

SACRED HEART SCHOOL Bath, Pennsylvania

Handbook

2011 – 2012 Academic Year

Sacred Heart School

115 Washington St., Bath, PA 18014
(610) 837-6391 -- Fax (610) 837-2469

September 2011

Dear Parents,

Please read and carefully review the 2011 – 2012 edition of the Sacred Heart School Handbook. Changes have been made throughout the book.

Please sign and return the form below, no later than Friday, October 7, 2011.

Thank you for your cooperation.

Sincerely,

Mrs. Donna M. Blaszk
Principal

✂ -----
-

I have read and agree to follow the guidelines as stated in the 2011 - 2012 edition of the Sacred Heart School Handbook.

Parent signature

Parent signature

NAME OF CHILD(REN):

GRADE(S):

*Please use back of paper for additional listing, if necessary.

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SACRED HEART SCHOOL MISSION STATEMENT

Sacred Heart School, by its very nature, has, at the core of its educational system, the dual purpose to promote an understanding of and to proclaim the Good News of the Kingdom of God. The community of God's people embraces this objective through its worship and service to one another.

Sacred Heart School is dedicated to the philosophy that Catholic education must have firm rooting in the life and teachings of Jesus Christ for the Christian spiritual, intellectual, moral, emotional, social and physical development of the child.

Intellectual development proceeds in the primary grades through the logic of concrete operations and in intermediate grades by gradual introduction of the logic of symbolic operations. Students learn to think abstractly and to make intelligent decisions in response to concrete and abstract problem solving by developing critical thinking skills.

Through interaction among teachers and other students, the child develops socially and learns to understand, value and respect himself and others. We encourage healthy pride in each other's achievements, the practice of everyday courtesies and manners and the communication of feelings in a positive way.

We promote cooperation between school and parents to strengthen mutual understanding, respect and support. The child is encouraged to strive for his best at all times.

Students are encouraged to develop values of fair play and good health and fitness. Emphasis is placed on understanding the physical development of one's body.

Sacred Heart School recognizes that the spiritual experiences of the student are as important as basic skills. The spiritual education of the Sacred Heart student prepares one to be a sign of Christ in the world today. The first school of faith is the family; our efforts complement those of the faith-filled home. We do not replace the home, but rather accept the covenant of trust given to us to witness the best the Catholic faith has to offer to all.

FORWARD

The Sacred Heart School Handbook has been compiled to acquaint you with the curriculum, procedures and policies of the school. We believe that the educational process is one that involves parents, students and teachers and that the potential for teaching and learning is maximized when those involved understand what the school is striving to accomplish.

Please, familiarize yourself with the contents of the entire handbook.* Discuss the policies with your children and help them realize the benefit of doing all within their ability for the honor and glory of God.

Rev. Msgr. Francis A. Nave, M.Div.
Pastor

Mrs. Donna M. Blaszk
Principal

*This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

FACULTY AND STAFF

<u>ADMINISTRATION:</u>	Pastor:	Rev. Msgr. Francis A. Nave, M. Div.
	Principal:	Mrs. Donna M. Blaszk
<u>KINDERGARTEN:</u>		Mrs. Maureen Phillips
<u>GRADE ONE:</u>		Mrs. Regina Mayberry
<u>GRADE TWO:</u>		Mrs. Phyllis Spencer
<u>GRADE THREE:</u>		Mrs. Karen Braun
<u>GRADE FOUR:</u>		Mrs. Carol Derhammer
<u>GRADE FIVE:</u>		Mrs. Ann Marie Thomas
<u>GRADE SIX:</u>		Mrs. Colleen Frankenfield
<u>GRADE SEVEN:</u>		Mrs. Shirley Gorsky
<u>GRADE EIGHT:</u>		Mrs. Stacey Hoch
<u>LIBRARY:</u>		Mrs. Mary Kay Duckworth
<u>ART:</u>		Mrs. Jodi Keim
<u>COMPUTER</u>		Mrs. Mary Kay Duckworth
<u>SCHOOL SECRETARY:</u>		Mrs. Holly Custodio
<u>ACT 89, TITLE 1:</u>		Miss Debra Krupinski
<u>SPEECH THERAPIST:</u>		Miss Katie Messina
<u>PSYCHOLOGIST:</u>		Mrs. Betty Ann McInteer
<u>SCHOOL NURSE:</u>		Mrs. Jen McGlynn
<u>DENTAL HYGIENIST:</u>		Mrs. Beth Arcury
<u>INSTRUMENTAL MUSIC/ SCHOOL BAND:</u>		Mrs. Noreen Clark
<u>FOOD SERVICE DIRECTOR:</u>		Mrs. Lorraine Bonfiglio
<u>EXTENDED CARE DIRECTOR:</u>		Mrs. Christina Gehringer

HISTORY

Sacred Heart School had its beginnings in the spring of 1925. After permission was obtained from the Archbishop of Philadelphia, the construction of the school began. It was partially completed by late spring and was dedicated by Monsignor Masson of Allentown. The school was ready for classes in the fall. It contained four large classrooms, an auditorium and stage and living quarters for Father Post, then pastor of the church. The school was placed under the direction of the religious Sisters of Mercy whose motherhouse is in Dallas, Pennsylvania. The sisters resided in the convent, which was built in 1926. In 1964 the convent was completely remodeled and an addition was added. Because of the critical shortage of religious in the Sisters of Mercy Order, the school was staffed entirely by lay teachers since 1970.

In 1986 the large Kinkle barn, fronting on Wabash Avenue, was converted into a second school building in order to accommodate the growing needs of the school. This building is known today as the Father Burkhart Building in memory of Father Edward B. Burkhart who was pastor of Sacred Heart for 44 years. Students in fourth through eighth grades attended classes in this building through the spring of 1996.

In the spring of 1996 construction started on the Sacred Heart School and Religious Education Center, an addition to the original school building. Students in grades three through eight began to attend classes in this new wing in September of 1996.

In accordance with the school's philosophy of integrating religious values with education even in the child's earliest years, Sacred Heart School established a preschool for three and four year olds in 1985. The 3 Year Old Program was dissolved in the fall of 1995 to allow for a five day 4 Year Old Pre-kindergarten. The 3 Year Old Program was reinstated for the 1999-2000 school term. Kindergarten was also extended to include a full day.

ADMISSION POLICY

Sacred Heart School is open to all children of families registered in Sacred Heart Parish, or in other parishes, as well as non-Catholic students. Church records will be used as a verification of parish membership.

Registration requires the completion of necessary forms plus a copy of the child's birth certificate, authentic baptismal certificate and immunization records. A non-refundable registration fee is required at the time of registration. The registration for children in grades Kindergarten through 8th grade is \$50 per student. Students entering Kindergarten must be five years old by October 15th of the academic year in which they begin Kindergarten. Kindergarten Screening is administered late in the spring. In all other grades an appointment must be made with the Principal to make final registration. Formal registration begins during Catholic Schools Week.

Re-Registration forms are sent home during Catholic Schools Week for every child enrolled in Kindergarten through Grade 7. Tuition payments and fees for the current year must be up-to-date in order to register.

OFFICE PROCEDURES

The school office is open from 7:30 AM – 3:15 PM. Contacting students during the school day is generally not permitted, but may be warranted in an emergency. Please call the main office in such a case.

Messages for teachers may be left in the main office. Faculty members will return calls during their preparation time or after school. Parents should sign in at the main office before going to any classrooms.

Administrators are available for conference by appointment. Please feel free to contact the office to schedule an appointment with concerns, questions, or suggestions.

ABSENCE

To insure a comprehensive education, which will prepare the individual for life, attendance and punctuality are imperative in the formative years.

On the day of absence, parents **MUST** call the School Office by 8:30 A.M. (610-837-6391).

In conjunction with state requirements which demand that upon returning to school, following an absence of any kind, a student **MUST** possess a note containing the following: 1) the full name of the student; 2) the teacher's name; 3) the day(s) and date(s) of absence; 4) the reason for the absence; 5) the signature of the parent or guardian. **A student who is absent three (3) consecutive days must bring a doctor's verification of illness to the Principal, upon return.** If there is a contagion, a doctor's note is required for re-entry.

