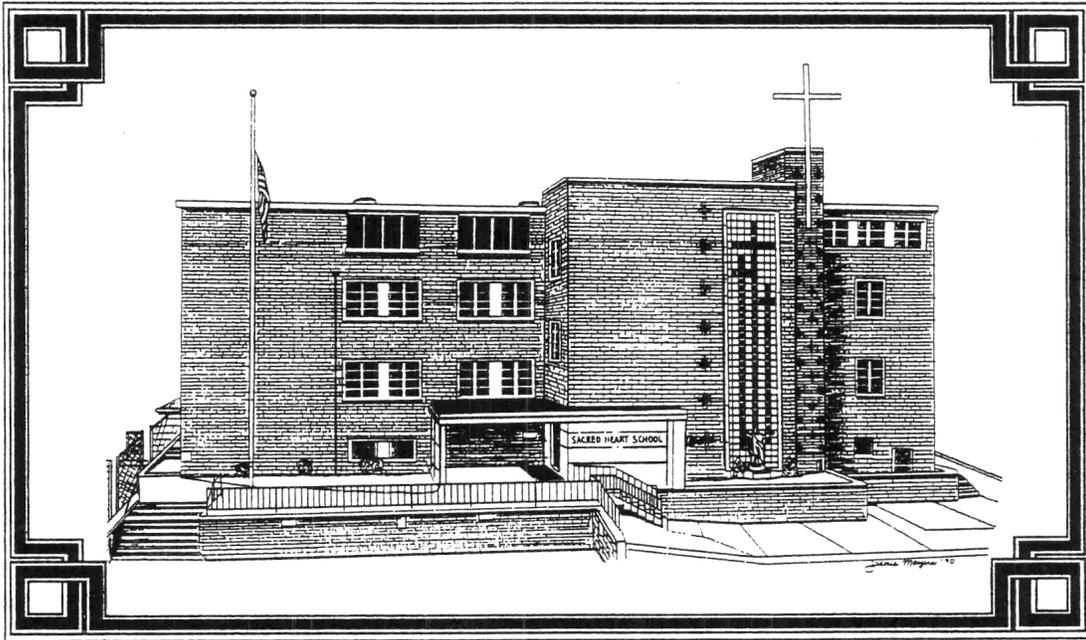


# Sacred Heart of Jesus School



## PARENT/STUDENT HANDBOOK

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## **MISSION STATEMENT**

Sacred Heart of Jesus, partners with families of diverse cultures and faiths to provide a Christ-centered, affordable, quality education for their children in a safe, nurturing environment. We teach the love of God as revealed in the Catholic faith, promote the highest academic standards, respect individual learning abilities, and prepare students to become loving, active members of their families and faith communities.

## **BELIEF STATEMENTS**

We believe that:

- Every person is a child of God and worthy of love, respect and dignity.
- Sacred Heart of Jesus School is a ministry of our Parish.
- Catholic education is the shared responsibility of the school and parish, student and family.
- Effective Catholic education develops the whole person – spiritually, intellectually, emotionally, socially and physically.
- A safe, nurturing, disciplined environment allows students to reach their full potential.
- Catholic faith and values are modeled through moral choices, actions and service to others.
- All instruction integrates Catholic values and is responsive to individual needs.
- Continual evaluation and improvement of the curriculum are essential to academic excellence.
- Children must be taught self-discipline and respect for others.
- Development of the whole child includes exposure to the arts, and instruction in physical and personal health.

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This book has been designed to acquaint you with the philosophy, curriculum, and procedures of Sacred Heart School. We believe that you can contribute much to the success of the school's program if you understand what the school is trying to do for your children. The education of our children must remain the joint responsibility and cooperative program of the home and school.

We hope that you will read the entire handbook, acquaint yourself thoroughly with its contents, keep it in a safe place, and consult it for the assistance it is designed to give. We ask that you keep this handbook as long as your child still attends Sacred Heart School. Parents and students will be notified of any necessary changes.

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The School Administration, which is defined as the pastor, principal, in consultation with the School Board of Education of Sacred Heart School, reserves the right to amend this handbook.

## **1.1 SCHOOL BOARD OF EDUCATION**

The School Board of Education is a consultative body established by the pastor to assist him and the principal in the governance of the school. The Board consists of members appointed by the parish and representatives of the parents or parish directly involved with the school.

The Board of a parish school is a consultative body and is not similar to a Public School Board, which is an elected, representative body. A parish Board of Education has no direct control over, or responsibility for, the administration of the school. Rather, a parish school Board of Education has responsibilities for matters of policy. Policy dictates what is to be done, not how it is to be done.

