always on the day they were sent. Please contact the office for any emergencies or for a change in the dismissal procedure.

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 FOR GRADES 4-8

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 grade 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 **On-line Thursday Folder** will be updated on a weekly basis. It is found on the Home page of the school website.

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 / RECESS

Lunch may be purchased on a weekly basis. A weekly menu is published listing prices and items available for purchase. The weekly menu, found in the Thursday folder on the school's website, needs to be printed, completed with the child's name, grade, and selections and returned to school with the payment on the Friday morning before each lunch week being ordered. A separate menu must be used for each child.

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.

All children will participate in recess. The students go outside for recess following lunch if the temperature is 35°F or above. A doctor's note is required for a student to stay inside during recess.

FIELD TRIP POLICY

On occasion, Sacred Heart School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a school sponsored privilege for students. Field trips are not family outings and, therefore, parent participation is limited to the chaperones necessary for safe supervision of students. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip form is provided by the school. No parent is permitted to participate in field trips or any other student activity without completing Protecting God's Children. A certificate of completion must be on file in the school office.

UNIFORMS

All students of Sacred Heart School are expected to wear the correct school and gym uniforms purchased through the official school vendors for all classes.

OFFICIAL UNIFORM VENDORS: Lobels, West New York (201-864-1700)

WINTER UNIFORM

**Check monthly calendar for dates.

GIRL'S K-3 WINTER UNIFORM

- Navy jumper, blue blouse (long or short sleeve) or white turtleneck, with school name
- Cardigan sweater (optional)
- Navy knee socks **or navy tights**
- Black or navy shoes

GIRL'S 4-8 WINTER UNIFORM

- Navy skort or navy slacks (black or navy belt with pants), or Navy and white plaid skirt or skort
- Long or short sleeve light blue knit shirt with the school name or white long sleeve school turtleneck or long or short sleeve blue blouse.
- **REQUIRED-** either the pullover sweater, or sweater vest
(Cardigan sweater is optional)
- Navy knee socks **or navy tights**,
- Black or navy shoes

BOY'S K-8 WINTER UNIFORM

- Navy trousers
- Long or short sleeve light blue shirt with school name or white long sleeve school turtleneck
- **Navy or black belt**
- Navy **pullover or navy sweater vest is required** with the embroidered school name over the knit shirt. At all times the **shirt is to be tucked** into the pants.
- Black or navy shoes

WINTER GYM UNIFORM (BOY OR GIRL)

- Navy sweat suit
- Tee shirt
- White socks
- White sneakers, **preferred**

SPRING/SUMMER UNIFORM

**Worn from the opening of school in September. Check monthly calendar for dates .

GIRL'S K-8 SPRING/ SUMMER UNIFORM

- Navy blue cuffed shorts
- Knit shirt or blue blouse
- White crew socks
- White sneakers, **preferred**

BOY'S K-8 SPRING/ SUMMER UNIFORM

- Navy blue shorts
- Knit shirt
- Navy or black belt
- White crew socks
- White sneakers, **preferred**

SPRING/SUMMER GYM UNIFORM (BOY OR GIRL)

- Navy gym shorts
- Tee shirt
- White socks
- White sneakers, **preferred**

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 or light pastel colored 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 on the calendar for special occasions, i.e. “wear red & green for Christmas time,” and are considered part of the dress code regulations for that day. Tag days are non-uniform days. Girls are not permitted to wear strapless tops or tops with spaghetti straps. No student is permitted to wear flip flops.

CELL PHONES/ELECTRONIC DEVICES

Students are not to have a cell phone or any portable electronic devices (iPods, DVD players, MP3 players, etc.) upon entering the school building until after dismissal.

If a student must have a cell phone during these hours, the device must be shut off and kept in his/her book bag. If a student is discovered with any device in his/her possession during these hours, it will be confiscated. The student will have an opportunity to retrieve the device after the following:

- The device will remain in the Principal’s office for **one full day**.
- The student will serve a **one hour detention**.
- The student will pay a **\$10.00 fine**.

Subsequent offenses will be deemed continued and willful disobedience and subject to further action as deemed appropriate by the Principal.

There are ample phones available in the school building if a student needs to call home for any reason.

If your child is ill and needs to go home, the school nurse will contact you directly.

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.
- Cyberbullying and/or inappropriate posting on the internet

Children are not permitted to bring firearms, knives, boomerangs, slingshots, and other potentially dangerous items to school.