This also applies to leaving early and arriving late. Upon returning to school a note must be given with all the above mentioned information. If it is a doctor's/dentist's/orthodontist appointment the note should come from the professional's office upon return to school; however a note must still be submitted from the parents that the child will be pulled or arriving late due to the appointment. If your child will be arriving late please send a note in the day prior.

Students who have a specific health condition that causes frequent or repeated absence from school, even though the days absent are not consecutive, must have a letter from their family doctor verifying and explaining the reason for such absence.

Parents are asked to make doctor and dental appointments before, after school hours, or on early dismissal days. If a student has to be excused from class during the school day, a written note from a parent is necessary.

Students who are absent for more than twenty (20) days per year, for whatever reason, except for a special health condition, will not be issued report cards or marks until work is made up:

1. through summer school, or

2. through make-up assignments as approved by the Principal outside of regular class assignments. A fee may be charged if the teacher has to provide special services.
 - * In light of extenuating circumstances, the Principal may waive (1) or (2).

*A pupil may be excused during school hours for the purpose of obtaining non-school, professional health care under the following circumstances:

1. health services are rendered by state licensed practitioners,
 2. there has been established reasonable cooperation between the school authorities and the practitioners in providing services to school children outside school hours,
 3. the time of necessary absence from school involves a minimum of interference with school work.
- (State Board of Education, Regulation 11.23)

To be excused during school hours for this health care, a letter must be sent to the Principal in advance of the appointment. Parents **MUST** report to the office **NOT** the classroom to pick up their child. Parents must sign their child in and out of school at the office.

Please remember if your child is absent from school they may not attend afterschool activities. (sports events, dances, etc.)

PLEASE NOTE:

Regarding 8th Grade visitations to local High Schools, (not including our feeder school visit to Becahi):
Students will receive an excused absence when . . .

- The Principal receives a written parental request, *prior* to the day of visitation.
- The Principal receives a written notification from the Principal of the visited High School, verifying that the student was in full attendance at the time the student was absent from Sacred Heart School.

NON-ACADEMIC ABSENCES

Parents are strongly discouraged from removing children from school for non-academic reasons (especially during mid-term examinations, final examinations, and standardized testing days). If, after weighing the seriousness of loss of academic progress, the parent considers it necessary to request an extended absence from class Parents who must take their children out of school for such, must write a letter specifying the dates and reason for absence. This letter must be sent to the Principal at least two weeks **before** the absence.

MAKE-UP WORK DUE TO VACATION ABSENCE

Due to the dynamics of the classroom and unexpected schedule changes, which affect teacher planning, we cannot honor a request for work given prior to the absence of the student.

Upon the student's return, the classroom teacher will communicate to the student the list of missed assignments. It is the responsibility of the parents and student that all work is completed within the time frame established by the teacher. If special instruction is required it is the

parent's responsibility to provide this.

DAILY SCHEDULE

****Students will not be allowed to enter the school building before 8:00 A.M.***

8:15 AM Students must be in classroom
2:50 PM Dismissal

ARRIVAL/DEPARTURE PROCEDURE

MORNING ARRIVAL

All students arriving by car or walking are to enter the building through the Rear Entrance. All students arriving by bus will be unloaded on Washington Street. Parents/guardians are asked not to enter the building when bringing their children to school (Grades K-8) or when picking them up unless there is an important reason. Parents are asked to report directly to the office.

TARDINESS

If a child is late for school, he/she must FIRST report to the office, accompanied by a parent/guardian. The parent must SIGN IN stating: date, name, time, signature and reason for being tardy. The parent/guardian must also provide a written excuse explaining the reason for tardiness. A late note will be issued to the student that allows for admittance to the classroom. It will be the parent's/child's responsibility to make up any work missed by the next school day.

***Regarding students' recognition for school attendance:** Students who **first** report to school (and subsequently leave for scheduled doctors appointments, etc. and then return to school immediately following their appointment), will be considered in full attendance for the day. (Students arriving **after** the school day begins, although accompanied with an acceptable "excused" note, will be marked **late** for the school day.) For half day attendance to be recorded for a student, he/she must be present in school either 8:15 – 11:30 or 11:30 – 2:50.

***Perfect Attendance Award** – A student not absent for any sessions or who has not been tardy or picked up early, will be awarded a certificate for perfect attendance at the end of the year. (Bus delays do not count against your child.)

DISMISSAL

During the year, there are early dismissals for Faculty Meetings, Parent-Teacher Conferences, and other emergencies. EARLY DISMISSALS are at NOON UNLESS OTHERWISE NOTIFIED.

Bus Students: Children are dismissed to the buses parked in front of the school.

Car Riders: Cars pull into the parking lot from Washington Street and park in designated, parking areas (marked by white lines), ONLY Parents meet children at the rear entrance to the main building and walk children to the car.

Children are not permitted to play in the parking lot at dismissal.

*In consideration of pet allergies and safety, parents are asked that family pets remain at home or in their personal vehicle when picking up children.

Walkers: Walkers are dismissed with car riders at the rear entrance to the main building. Children are to go home immediately.
*In consideration of pet allergies and safety, pets are to remain at home when picking up children.

Change in Normal Dismissal Method

Please send a note to your child's teacher if you need to change the normal dismissal method. Sending faxes or emails is not permitted. If an emergency arises during the day and you need to change the normal dismissal method, you must notify the school office by 2:15 pm. We cannot guarantee that messages coming in after that time will reach the classroom.

Please note: Students are automatically escorted to our Extended Care Program if not picked up by dismissal and parents/guardians are charged accordingly.

Parents are **required** to **park** in the school/parish parking lot when picking up their children from Extended Care. Thank you for considering the "safety" factor for all our families.

BUS POLICY

AT THE BUS STOP:

1. Be on time.
2. Respect the rights of property owners in the area.
3. Parents are responsible for the behavior of their children before the bus arrives.
*PLEASE NOTE: Written parental requests for changes from the student's regular dismissal routine, (i.e.: Bus riders requesting car transportation,) **MUST** be forwarded to the office prior to dismissal.
4. The **Northampton School District** bus drivers WILL return Kindergarten students to Sacred Heart School when there is no adult present to meet the bus, following dismissal. Parents will then be responsible to provide transportation home.

ON THE BUS:

Safety while riding the school bus is a responsibility, which must be shared by all concerned - parents, students, bus and school administrators. Parents must reinforce with their children the need to obey the rules. Students must obey all the regulations and encourage "would be" violators to do the same. Riding the bus is

considered part of the school day. School officials must adopt and enforce fair and reasonable rules of behavior.

REGULATIONS:

All persons being transported by bus are *REQUIRED* to:

1. remain seated, facing forward, when on the bus
2. keep hands, feet, and possessions, to themselves
3. speak in soft voices
4. obey all instructions given by the bus driver and school administration

All persons being transported by bus shall NOT:

1. smoke, eat or drink on the bus,
2. engage in scuffling, fighting or other unwarranted acts of misbehavior,
3. use profane or indecent language,
4. regulate windows unless permitted to do so by the driver,
5. extend any part of their body out of window,
6. stand or walk while the bus is in motion,
7. place books, gym bags or other articles in aisles or in front of the emergency door,
8. behave in any manner, which would endanger the health, safety or welfare of other students or the driver

DISCIPLINARY ACTION:

Violations of any of the regulations of the bus policy will result in the issuance of a written notification of the infraction, (pink/orange slip), and may result in withdrawal of transportation privileges for a period of time and/or disciplinary actions. In the event of bus suspension or any other disciplinary action, parents will receive notification from the Principal. If busing privileges are suspended, parents are responsible for the transportation of their child.

Each child must ride the SAME bus to and from school continually throughout the school year.

***PLEASE NOTE:** Parents will only be granted permission, (written request required), for their child to ride another bus (same school district *only*) if the bus transportation has first been approved by the bus company and the administration.

CURRICULUM

Sacred Heart School updates curriculum according to state and diocesan guidelines and mandates. Texts are chosen to meet the educational needs of our students. In addition, our testing programs and results assist in these decisions. These meet both diocesan and state requirements.

RELIGIOUS EDUCATION:

Christian education is intended to "make men's faith become living, conscious and active, through the light of instruction". The Catholic School is the unique setting within which this ideal can be realized in the lives of Catholic children. Instruction in religious truth and values is an integral part of the school program. It is not one more subject to be learned, but functions as the underlying reality in which the students' experiences of learning and living achieve their deepest meaning.