Examples of areas within the purview of the School Board of Education include, but are not limited to, the following:

**PLANNING** - establishes a mission statement, goals, future plans, etc.

**POLICY DEVELOPMENT** - formulates policies, which give general direction for administrative action.

**FINANCING** - develops plans and the means to finance the educational programs, including tuition, development, fund raising, and develops and monitors the fiscal year's budget.

**EDUCATION AND PUBLIC RELATIONS** - communicates with various segments of the public about programs, listens to needs and concerns, recruits students and promotes the education program.

**EVALUATION** - Determines whether annual goals and plans are accomplished, not including the evaluation of individual staff members, administrators or students, the Board of Education evaluates its own effectiveness.

**GROUNDS AND MAINTENANCE** - develops and implements a cycle maintenance plan for the school.

## **1.2 HOME AND SCHOOL ASSOCIATION**

All parents are members of the Home and School Association. Parents are expected to carry on the work of the Association and assist in school programs through work on committees. The names of the functions of each committee are listed in the Association's Constitution and By-Laws. A list of the Executive Committee is published annually.

**MEETINGS:** Home and School executive board meetings are held monthly with general meetings held two times per year. The Association and the school issue informational reports to parents and teachers. Parental input on general school related matters are encouraged.

### **1.3 PARENTS AS EDUCATORS**

Parents have a serious obligation, first and foremost of providing and supervising the education of their children. The family is the first educator but needs assistance from society as a whole and from the Church. Parents must create a family atmosphere filled with love and respect for God and His people, in which a well-rounded personal and social education is fostered. Hence, the family is the first school for developing values, attitudes, and love of Christ, self and others.

The Catholic School is an extension of the education that begins in the home. By the time a child enters school, he/she is not beginning his/her education, but continuing it, and needs the help of his/her parents. A parent's positive attitude toward the school and the teacher is most important, and it will be reflected in the attitude of your child.

When and if problems between teachers and students surface, parental judgments should be reserved until such time that a conference with the teacher can be arranged. If disciplinary action toward a student, excluding corporal punishment, is necessary, the school must have the full support of the parents. A parent's disregard of authority at this level of education may follow the child into adulthood.

### **1.4 NON-CUSTODIAL PARENT**

Sacred Heart School gives the parent or student the right to view school records. This applies also to non-custodial parents. In the absence of a court order to the contrary, Sacred Heart School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **1.5 FACULTY AND STAFF**

The faculty is comprised of a Sister of Christian Charity and qualified lay teachers who are dedicated to providing students with quality Catholic education in accordance with Diocesan and State regulations. The faculty is certified by the Pennsylvania State Department of Education.

### **1.6 CHRISTIAN PRAYER LIFE**

The atmosphere at Sacred Heart School reflects the spirit of Christian life and learning. The building of a faith community in which the students can experience the living of the Gospel is paramount. The rite and ritual of worship permeates each child's life. Attendance at liturgy allows students the opportunity to listen to God's Word in Scripture and to strengthen their personal lives through the reception of Eucharist. Children delight in joining their parish community at liturgy, as well as take pride in participating as lectors, gift-bearers, or leaders of song. The students have the opportunity to experience the Father's love and forgiveness in the Sacrament of Reconciliation, which is scheduled at least twice a year. Prayer becomes a lived experience each day, as students develop their understanding of prayer, as well as informal spontaneous prayer of the heart to form their

relationship with God and to bring persons, needs, and situations of their world to the Lord.

## **1.7 STUDENT'S RIGHTS AND RESPONSIBILITIES**

Students are responsible for knowledge of policies and regulations of the school and conducting themselves with Christian courtesy.

When a rule, regulation or policy is broken, pupils have the responsibility of accepting reasonable discipline given by school officials. Any pupil or parent needing clarification of these policies and regulations should direct their inquiries to the principal.

An appeal over an expulsion should be made first to the principal, and secondary to the pastor. During the appeal, neither the student with his/her guardians or the school administration will be represented by legal counsel.

## **1.8 NON-DISCRIMINATORY POLICY**

In compliance with the Diocesan Board of Education Policy, Sacred Heart School shall not discriminate on the basis of race, age, national origin, or disability in the administration of educational policies, admission policies, athletic, and other school programs.

## **1.9 CONFIDENTIALITY**

Teachers and the Administration will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher or administrator concerns.

The following events were taken from Parish Announcements, notes, notebooks, newspapers, and the memory of those who lived in the area at the time. Through these and other sources we have come to understand our local history.