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 including but not limited to: passing notes, gum chewing, disturbing others.
- Consistent violation of class or school regulations.
- Consistent un-Christian behavior.

Students in Grades 1-8 are given a 24-hour notice regarding after-school detention. Serious matters of misconduct will result in an in-school suspension, school suspension and/or expulsion.

SUSPENSION

Suspension excludes the student from classes and he/she loses student privileges for a definite period of time. Parents are informed of a 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

Expulsion is the permanent removal of a student from Sacred Heart School without the possibility of readmission to the school.

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 5 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.

A student is judged to be under the influence whenever he/she 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 he/she 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:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

BULLYING, HARRASSMENT AND INTIMIDATION POLICY

Sacred Heart School, as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student’s ability to learn and the school’s ability to educate the students. They are counter to the philosophy of Sacred Heart School as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes bullying, harassment and/or intimidation. This behavior can include, but is not limited to any gesture, verbal, written or physical act or electronic communication transmitted by means of any electronic device, including, but not limited to, a telephone, cellular phone, computer or pager that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus, that:

- a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the student's ability to be educated.

STUDENT BEHAVIOR

In conjunction with the best traditions of high Catholic morals and ethics, Sacred Heart School expects students to conduct themselves in keeping with the levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

Sacred Heart School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and school community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community members.

Sacred Heart School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violation of the code of student conducts as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Teachers and staff members who interact with students shall apply best practices designed to prevent student conduct problems and encourage students' abilities to grow in self-discipline.

INSTRUCTION

Sacred Heart School will at least annually provide students with grade level appropriate programs on expectations for student conduct and bullying prevention, and provide students, parents, teachers and staff with a copy of this policy along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

CONSEQUENCES AND APPROPRIATE REMEDIAL ACTION

Sacred Heart School requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation or bullying.

FACTORS FOR DETERMINING CONSEQUENCES

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Personal and environmental factors for determining remedial measures will also be taken into consideration.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the development age of the student and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem; and protect the victim of the act.

REPORTING GUIDELINE

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment, or intimidation must report the incident verbally or in writing to a teacher, school nurse or the Principal. All teachers and staff members, volunteers, parents and other adult members of the school community having witnessed or having reliable information that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the principal.

Sacred Heart School can only address problems it has been made aware of. Therefore it is expected that all students and adults take the responsibility to report any acts that may be in violation of this policy immediately so that the matter may be given immediate and proper attention. All complaints or concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected as appropriate.

Reports may be made anonymously, but confirmation by investigation will be necessary, as formal disciplinary action may not be based solely on the basis of an anonymous report.

Reporting and/or communication regarding incidents of bullying, harassment or intimidation will not affect a student's grades or status.

When a report is made about an incident of bullying, harassment, or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigation may include interviews with students, parents and school personnel, review of school records and/or communication with law enforcement officers.

Sacred Heart School recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school wide level or by law enforcement officials. Consequences and appropriate remedial action for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In addition, Sacred Heart School intends to make resources (e.g. counseling) available to individual victims of harassment, intimidation and bullying when appropriate and respond in a manner that does not stigmatize victim(s).

Sacred Heart School and all school personnel, with the support and guidance of the principal, are committed to ensure that this policy is carried out consistently and uniformly, and that all necessary disciplinary actions are carried out with necessary due process.

Sacred Heart School shall review this policy on a regular basis at least annually and update or change it as needed.

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.

ENTRANCE/EXITS

| | |
|------------|---|
| A.M. Enter | Grades K-8.....Main Entrance |
| | Small Blessings PK3..... Red Door |
| | Small Blessings PK4..... Flag Pole Door |
| P.M. Exit | Small Blessings PK3..... Red Door |
| | Small Blessings PK4..... Parking Lot Door |
| | Grades K-3.....Parking Lot Door |
| | Grades 4-5..... Flag Pole Door |
| | Grade 6-7Side Door |
| | Grade 8Front Door |

HOME-SCHOOL ASSOCIATION

All parents belong to the Home-School Association. The objectives of the Home-School Association are:

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

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

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.

PHONE USE

Telephone use will be approved by the principal or school secretary.

SCHOOL PICTURES

School pictures will be taken during the Fall. Pictures will be on a pre-paid basis. All children will have their pictures taken for school records.

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.

STUDENT LEADERSHIP COUNCIL

Students in grades 4-8 are chosen by their class & teacher as class representatives. Meetings are held monthly after school.

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.