ART:

The art program encourages self-expression through two and three-dimensional experiences. Projects often integrate the current classroom studies. Students in grades K-8 are scheduled for one art period per week, which is taught by the art instructor.

COMPUTER SCIENCE:

Every student in grades K-8 participates in a computer class weekly. The program integrates a student's ability to adapt to a technological society and to understand the capabilities and fundamentals of the computer.

HEALTH:

The instruction in health related classes include personal hygiene, mental health, drug and alcohol abuse, first aid, personal growth and development.

LANGUAGE ARTS:

The curriculum for language arts encompasses grammar, spelling, handwriting, written and oral expression and poetry.

Grammar and spelling skills are developed through a sequential program throughout the grades. Using these skills as a base, strong emphasis is placed on creative writing at all levels.

Participation in CYO contests involving the language arts is encouraged.

LITURGY, PRAYER AND SACRAMENTS:

The spiritual formation of our students is a primary goal of our school. This is achieved on a daily basis through prayer and religious instruction. Special liturgies and services are celebrated together to reinforce our community of faith.

The Sacrament of Penance is offered to our Catholic students, on a rotating basis. One grade is scheduled per week through the school year.

Special classes and preparation for the students and parents/guardians are offered for the reception of First Penance and First Eucharist. Reception of First Penance and First Eucharist will be in the 2nd Grade. The sacrament of Confirmation is administered by Bishop Cullen to the eighth grade each year as our Bishop determines.

Students are encouraged to fulfill their obligation to attend weekly Mass with their families. As the primary educators of their children, parents/guardians are involved in the catechesis of their children. The teachers in the classroom can expound; but, it is the parents/guardians who create the environment in the home for the child's inborn need to seek God.

MATHEMATICS:

The mathematics program is aimed at developing an understanding of basic concepts, patterns, and relationships, which reveal the structure of mathematics. Students learn to acquire accuracy, skill, and speed in fundamental operations, become proficient in the terminology of mathematics and focus on problem solving and estimation.

The Houghton-Mifflin Math series is used in grades K-6. The McDougal/Littell series is used in grades 7 and 8. Advanced students in eighth grade use a University of Chicago School Mathematics text in algebra.

Admission to Algebra is based entirely on the IOWA tests, mid-term exam, average in math and a placement test.

MUSIC:

Students in grades K-8 participate in one music class per week, which provides them with the cultural opportunity to develop an appreciation and understanding of liturgical, modern, classical, ... music.

READING:

The reading program is organized to provide sequential, comprehensive and flexible reading instruction that relates reading to other subject areas. The major goals of reading instruction are to develop early independence in reading and a life-long interest in reading. The reading instruction respects the individual differences of each student through programs that include ability grouping, continuous progress, and remedial and enrichment reading.

Reading evaluation and success are determined through appropriate testing. The basal reading program selected to fill these goals is the McGraw Hill *Treasures* – Reading series. The Prentice Hall Literature program is used with students at the junior high level (7th & 8th grades).

PHYSICAL EDUCATION:

Students in grades K-8 participate in physical education classes once a week. Through various skills and activities, sound physical, social, emotional and mental growth is developed. Classes are conducted outdoors if weather permits. Otherwise, the classes are held in the school auditorium. All children are required to participate in the physical education classes.

Sickness or injury should be brought to the attention of the teacher through a written note from a doctor stating that the student may not participate. A written request from the parents may also be honored in certain cases.

***PLEASE NOTE:** When a student is unable to participate in gym class, for any serious medical reason, a doctor's request for non-participation must be forwarded to the Principal.

When gym is missed for an extensive amount of time (i.e. broken leg) a doctors release form must be received by the Principal in order for the student to return to regular PE activities.

SCIENCE:

The science curriculum exposes the students to basic laws and principles of earth, life and physical science through hands-on experiences, teacher demonstrations and classroom presentations. Visual aids and library research are used as reinforcement.

SOCIAL STUDIES:

The curriculum for social studies introduces the students to historical concepts, relationships of people throughout the world, citizenship and current events. Lesson content is clarified and extended through the use of maps, globes, charts and graphs.

***Please Note:** Students are required to follow all schedules, (including instrumental lessons, etc.), as per grade level. Only the Principal reserves the right to grant changes and/or modifications.

ASSIGNMENTS

Students in grades one and two will use weekly homework sheets prepared by their classroom teachers. Assignments will be written according to the teacher's directions and signed by parents.

Students from grades three through eight are required to maintain an assignment book in which they must list their assignments daily. Each student must use the assignment book that is sold in our school store.

Parents/guardians are asked to check these books and sign them every night to insure that all homework is being completed. Requests for signed tests and their return are also considered homework assignments.

TUITION

GENERAL INFORMATION

Sacred Heart School has three different categories under tuition: Parishioner, Non-Parishioner and Non-Catholic. In order to qualify for "Parishioner" rate, the child must be a Catholic and a registered member of Sacred Heart Parish for a minimum of six months.

A "Non-Parishioner" rate is applied to a Catholic child who is registered in another parish and who can produce a letter from his or her pastor attesting to membership in that parish.

A Non-Catholic rate is applied to students who are not Catholic, even if his or her parents are Catholic.

The Parishioner rate is made possible because of the subsidy from the Parish to the School. It is understood that parishioners will be supported in their endeavors to provide a Catholic Education for their children because of their support of the parish. The religion of

the child is the basis for determining the rate to support and encourage Catholic parents in their obligation to raise their children in the Catholic Faith.

Tuition payments only *partially* meet school expenses and instructional costs. Our school depends on parish subsidies, fund-raising and grants, as well as tuition. There is a mandatory fundraising fee of \$400.00 per family. There are many opportunities throughout the year to meet this fee.

There are three (3) payment options available:

1. Pay 100% of the tuition/fees directly to the school in cash, check, money order – by July 1st and receive a 3% rebate.
2. *SMART*: 10 monthly *direct deposits*, (automatic withdrawals), beginning July through April.
3. *SMART*: 2 monthly *direct deposits*, (automatic withdrawals), July and January.

As a matter of justice, report cards will **not** be issued to those students whose tuition and/or fee payments are not current, including payments, which have not cleared the bank.

*Re-registration for the following year will not be accepted until tuition and all outstanding fees are paid in full.

*Students will not receive their report cards (or diplomas in Kindergarten & Grade 8) nor will their permanent records be forwarded to another school, until all outstanding balances are paid. There will be a \$10.00 late fee incurred if funds are not received by the due dates. This includes, tuition, technology fees, school supply fees, and parent alert fees. School supplies will not be distributed to the child/children until supply fees are paid.

All delinquent accounts will be forward to MBS Credit & Collection Solutions.

Parish Financial Aid

Parish Financial Aid is available, on a limited basis, to all parishioners of Sacred Heart Parish who qualify.

All applications for Parish Financial Aid are to be completed through the FACTS Program. The applications and accompanying documentation are due no later than 15 May.

Applications that are incomplete will not be considered.

After the deadline date a subcommittee of the Parish Finance Council together with the Pastor and the Principal will review the applications. All information will be held in strictest confidence.

Because the amount of Parish Financial Aid is limited, applications received after the deadline will not be considered.

Families will be notified of grants by the end of June.

Mandatory Fundraising

There is a yearly mandatory fundraising fee of \$400.00 per family. There are many opportunities throughout the year to meet this fee. The fundraising year is from May 1st through April 30th.

School Supplies

Payment coupons (specific supplies vary per grade) are sent home to families in the summer. **Fully completed** coupons, **MUST** accompany supply payments in order to insure accurate payment records. ALL students are *required* to have these supplies on the first day of school. Supplies will not be distributed unless the payment is made.

PARENT/GUARDIAN TUITION INFORMATION

The annual tuition fee is announced in the Spring. A set amount is established for the first child with an additional sliding scale for other family members. Information on specific tuition and fees may be obtained by calling the school office. New students/transfer students must be a member of the Sacred Heart Parish for at least 6 months to qualify for the parishioner rate.

SCHOOL STORE

Our School Store is located across the hall from the office and is stocked with all required stationery items. The store is open in the morning from 8:00 to 8:30 and during lunchtime. Please see the secretary to make a purchase.