**September, 1947:** The Reverend Owen F. Reily, Pastor of Sacred Heart Parish since 1939 writes, "The place to fight world confusion is in the home and the school. We need a parochial school in Sacred Heart Parish. Please give a little of your time to fight. Successful bazaars and other parish activities will hasten the day when the school in Lewistown will be a reality."

**June 13, 1948:** The Sisters of the Holy Union of the Sacred Heart have a request to open a Kindergarten for all children of preschool age.

**September 7, 1948:** Kindergarten opens and Sacred Heart School begins. We are unable to afford transportation. We cannot accommodate 18 children in the parish basement. Tuition per child is \$2.00/month for parishioners, \$6.00/month for non-parishioners.

**May 8, 1949:** Plans to open a first grade in September. A temporary classroom will be set up in the church hall.

**August 21, 1949:** A station wagon is purchased to transport children to and from school at a cost of \$1,754.85. A partition in the hall and furnishing for the first grade room ran over \$1,200.

**September 4, 1949:** School opens with 26 children in the first grade and 28 in Kindergarten.

**September 1950:** Second grade is added.

**September 1951:** K- 3<sup>rd</sup> grade includes 115 children.

**September 1952:** Fourth grade is added. The church basement is very crowded.

**February 1953:** Bishop Leech gives permission to award contracts for the building of the new school (total cost is \$310,000 which includes the architect's fees, landscaping, razing of the convent, equipping of three classrooms and some other expenses.)

**September 6, 1953:** About 54 children enter the first grade. Enrollment is between 169 and 175 in grades K-5. Kindergarten is moved to Burnham Chapel to relieve congestion in the church basement.

**September 27, 1953:** Each pupil at Sacred Heart School is required to pay \$3.50/year, which covers the cost of the "Catholic Messenger", a speller, a catechism, and workbooks. The parish owns a 48 passenger bus to transport children to and from school.

**September 7, 1954:** Sacred Heart Parish holds a Solemn Blessing and Dedication Ceremony. The Most Rev. George L. Leech presides at the ceremony.

**September, 1955:** 7<sup>th</sup> grade is added.

**September 1956:** 8<sup>th</sup> grade is added with the enrollment close to 300 students.

**Mid-1960's** Lay teachers begin being hired in place of Sisters.

**1980's:** Middle School eliminated.

**1981:** Change in religious order of nuns. The Sisters of the Adorers of the Blood of Christ come to live at Sacred Heart School.

**1994:** First lay principal hired.

**Mid-1990's:** Middle school again is added (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades).

**2002:** Middle School eliminated due to expenses and low enrollment.

**2006:** Two Sisters of Christian Charity come to live at Sacred Heart School. Principal is from the Sisters of Christian Charity. Pre-School is eliminated due to expenses.

Sacred Heart School is a Catholic elementary school for grades K-5. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The education of a child is a partnership between the school and the parents. If, in an opinion of an administrator, this partnership is broken, the school has the right to dismiss the child.

Each family is required to sign the Family Education Commitment plan in order to fulfill their obligation to Sacred Heart School. Students presently enrolled in Sacred Heart School must re-register annually.

According to the Diocesan Policy # 5112, parents/guardians must be free of any financial or other obligations from a former school prior to admission to Sacred Heart School.

Once a child is accepted into the school, dismissal may later determined by the following:

1. Willful delinquent tuition
2. Lack of cooperation on the part of both parent and student
3. Record of several suspensions during the school year.

Sacred Heart School requires that an entrant for Kindergarten be five years old on or before September 1. Students must be able to use the bathroom independently.

The following must be presented upon registration:

1. Birth certificate
2. Baptismal certificate, if the child was baptized in another parish
3. Child's Social Security number
4. Proof of adequate immunization and a physical examination as required by the Commonwealth of Pennsylvania
5. Completed dental form
6. Proof of custody where applicable
7. Records from previous school (for transfer students) including a "Permission to Discuss the Needs of the Child Form"
8. Child must be present at the time of registration

### **3.1 REGISTRATION FEE**

A non-refundable registration fee is required for each child upon registration or re-registration for each school year. This fee is non-refundable, but is applicable to the next year's school tuition.

### **3.2 ADDRESS/FAMILY STATUS CHANGE**

Any change of address or telephone number during the year must be reported promptly to the school office. If there is a change in the family status/or the change of a child's name, it

is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file in the school.

### **3.3 TRANSFERS AND WITHDRAWALS**

When a withdrawal or transfer of a student occurs or is anticipated for any reason, parents should contact the school office. Parents should supply a letter, directed to the principal, to include:

1. Name and Grade of child
2. Age of Child
3. Reason for Transfer
4. Review of Tuition responsibility
5. Name and Address of the new school the child will be attending
6. Last date the child will be attending Sacred Heart School

Parents must request that records be sent to the transferring school once the school receives a request. An exception is made when students transfer to schools in foreign countries. In this case, records may be hand carried in a sealed envelope.

Once a student was withdrawn or dismissed from Sacred Heart School, re-registration is later determined by the following:

1. Willful delinquent tuition.
2. Lack of cooperation and maturity on the part of both parent and student
3. Records of several suspensions during the school year.

#### **Transfer of Students into Sacred Heart School:**

1. All necessary school forms (including a "Permission to Discuss the Needs of the Child Form") and a meeting with the principal **MUST** be completed prior to a student being admitted to Sacred Heart School.
2. Upon testing and receipt of records from the previous school(s), it will be determined whether or not Sacred Heart School is able to meet the child's needs for the grade level he/she is entering. There is usually a minimum two week wait period to assess student needs.
3. All students transferring to Sacred Heart School are accepted on a probationary basis (for a minimum of two-month evaluation period). If a student demonstrates the inability to adjust adequately to Sacred Heart, and/or his/her parents/guardian demonstrates an unwillingness to support the philosophy and policies of Sacred Heart, the school administration reserves the right to dismiss the student.

#### **Probation Policy (For New Students):**

All new students are given a two-month evaluation period. If during this time the school is unable to meet the needs of the student(s), parent(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s) and after exhausting all other methods of assistance. Students presently enrolled in Sacred Heart School are re-registered annually.

**4.1 TUITION POLICY**

The School Board appreciates the financial sacrifices our families make to enable their children to receive a Catholic Education. Efforts are continually made to keep tuition as affordable as possible. An “Angel Fund” has been established by the H.S.A. and is funded by donations from the Weis/Giant Certificate Program along with other donations and bequests. All parents are encouraged to participate in the Tuition Dollars Program to reduce the amount of the monthly tuition obligation. Sacred Heart School does not want to deny any child a Catholic Education due to financial reasons.

The Sacred Heart School tuition, as recommended by the School Board and determined annually by the Parish Council, may be paid in a lump sum at the beginning of the school year or by a payment plan as established by the Sacred Heart School Board (over a ten month period beginning in **August**). Parents or guardians who fail to meet this financial obligation will be subject to the withholding of all academic records, including report cards, and refusal of admittance for the following school year. Parents and guardians who are unable to meet this obligation or its time schedule **MUST** notify the Pastor or Principal prior to the payment due date in question.

Although the Diocese of Harrisburg oversees the curriculum of Sacred Heart of Jesus School, the parish of Sacred Heart of Jesus (Lewistown), through fundraisers and weekly collections, is responsible for the financial backing of the School. Monies collected in the weekly offerings at Sacred Heart of Jesus (Lewistown) and St. Jude Thaddeus (Mifflintown) parishes are utilized to subsidize Sacred Heart of Jesus School. Practicing Catholics in good standing with the Church are eligible to receive the parishioner rate of tuition.<sup>1</sup>

**All Tuition for Students is due by the 20th of each month (August through May).**

Tuition can be paid through the Communication (Tuesday) Folder in an envelope marked with your name and "Tuition", in person, or through the regular mail. Payments not received on or before the 20th will be given a grace period of 7 days. All payments not received before or during the grace period will be assessed an additional \$15 per month charge until the account is up to date. If tuition is not up to date, report cards and all academic records will be withheld. Parents/guardians who are unable to meet their tuition obligations **MUST NOTIFY THE PRINCIPAL, PASTOR OR FINANCE COORDINATOR IMMEDIATELY.**

In the event of delinquent tuition accounts, no students will be permitted admission to Sacred Heart School for a new school year until such time as his or her parents have fully paid all tuition balances still owing to Sacred Heart School for any school year previously attended by their child or children. Furthermore, any request for academic records made by any other person or institution will be denied unless all tuition areas owed to Sacred Heart School are paid in full.

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<sup>1</sup> You shall attend Mass on Sundays and Holy Days of Obligation and rest from servile labor.