CHANGE OF ADDRESS

It is the parents/guardians responsibility to immediately notify the school office of any change in a student's address, telephone number, etc. For the health and safety of our students, it is imperative that current records are on file.

CONFERENCES

Parent-Teacher conferences are recommended and encouraged at all times during the year, as well as at scheduled times. Please make arrangements with the individual teacher by sending a note with your child or phoning the school office.

Parents/guardians are urged to keep informed about all phases of the school program by accepting invitations to visit the classrooms and meet with teachers on occasions such as: liturgies, Parent-Teacher conferences, classroom plays, Catholic Schools Week, HSA meetings, demonstrations and others.

COURT ORDERS

Sacred Heart School complies with the provisions of the ***Buckley Amendment***.

“Non-custodial parents will be given access to unofficial copies of student records and the staff will be available to discuss the records, unless a court order stating otherwise is filed with the school.”

Divorced parents are required to file a copy of the custody section of their divorce decree with the school.

HEALTH POLICIES

It is imperative that all children entering school for the first time complete the required medical form. All students must be properly immunized and all immunizations must be up to date. Please check all immunization records with your family doctor.

Immunization Requirements To Attend School

Diphtheria and Tetanus – 4 doses (1 dose must be administered on or after the **fourth** birthday)

Polio – 3 doses

Measles – 2 doses (1st dose must be administered on or after the **first** birthday)

Rubella (German Measles) – 1 dose

Mumps – 1 dose

MMR (Measles, Mumps, Rubella in combination are acceptable for the above)

Hepatitis B – 3 properly spaced doses

Varicella (Chicken Pox) **immunity** – Either vaccine or history of the disease

Additionally, Hepatitis B (3 doses), and varicella immunity will be included as a requirement for ALL students entering 7th grade.

THESE IMMUNIZATIONS ARE REQUIRED UNDER THE PENNSYLVANIA SCHOOL CODE 23.83. ANY STUDENT WHO IS NOT FULLY IMMUNIZED RISKS EXCLUSION FROM SCHOOL.

Mandated School Health Exams/Services

1. Physical Exams - Done upon initial entry into school (usually Kindergarten or Grade 1) and again Grade 6. All students entering from out-of-state must also have a physical exam.

2. Dental Exams - Done upon initial entry into school (usually Kindergarten or Grade 1).

Health Services

A School Nurse and Dental Hygienist employed by Northampton Area School District provide services to all of the non-public schools in the Northampton School District. According to the Pennsylvania State Health Law, the following medical and dental screenings are provided to all students. It is the parent's responsibility to inform the school nurse/dental hygienist in writing at the beginning of the school year to decline these services, if so desired, and to have these services delivered by their private physician/dentist. This request must be declared in writing each school year and sent to the school nurse/dental hygienist at the beginning of the school year. Documentation of these services by your private physician/dentist must be forwarded to the school nurse/dental hygienist.

Kindergarten	-	Height/Weight; Near/Distant Vision; Hearing
Grade 1	-	Height/Weight; Near/Distant Vision; Color Vision; Hearing Dental Screening
Grade 2	-	Height/Weight; Near/Distant Vision; Stereo-depth perception; Hearing
Grade 3	-	Height/Weight; Near/Distant Vision; Hearing; Dental Screening
Grade 4	-	Height/Weight; Near/Distant Vision
Grade 5	-	Height/Weight; Near/Distant Vision; Dental Screening
Grade 6	-	Height/Weight; Near/Distant Vision
Grade 7	-	Height/Weight; Near/Distant Vision; Hearing; Scoliosis Screening; Dental Screening
Grade 8	-	Height/Weight; Near/Distant Vision

ILLNESS AT SCHOOL

In case of illness of the student during the school day, the school will make every effort to contact the parents to take the child home. If the parents/guardians cannot be reached, the person at the emergency phone number given by the parents/guardians will be requested to come for the child.

MEDICATION

Whenever possible, we encourage parents/guardians to administer medication to children at home. However, we realize that some students require ongoing medication as part of their daily routine. Should this be the case, parents/guardians must notify the school nurse, as this mandates a written doctor's order. The parent/guardian will be required to complete an "Authorization for Medication" form prior to the administration of medication. The form will remain on file in the office. The nurse will then decide the procedure for administering the medication. An authorization form must be completed each academic year for students requiring long term medication. Forms are available at the school office.

If a student needs medication for only a few days, a note from the parents/guardians explaining the name of medication, dosage and frequency **MUST** accompany the medicine to school, as well as the filling out the school medical form. The bottle must be labeled and contain only a one day supply. The note and medication **MUST** be brought to the office as soon as the student arrives at school.

- Please note:**
- At no time will a student be permitted to possess medication or to self medicate.
 - Medications will only be disbursed when the mandated authorizations, as stated above, are strictly followed.

EMERGENCY MEDICAL CARDS

Emergency Medical Cards must be updated each year. The card must be completed by a parent/guardian and returned to school within one week.

INCLEMENT WEATHER OR EMERGENCY

Should the school have to cancel classes for the day, begin classes later, or dismiss early, it will be announced by radio stations WAEB (AM 790), WAEB (FM 104.1), WODE (FM 99.9), WFMZ (FM 100.7), and WFMZ Television, Channel 69. We follow the Northampton Area School District for weather related dismissal and delays. Please inform your child of procedures to follow in case school is closed for an emergency and you are not home. You are reminded that Extended Care will only be offered for 1 hour after school closure.

FIRE DRILLS

Fire drills are conducted periodically to ensure the student knows how to act and where to go in the event of a fire.

We ask your support in reinforcing the importance of fire drills to your child. Any misconduct during a fire drill will result in detention.

LIBRARY

The library is an integral part of the educational facility. Students are encouraged to utilize the materials to the best of their ability and are given the opportunity to attend the library every week.

The students are responsible for any book they borrow. If a book has not been returned the student will not be permitted to borrow another book until it is returned. Inventory is checked quarterly. If the book or any borrowed material (magazine, tape) is lost or damaged, the student is financially responsible for its replacement. Report cards will not be issued and/or student records will not be sent to another school until the above responsibility has been satisfied.

Order and obedience are imperative when students visit the library. Failure to comply will result in a written notification of the infraction (pink/orange slip being forwarded to the parents/guardians), and the student may lose library privileges.

***Overdue Fines:** Report cards will NOT be issued if there are any overdue books for that quarter. The book(s) or the replacement cost of the book(s) must be submitted to receive report cards. The replacement cost of the book is the price of the book **plus** \$5.00 per book handling charge. The fee is \$5.00 per book whether you buy the book yourself or we do.

BOOKS

Textbooks and workbooks are provided through government and parish funds. Once a student is issued a textbook and/or workbook, he or she is responsible for the them. Textbooks must be covered at all times. We expect that a student handles books and other school materials as if they were his/her own. The use of school bags is encouraged. If a student loses, damages or mars a book or workbook, he or she is financially responsible for the book.

Please note: Loose (hanging) key chains on backpacks are not allowed. Please secure house keys, etc. securely **inside** backpack. Backpacks (size) must be able to fit in the locker. NO wheeled backpacks.

HOMEWORK

Homework, both written work and study work, is an important part of the educational process. It reinforces concepts taught in school and helps to teach students responsibility.

It is also the responsibility of the parent or guardian to ensure that all written assignments are completed neatly and accurately and that all study assignments are completed by the student. At the beginning of the school year, each individual teacher, in conjunction with the Principal, will issue a memo as to their expectations for that particular class. Sacred Heart takes pride in maintaining an open line of communication between the home and the school. (Please refer to the Discipline Code on page 23 concerning homework.)

LUNCH

A hot lunch program is available for the students on a daily basis. A menu for each month is sent home with the school newsletter a few days before the beginning of each month. The cost of a hot lunch (with milk or water) is \$2.70. The cost of a hot lunch (with juice) is \$3.00. The cost of a second drink is 60¢. Each morning the classroom teachers will take a lunch count, which is sent to the office. A bill will be sent home on or before the 5th of the following month. This bill is to be paid **by** the 10th of that month. **All late payments will result in an additional \$5.00 charge to the account.**

Beverages may be purchased by students who prefer to bring their own lunch to school at the cost of 60¢. {Please be reminded that students are not permitted to bring soda as part of their lunch.} Bills will be sent home as a part of the hot lunch bill as explained above.

Free or reduced lunches are available to families who meet the financial criteria established by the government. Forms for this program are sent home at the beginning of the school year. If the family financial situation changes during the year, applications for free/reduced lunches are again considered.

If a child forgets his/her bag lunch at home, please bring it to the office and it will be given to your child.

When there is a 2-hour delay in the start of school, the menu will include: Hot Dog, Vegetable, Fruit, Dessert, and Milk.

LUNCH TIMES:

LUNCH PERIOD #1

(Grades 5 - 8)

RECESS 11:10 - 11:20

LUNCH 11:20 - 11:55

LUNCH PERIOD #2

(Grades K - 4)

RECESS 11:45 - 12:05

LUNCH 12:05 - 12:40

DISCIPLINE

Discipline is of two kinds. Both complement each other. Academic discipline is most important for a student to be a success in his/her schoolwork. It is akin to that of any professional discipline. The student, as a professional, must be able to be quiet, to read, to reason, to evaluate and to do this for some period of time. The other form of discipline is social. In a community that lives so close together as a school community, rules and regulations are necessary for the protection of the rights of the members of the community.

This discipline, commonly known as the discipline code, is founded upon a commitment to Christian values and morals and is determined and influenced by the administration of the school, the diocese, the teachers, the students, the parents/guardians, and by the community at large.

Every teacher, vice principal and principal in a school of the Diocese of Allentown shall have the right to exercise the same authority as to conduct and behavior over the pupils attending that school, during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians or persons in parental relation to such pupils may exercise over them. (Pennsylvania Public School Code, Section 1317 B.P. 5144)

Students are not to return to their classrooms after they have been dismissed. If a child stays after school for a disciplinary reason, (detention, to make up incomplete work, or to obtain extra help), parents/guardians are responsible for their transportation.

Only those students who are staying for any of the above reasons may be in the school building. Brothers and sisters of those remaining may not stay in the building and should take their regular rides home OR wait in Extended Care. No student may remain in the building after school without supervision.

DISRESPECT

To develop the values of the Catholic faith and the morals of good citizenship, respect for all in authority must be maintained. Disrespect to anyone in authority will not be tolerated.

If it occurs, a detention will be issued. If a student receives two or more detentions for disrespect of authority, he/she may not be permitted to participate in a scheduled field trip without the written permission of the Principal. However, school attendance on that day is mandatory. (Placement of the student will be the responsibility of the Principal.)

We expect that Sacred Heart students will respect their teachers, adults and fellow students, treating them with courtesy and generosity. Also, each student must consider the rights of others so that all students may enjoy a pleasant environment in which to learn.

DRUGS AND ALCOHOLIC BEVERAGES

Catholic education seeks to encourage and teach people to respect themselves and others. The virtues of charity and justice demand a policy written and enforced, prohibiting the abuse of drugs and/or alcoholic beverages by students in the schools of the Diocese of Allentown.

In the Catholic Schools of the Diocese of Allentown, the following are prohibited for students:

1. Possession of drugs
2. Abusing drugs
3. Buying and selling drugs
4. Possession or smoking marijuana
5. Drinking or selling or buying alcoholic beverages
6. Possession of alcoholic beverages
7. Being under the influence of drugs or marijuana

Catholic school students who are involved in any one or more of the above activities while on school property, or at activities sponsored by the school, or to and from the school will be suspended until the parents/guardians report to the school. Such students will be liable to expulsion from school. The student may also incur other disciplinary sanctions in keeping with those sanctions attached to major violation of school regulations.

GENERAL SCHOOL RULES

Each student who attends our school is an important member of the Sacred Heart School community. As a responsible Catholic Christian, each student will follow the example of Jesus, Our Lord in his/her daily life.

The following rules apply to all students:

1. A Sacred Heart School student is kind to all students, teachers, aides & other adults.
2. A Sacred Heart School student shows respect to all teachers and adults who work at the school. These adults take the place of the child's parents/guardians while the child is at school and should be obeyed at all times.
3. A Sacred Heart School student takes care of all school property and never causes damage of any kind to any property.
4. A Sacred Heart School student wears the school uniform unless he/she has permission from the Principal to wear other attire.
5. A Sacred Heart School student behaves properly in the classrooms, bathrooms, hallways, etc. There is to be no running or shouting in any of these areas.
6. A Sacred Heart School student doesn't touch things that don't belong to him/her unless he/she asks permission of the owner.
7. A Sacred Heart School student may not chew gum at any time.
8. A Sacred Heart School student may not use the soda machine.

LUNCHROOM RULES

1. Be courteous to all volunteers and staff.
2. Talk quietly at all times.
3. Keep your area neat. Clean up after yourself (table & floor). Throw garbage away at the completion of the meal only.
4. Stay in your seat while eating. (Raise your hand if you need to speak to the adult in charge.)
5. Remain at your assigned table until you are dismissed.
6. Ask permission from the adult in charge when you need to leave the lunchroom.
7. When you are dismissed, stay in line and follow the adult in charge.

PLAYGROUND RULES

1. Running is permitted only in the field behind the Burkhart Building.
2. All students must stay within the view of the adult in charge.
3. Koosh balls, nerf balls, and only teacher approved toys and recreation equipment are permitted at recess.
4. See the adult in charge if you must leave the playground for any reason.
5. Always be courteous to the other children and adults.

DETENTION

Detention is a step taken by the Principal or a faculty member to reprimand a student who has broken a school or classroom rule. Detention may be imposed either according to code of effort/conduct or at the discretion of the Principal for justifiable cause. Detentions are held with the student's teacher, an assigned faculty member or the Principal. Detentions not honored automatically result in five demerits and a meeting with the parents/guardians, Principal and Pastor.

Please note: Detention forms must be signed by a parent/guardian (full signature ONLY) and returned to the teacher within two days. Students receiving a detention for any reason will not qualify for first or second honors.

If a student is given a detention, the parent(s)/guardian(s) will normally be provided at least one day's notice. It is the responsibility of the parent(s)/guardian(s) to provide transportation. If the situation warrants, the student may be kept that day and the parent(s)/guardian(s) will be notified. Detentions will be served after school until 3:30 P.M. on a day determined by the teacher or Principal.

All detentions will be recorded on the report card and will warrant an automatic "**N**" in conduct and/or effort. Three detentions will warrant an automatic suspension. Any child who receives two or more detentions for any reason may not be permitted to attend a scheduled field trip without written permission of the Principal. School attendance on that day is mandatory. The student will be provided with class work by the teacher and remain under supervision of a faculty member or the Principal.

SUSPENSIONS

Suspensions are the result of a compilation of detentions/demerits and/or serious justifiable reasons, at the discrepancy of the Principal;

- may be served in or out of school, as required by the handbook or at the discretion of the Principal.
- will require a meeting of Principal, teacher(s), parents/guardians, student, and (if warranted), Pastor and/or school psychologist.
- transportation MUST BE provided by parents/guardians to and from school on the day of suspension.

*****3 suspensions are cause for automatic expulsion.*****

DISCIPLINE CODE

(Level III and Level IV Detentions/Demerits are Cumulative September through June)
Grades K – 8

One of the tools available to faculty and administration, to maintain a safe and orderly learning environment, is the detention/demerit system. The school code of conduct is based on a demerit system.

- △ A written notification of any infraction will be sent to the parents/guardians.
- △ A detention form must be signed and returned to the teacher within 2 days.
- △ A conference may be called at any time.

PLEASE NOTE: *Students receiving a detention for any reason will not qualify for first or second honors*

SCHOOL CODE OF EFFORT/CONDUCT

Level I (1 DEMERIT) – Minor Offense (Pink Slip)

[Effort]

1. Incomplete homework (demerits per subject)
2. Not prepared for class
3. Tardiness (to school or class)
4. Unsigned document (after 2 school days) i.e. Tests, Disciplinary Notices, Parent Notes etc. (anytime a parent's signature is requested)

[Conduct]

1. Chewing Gum
2. Littering
3. Running (at inappropriate times and places)
4. Violation of the dress code (see page 13)
5. Trading

Level II (2 DEMERITS) – Intermediate Offense (Pink Slip)

[Effort]

1. NO homework (2 demerits per subject)
{In grade 1, in general, detentions will not be issued resulting from incomplete or missed homework assignments.}

[Conduct]

1. Bus Violation (may result in temporary loss of bus privileges)
 - a. A second bus violation will result in temporary loss of bus privileges.
 - b. A third violation will result in extended or permanent loss of bus privileges.
2. Improper language
3. Inappropriate behavior
5. Note writing/passing, of any kind.

****In grades 2 through 4 -- An accumulation of 10 demerits = detention****

****In grades 5 through 8 -- An accumulation of 5 demerits = detention****

ALL Demerits are cumulative per quarter**

Level III (3 DEMERITS) – Intermediate Offense (Orange Slip) [Conduct]

1. Aiding and Abetting a Level III Offense
2. An Unwarranted Act Affecting the Safety of Oneself or Others
3. Cheating (**Please note:** “Cheating” will be assumed if there is talking for any reasons during the test period.)
4. Disobedience/Disorderly conduct (Serious infraction)
5. Disrespect shown to the church, or beliefs of the church
6. Disrespect (we will not tolerate any gestures, comments, actions . . . that may cause bodily harm or personal degradation)
7. Forging signature
8. Harassment {ex. taunting}
9. Insubordination to a Superior
10. Lying
11. Petty vandalism (Damage less than \$50.00) {Restitution must be made.}
12. Plagiarism
13. Skipping detention
14. Abusive Language Towards One Another, Swearing, Vulgar,
15. Stealing
16. Possession of Inappropriate Material

**** A LEVEL III (CONDUCT) INFRACTION = AUTOMATIC DETENTION****

**** 3 Demerits= (1) Automatic detention**** (a demerit signifies gravity of disciplinary infractions)

Cells Phones

The school will not be responsible for any cell phones, PDA’s, other electronic devices or game systems brought to school.

If parents/guardians feel that it is necessary for a student to bring a cell phone to school, the phone must be turned off during school hours and stored in the student’s locker, not his/her backpack.

Improperly stored cell phones during school hours will result in the following:

1. Any device inappropriately used in school will be taken from the student and locked in the school office until the parent/guardian picks it up from the Principal.
2. Any student caught with a cell phone during school hours will receive an automatic detention. A second offense will result in storing the cell phone in the main office each school day.
3. If a student is caught possessing a cell phone during an examination, it will also be assumed that it is being used to cheat, and the student will receive an automatic suspension.
4. Any student who possesses a cell phone, or any other electronic device, with lewd or obscene images will receive an automatic suspension, and will be liable to expulsion.

CONFERENCING will include the Principal, parent/guardian and student. The presence of the teacher, Pastor and/or school psychologist is at the discretion of the Principal.

Level IV (5 DEMERITS) – Major Offense (Orange Slip) [Conduct]

1. Blasphemous or Obscene Language
2. Any verbal or written request for an instrument of violence
3. Any threat to do bodily harm
4. A Serious Unwarranted Act Affecting the Safety of Others
5. Commission of a Crime on School Property
6. Fighting or Assault (with/without battery)
7. Leaving School Property Without Permission
8. Possession of Contraband
9. Possession of or attempt to procure a Controlled Substance (i.e. Drugs, Alcohol)
10. Possession of Weapons of any Kind, Including, but Not Limited to Knives
And Other Dangerous Instruments
11. Theft (Restitution must be made)
12. Vandalism – (Damages of \$25.00 or more: Restitution must be made)
13. Smoking

**** A LEVEL IV (CONDUCT) INFRACTION = SUSPENSION****

****3 SUSPENSIONS ARE CAUSE FOR AUTOMATIC EXPULSION****

Any behavior which constitutes sexual harassment or inappropriate contact between students results in an automatic suspension. This behavior will also result in the loss of field trips for the remainder of the year, including the 8th grade class trip. Depending on the seriousness of the offense, this behavior may result in expulsion. It should be noted that behavior which constitutes sexual harassment will, by law, frequently include the mandatory notification to law enforcement.

A CONFERENCE will be scheduled, with a possible suspension or expulsion, as a result of:

- ◆ Any Level IV Offense
- ◆ An accumulation of 15 or more demerits
- ◆ A 3rd detention

***PLEASE NOTE:** A reason for possible expulsion includes behavior, in any manner which would endanger the health, safety, or welfare of other students or the staff and/or conduct in or out of school that is detrimental to the reputation of Sacred Heart School.

FIELD TRIPS

Field trips will be planned with an educational objective encouraged. Students will be adequately prepared for a field trip and parental/guardian permission must be obtained for each pupil. **Car seats** are required for students up to age 8 and up to 80 lbs. Siblings are not permitted on field trips.

No student will participate in any field trip unless a signed parental/guardian **permission slip** is on file with the Principal. Parents may be drivers if they have completed all Diocesan

mandated requirements for volunteering, (See Volunteers), and have a current field trip driver form as well as a copy of insurance on file in the school office. Chaperones/drivers are chosen at the discretion of the teacher and they MUST follow all the directives of the classroom teacher.

It should be noted that the parent/guardian has the option of excusing a child from a field trip. However, the student will be expected to attend school that day and will be provided with adequate teacher supervision and classroom assignment. If the student does not attend school that day, it will be considered an unexcused absence.

Individual discipline infractions (based on the Principal's decision) may warrant non-participation in regular field trips. School attendance is mandatory on days of schedule field trips. If a student receives two or more detentions, he/she may not be permitted to participate in field trips. Any 8th grade student who receives three or more detentions for any reason may not be permitted to attend the end of the year class trip. The final decision is made by the Principal.

Appendix B is a copy of Sacred Heart's **Medical Information form**. The form is completed each September and kept on file in the Principal's Office. The medical information form accompanies the teacher on each field trip. Any changes must be brought to the *immediate* attention of the Principal, where all information will be updated.

Refunds for field trips will be determined by the principal.

See Appendix B, C, D, E, and F for Medical, Driver Information, and Field Trip Consent Forms.

REPORT CARDS

Kindergarten report cards are issued only three times per year (the first quarter is a parent/teacher conference only). In grades 1 through 8, report cards are issued four times a year. Each time a report card is issued, it is to be signed by one or both parents/guardians and returned promptly to school. If a conference is in order, it may be requested by the parent/guardian, teacher or Principal on the last page of the report card. Parent-Teacher Conferences for each student in the entire school will be held with the issue of the first report card.

Regarding late fees: Report cards will be withheld unless the following conditions are met:

- A written explanation is presented to the Pastor.
- An accompanying plan of payment is specified.

Report cards will be withheld if **any** bills remain outstanding. (This includes tuition, lunch, library, Extended Care, fundraising, school supplies, technology fee, etc.)

“Alerts” only Progress Reports will be issued mid-way through each Quarter

PROMOTION

Promotion from one grade to another depends upon the mastering of the materials presented in each subject.

*Sacred Heart School follows the Allentown Diocesan Guidelines for the Elementary Grading System:

- (1) The grades or marks of a student should as far as possible represent the academic achievement of the student. Marks are not to be lowered as a punishment for behavior. At times students of very good ability are not sufficiently challenged in class and become problems. To lower their grades solves no problem and if they are lowered to the point where the student fails and has to repeat the grade it only aggravates the problem. An endeavor will be made to provide an enriched program for such children.
- (2) A certain amount of discretion must be used by the teacher in determining grades. There are times when a somewhat relative standard may be used. A pupil who has the ability to do good work but is not doing so, may be given a lower grade for the same work than another pupil of less ability.
- (3) The grades, however, should not be so low that the pupil could not pass at the end of the year if he demonstrates he could do the work of the next grade.
- (4) A mark of F (below 70 numerically) is a failure.
- (5) If grading has been accurately done, a pupil will not finish the year with a failing grade, unless it is certain he cannot do the work of the next grade.
- (6) *Satisfactory completion of planned courses shall be determined by the Principal, in consultation with the teacher.

*Regarding modified classes: grades alone do NOT determine satisfactory completion of planned courses, when deciding if the student can/cannot do the work of the next grade.

*It is necessary to maintain a passing average in all subjects to participate in extra-curricular activities.

HONOR ROLL

Recognition on the Honor Roll for grades 5, 6, 7 and 8 indicates school achievement for the quarter as follows:

First Honors:

Every grade in a major subject, (numerical grades) ---90 or above.
Every grade in a minor subject (O, VG, G, S, I, N, U grading) ---"S" or above.
Effort and conduct grades---Satisfactory or above (and absence of detention and/or demerit)

Second Honors:

Every grade in a major subject---85 or above.
Every grade in a minor subject (O, VG, G, S, I, N, U grading) ---"S" or above.
Effort and conduct grades---Satisfactory or above (and absence of detention and/or demerit)

RETENTION

When retention is being considered by a teacher, early notification is given to parents/guardians. A consultation with parents/guardians, the teacher(s) and the Principal precedes the final decision for retention. In rare instances, the question of retention or promotion may be made in August, prior to the beginning of the new school year.

AUXILIARY SERVICES

There are a variety of services available to the classroom teacher and student, which are considered supplemental or auxiliary to the basic educational program offered by the school.

These services have become known as Special Auxiliary Services. A list of these services follows:

1. School Health Services
2. Catholic Social Services
3. Remedial Instruction in reading and mathematics
4. Speech Therapy
5. Psychological Services (including Instructional Support Team)
*Psychological services do NOT include testing to diagnose a learning disability.

MONIES

Any monies for the school are to be presented to the teacher first thing in the morning. The money must be in an envelope marked with the following information:

1. Student's name
2. Grade
3. Amount
4. Reason/purpose for the payment.

HOME & SCHOOL ASSOCIATION (HSA)

The HSA is an active organization focused on “home” and “school”, by sponsoring various activities for the student body of Sacred Heart. Although fundraising is not its primary function, a few fundraisers will be conducted for the sole purpose of funding activities and special events for the students and their families. HSA is not in anyway affiliated with the mandatory fundraising program. Funds raised through HSA will not be applied to the mandatory fundraising program. We look forward to your support and cooperation whenever possible.

Membership is open to all families of the parish school and staff of Sacred Heart School. Yearly dues are \$5.00 per family, **payable by September 15th**. Meetings are held every other month, from September to May. Officer for the 2010/101 year are: Mrs. Christina M. Gehringer, President; Mrs. Kimberly Talipan, Vice-President; Mrs. Christine Wachter, Secretary; and Mrs. Tricia Tatum.

PHOTOGRAPHS

Individual photographs and class pictures are taken of children in the fall of each year. Usually, individual pictures of the children are also taken in the spring. Purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken.

LOST AND FOUND

The school office will receive articles found and return them to the owner if possible. If the owner cannot be identified, the article will be held in the office. All clothing and supplies should be labeled with the student's name.

TESTING

Catholic Schools are committed to strive for quality education for all students entrusted to them. Test results provide an instrument for evaluating academic growth. It is no small task to formulate tests that are objective instruments of measuring progress and that are at the same time fair. However, this is the constant challenge facing teachers throughout the school year.

To evaluate the progress of students in the Diocesan schools a series of tests based on national norms is administered. It is testimony to the quality of education in our school that the average scores of our students are equal to or above the national norm established for these tests.

The value of the test results lies in their interpretation and use by the teachers and counselors. Teachers should acquaint themselves with the means to accurately interpret tests. Professionals can only make proper use of test results when they understand the test, its purpose, validity, reliability, etc. .

Our school participates in a diocesan-wide testing program annually. The Iowa Tests of Basic Skills is used in grades 2 through 7. Cognitive Abilities Tests are given to students in grades 3, 5 and 7. The Iowa Tests and Cognitive Tests are given in the spring of the school year.

VANDALISM

Destruction of school property will not be tolerated. Any damage will require restitution and may result in suspension or expulsion.

We expect that Sacred Heart students will respect the property of the school, including, but not limited to, furniture, gym equipment, bathrooms and classrooms.

VISITORS

ALL VISITORS AND VOLUNTEERS MUST SIGN IN AT THE OFFICE. Parents are requested not to go to classrooms before or during school hours for any reason. Parents bringing in things forgotten by the children are to bring them to the school office. All visitors and volunteers are asked to sign the register in the front office and will receive a visitor's pass.

VOLUNTEER PROGRAM

A vital contribution to limiting the cost of education is the Parents/Guardians Volunteer Program. All volunteers MUST have the following information on file in the school records:

1. HIRERITE criminal background check
2. Certificate of participation in the *Protecting God's Children* program
3. Signed Diocesan Code of Conduct acknowledgement
4. Signed Diocesan Sexual Abuse Policy acknowledgement

Volunteers work in the kitchen, library, lunchroom, and on the playground. They occasionally help in the classroom. Parent/guardian volunteers also help transport students to field trips.

Parents/guardians of all students are asked to participate in the volunteer program which affords them the opportunity to become an integral part of the operation of the school. This program substantially reduces the cost of education at Sacred Heart School.

EXTRA CURRICULAR ACTIVITIES

Altar Servers	Cub and Boy Scouts	Instrumental Music	Field Day
Student Council	Public Speaking	School Choir	Spelling Bees
Track and Field	Essay Contests	Basketball	Retreats
Parish Children's Choir	National Geography Bee	Volleyball	Plays
Art Contests	Academic Bowl	Class Trips	Community Activities
Science Competitions	Community Competitions	Math League Contest	L. A. League

EIGHTH GRADE GRADUATION

- **Each family will be assessed a \$50.00 non refundable fee for graduation (graduation caps, tassels and diplomas, etc.)**

Graduation exercises take place following the Mass. At that time a diploma will be awarded to those students who have demonstrated satisfactorily a mastery of all subjects.

If it appears that a student may not graduate, a warning will be issued with the report card.

DRESS CODE

Please see appendix A for the school dress code. Uniforms may be purchased through Flynn & O'Hara. Uniform Schedule is as follows:

Fall Uniforms	August – October 14 th
Winter Uniforms	October 15 th – March 31 st
Spring Uniforms	April 1 st – June

CASUAL DRESS DAY

Casual Dress Day has been specifically designed as an opportunity for our faith community to recognize and support a variety of community service/missions (ex: Holy Childhood Association). All students are asked to make a charitable donation of \$1.00 in exchange for the privilege of dressing in clothes other than their school uniform. It is the parent's/guardian's responsibility to check to make sure that the choice of clothing is appropriate for school. T-shirts are not permitted except on school spirit days that allow specific t-shirts. Knee-length shorts may be worn when the temperature is 75 degrees or higher. Spandex shorts or pants, halter tops, sundresses and jeans with holes/tears are not permitted. Exposed midriffs and shoulders are NEVER appropriate. Flip-flops are NEVER appropriate. Basketball shorts and leggings are not appropriate. Casual Dress Day is scheduled to coincide with a designated day of early dismissal (faculty meeting). The scheduled day varies and you are encouraged to follow the newsletter's calendar insert.

CONCERNS

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more efficiently.

Concerns and criticism from outside the school will receive a fair hearing from the teacher, the Principal and the Pastor. This strict order should be followed for the quickest resolution of the problem or concern.

Concerns expressed by teachers to parents/guardians about students may also be discussed with the Principal and the Pastor.

Any conference requested by a parent/guardian must be made by appointment. For an appointment call 610-837-6391.

A SPECIAL NOTE TO THE PARENTS

Each of these guidelines in this handbook has been carefully considered and reviewed by the faculty and administration of Sacred Heart School. All of them are necessary to maintain a proper learning environment for our students. Most problems can be resolved by the student, his parents/guardians and his teachers. In cases of persistent failure to cooperate with these basic school regulations, it may be necessary for the Principal to recommend that the student be removed from the school.

At the beginning of each school year, each parent/guardian will be asked to sign a paper indicating their acknowledgment of and agreement to be governed by the guidelines set forth in this handbook.

PRESCHOOL AND EXTENDED CARE

**Sacred Heart Parish also offers a two-day (AM) 3 Year Old program and a five-day (PM) 4 Year Old

3 Year Program

Tues/Thurs
8:30AM – 11:00AM

4 Year Program

Mon-Fri
12:00PM – 2:40PM

*****Please Note: The morning program does not meet when there is a 2 hour delay. The PM 4 Year Old Program follows all S.H.S. “delayed opening” and “school closing” decisions.***

The Extended Care Program is available on all school days following dismissal through 5:30 P.M. (only 1 hour following dismissal for inclement weather). All families **MUST be pre-registered to qualify for participation in the program. All families are *required* to sign out their child at the time of pick-up, (or maximum charges will be charged to your account). There is also a Before Care Program available beginning at 7:00AM in the school office. Parents must sign their children in daily. We look forward to serving your needs.

**DIOCESE OF ALLENTOWN
PARENTAL/GUARDIAN PERMISSION FORM AND RELEASE**

MEDICAL MATTERS

I (we) hereby warrant that to the best of my (our) knowledge, my (our) child is in good health, and I (we) assume all responsibility for the health of my child.

Emergency Medical Treatment: In the event of an emergency, I (we) hereby give permission to transport my (our) child to a hospital for emergency medical or surgical treatment. I (we) wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me (us) at the above numbers, contact:

Name & relationship: _____ Phone: _____

Family doctor: _____ Phone: _____

Medical Insurance Information:

Health Plan Carrier: _____

Group #: _____ I.D. # _____

Subscriber's Name: _____

Medications: My (our) child is taking medication at present. My (our) child will bring all such necessary medications, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

I (we) hereby grant permission for non-prescription medication (such as non-aspirin products such as acetaminophen or ibuprofen or throat lozenges) to be given to my (our) child, if deemed appropriate.

Specific Medical Information: The parish/school should be aware of the following medical conditions. (The parish/school will take reasonable care to see that the following information will be held in confidence.)

Allergic reactions (medications, foods, plants, insects, etc.) _____

Immunizations: (Date of last tetanus/diphtheria immunization): _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

Has child been recently exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, date and disease of condition: _____

Other medical conditions of my (our) child: _____

Appendix B

**DIOCESE OF ALLENTOWN
ADULT PARTICIPATION FORM AND RELEASE**

MEDICAL MATTERS

I (we) hereby warrant that to the best of my (our) knowledge, my (our) child is in good health, and I (we) assume all responsibility for the health of my child.

Emergency Medical Treatment: In the event of an emergency, I (we) hereby give permission to transport my (our) child to a hospital for emergency medical or surgical treatment. I (we) wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me (us) at the above numbers, contact:

Name & relationship: _____ Phone: _____

Family doctor: _____ Phone: _____

Medical Insurance Information:

Health Plan Carrier: _____

Group #: _____ I.D. # _____

Subscriber's Name: _____

Medications: My (our) child is taking medication at present. My (our) child will bring all such necessary medications, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

I (we) hereby grant permission for non-prescription medication (such as non-aspirin products such as acetaminophen or ibuprofen or throat lozenges) to be given to my (our) child, if deemed appropriate.

Specific Medical Information: The parish/school should be aware of the following medical conditions. (The parish/school will take reasonable care to see that the following information will be held in confidence.)

Allergic reactions (medications, foods, plants, insects, etc.) _____

Immunizations: (Date of last tetanus/diphtheria immunization): _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

Has child been recently exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, date and disease of condition: _____

Other medical conditions of my (our) child: _____

Appendix C

**DIOCESE OF ALLENTOWN
DRIVER INFORMATION SHEET**

Driver

Name _____

Date of Birth _____

Address _____

Social Security # _____

Phone # _____

Driver's License # _____

Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____

Model of Vehicle _____

Address of Owner _____

Make of Vehicle _____

Year of Vehicle _____

License Plate # _____

Registration Expiration Date _____

*If more than one vehicle is to be used, the registration information must be provided for each vehicle.

Insurance Information

Insurance Company _____

Policy # _____ Date of Policy Expiration _____

Liability Limits of Policy* _____

(*Please note: Minimal acceptable liability limit for privately-owned vehicles if \$100,000/\$300,000)

In order to provide for the safety of our students or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the past five years:

Please be aware that as a volunteer driver, your insurance is primary. There is a policy that would offer additional liability protections should a claim exceed the limits of your policy.

ALL DRIVERS MUST PROVIDE A COPY OF THEIR CURRENT AUTO INSURANCE CARD.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

Signature

Date

**DIOCESE OF ALLENTOWN
PARENTAL/GARDIAN CONSENT FORM & LIABILITY WAIVER**

Participant's name: _____

Birth date: _____ Sex: _____

Parent/Guardian's name(s): _____

Home address: _____

Home phone: _____ Business phone: _____

I (we) _____ grant permission for my (our) child, _____

(parent or guardian's name(s))

(Child's name)

to participate in this parish/school event that requires transportation to a location away from the parish/school site. This permission includes all related programs or events associated with the event. This activity will take place under the guidance and direction of parish/school employees and/or volunteers from Sacred Heart of Jesus Parish School

(Name of parish/school)

My (our) child understands and agrees to abide by all rules and regulations established by the school/parish pertaining to such field trips.

The cost of this trip is _____

Description of Activity:

Type of event: _____

Destination of event: _____

Individual in charge: _____

Date of event and estimated time of departure and return: _____

Travel information (airline, flight numbers, bus or train information): _____

As parent(s) and/or legal guardian(s), I (we) remain legally responsible for any personal actions by the above named minor ("participant"). In consideration for my (our) child's participation, I (we) and my (our) child, agree and understand that we assume the risks inherent in the field trip, and with full knowledge of the risks, we, and our heirs, successors and assigns, agree to release and to hold harmless and defend _____

Sacred Heart of Jesus Parish School

(Name of parish/school)

and the Diocese of Allentown, Bishop John O. Barres, D.D, S.T.D., J.C.L., and all of their employees and representatives, including chaperones, volunteers or any other representatives associated with the trip (all of whom are collectively referred to as the Diocese) from claims from or related to my (our) child's participation, or in connection with any illness or injury (including death) o cost of medical treatment in connection therewith, and I (we) agree to compensate the Diocese for reasonable attorney's fees and expenses incurred by the Diocese in any action brought against the Diocese as a result of such injury or damage, unless such claim arises from the negligence of the Diocese.

We have read carefully this entire (pages 1 and 2) Parental/Guardian Permission Form & Release and agree to its terms and intend to be bound hereby.

Participant's signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Doc. #433813 v.0433813

*****THIS FORM IS THE STUDENT'S INFORMATION!**

Appendix E

**DIOCESE OF ALLENTOWN
ADULT PARTICIPATION FORM & RELEASE**

Participant's name _____
Birth date: _____ Sex: _____
Home address: _____
Home phone: _____ Business phone: _____

I, _____, agree and understand that I assume the risks inherent in the field trip, and with full knowledge of the risks, I, and my heir, successors and assigns, agree to release and to hold harmless and defend Sacred Heart of Jesus Parish School and the Diocese of Allentown, Bishop John O. Barres, D.D., _____ (Name of parish/school)

S.T.D, J.C.L. and all of their employees and representatives, including chaperones, volunteers or any other representative associated with the trip (all of whom are collectively referred to as the Diocese) from claims from or related to my participation, or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the Diocese for reasonable attorney's fees and expenses incurred by the Diocese in any action brought against the Diocese as a result of such injury or damage, unless such claim arises from the negligence of the Diocese.

Description of trip:

Type of event: _____
Destination of event: _____
Estimated time of departure and return: _____
Travel information (airline, flight numbers, bus or train information): _____

Medical Matters: I hereby warrant that to the best of my knowledge, I am in good health, and I assume responsibility for my health.

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to be transported to a hospital for emergency medical or surgical treatment. In the event of an emergency, contact:

Name & Relationship: _____ Phone: _____
Family doctor: _____ Phone: _____

Medical Insurance Information:

Health Plan Carrier: _____
Policy #: _____
I.D. #: _____

Specific Medical Information: The parish/school should be aware of the following medical conditions. (The parish/school will take reasonable care to see that the following information will be held in confidence.)

Allergic reactions (medications, foods, plants, insect, etc.): _____
Physical limitations or other special medical conditions: _____

I have read carefully this entire (page 1) Adult Participation Form and Release and agree to its terms and intend to be bound hereby.

Participant's signature: _____ Date: _____

Doc. #433955 v. 0433955

*****THIS FORM MUST BE FILLED OUT WITH THE PARENT'S INFORMATION IF THEY ARE DRIVING OR PARTICIPATING IN THE FIELD TRIP.**

Appendix F