You shall confess your sins at least once a year. You shall receive the Sacrament of the Eucharist at least during the Easter season

You shall observe the days of fasting and abstinence established by the Church

You shall help to provide for the needs of the Church

*The precepts of the Church are set in the context of a moral life bound to and nourished by liturgical life. The obligatory character of these positive laws decreed by the pastoral authorities is meant to guarantee to the faithful the very necessary minimum in the spirit of prayer and moral effort in the growth in love of God and neighbor (CCC2041).*

Parents or Guardians who fail to meet this financial obligation will be subject to the following:

1. First payment overdue – if tuition is more than two weeks late, a late notice will be sent to the parents/guardians.
2. Second payment overdue – A notice will be sent requesting parents/guardians to remit payment immediately or meet with the Financial Director to make other arrangements.
3. Third payment overdue – A notice will be sent to parents/guardians requesting parents/guardians see the Principal to make other arrangements.
4. If the annual tuition is not paid by the end of the school year, report cards and transcripts (if applicable) will not be issued. Arrangements must be made after meeting with the Pastor before the child may register for the following school year.
5. Parents/Guardians who are unable to meet their tuition obligation must notify the Financial Director prior to the payment due.

## 4.2 TUITION ASSISTANCE POLICY

The Sacred Heart of Jesus School Board of Education, in order to ensure fair and equitable distribution of the funds provided by Sacred Heart Parish for tuition assistance, and to provide as much assistance as possible to increase the opportunity for children to receive a Catholic school education, has adopted the following procedure and criteria to determine the eligibility of all students' families who desire to request tuition assistance. All information provided in an application is and will be strictly confidential.

### Procedure:

1. All applicants must first apply for assistance from the Neumann Scholarship
2. All applicants seeking additional assistance must complete a SHS application and include verification of household income by providing a W-2 or other similar verification of income, and amount of assistance approved by the Neumann Scholarship. These forms will be available by the end of May.
3. A complete application must be received by the school office or rectory by July 1<sup>st</sup>.
4. It is the obligation of applicant to report to school any increase in income which affects a recipient's eligibility for Tuition Assistance.
5. Tuition Assistance shall not automatically renew. All applicants must re-apply each school year.

### Criteria for Eligibility:

Families receiving tuition assistance are not eligible to buy out service hours

## 4.3 FINANCIAL AID INFORMATION

**A Parent's Guide to Financial Aid** is available for families needing financial assistance. This guide contains instructions and procedures for applying for financial aid, along with the necessary forms and associated information. If you are interested, please notify the office and we will send you a copy. **We request that you register for the upcoming school year before applying for financial aid.**

**Any and all of this financial aid is available to any family, regardless of religious affiliation, who wants to attend SHS and meets the guidelines set forth by each foundation.**

**5.1 CIRRICULUM**

All curricula in the school are guided by the Office for Catholic Education, Diocese of Harrisburg. The total development of the child depends upon the ability to learn to their full potential with interest, comprehension and enjoyment. To attain these goals, there is a multi-level range of curriculum. The objectives are listed as follows:

**RELIGIOUS EDUCATION**

Sacred Heart School is rooted in the traditions of the Catholic faith as it spreads its wings to embrace all that is good and meaningful for the education of its children. All students enrolled in Sacred Heart School must participate in every aspect of the school's religious educational program with the exception of some phases of sacramental preparation. These requirements include attendance at the regularly scheduled classes in religion, fulfillment of course requirements, and attendance at religious functions that are part of the school program. The children plan and participate in various liturgies throughout the year. The school community gathers to celebrate the Eucharist weekly.

Religion Objectives:

1. To provide the essentials of Catholic doctrine and the principles of morality
2. To teach the Catholic Liturgy with the Mass as its center
3. To familiarize the student with the Scriptures
4. To expose the students to the historical development of the Catholic Church
5. To teach truths that illuminate our understanding of the life of Jesus Christ and to allow the student to live these truths out in mission and service
6. To teach reverence of God and for all creatures
7. To prepare students for first reception of the Sacraments
8. To guide the children in listening to God within, so that they will develop a prayer life

**Sacramental Preparation**

A parental involvement program is used for the sacramental preparation of the students. In the second grade, the Sacrament of Reconciliation and the Sacrament of the Eucharist are celebrated.

**INTEGRATED LANGUAGE ARTS**

Integrated Language Arts is defined as the integration of reading, writing, thinking, listening and speaking. It is an instructional philosophy that involves the use of a literary work as the source for integrating the instruction. The students and teacher are partners in learning. To complete activities, the students work with the teacher as a group, with a partner cooperatively or individually. An integrated language arts classroom reveals students excited about learning and celebrating literacy.

Integrated Language Arts Objectives:

1. To select appropriate literature for all students
2. To schedule time for students reading, writing, thinking and discussing
3. To allow student sharing of opinions, reflections and ideas
4. To weave reading, writing, grammar and spelling into the language arts program

## **MATHEMATICS**

The mathematics curriculum is developed for each child to learn and grasp concepts as promoted by the NCTM Standards of Mathematics.

Mathematics Objectives:

1. To develop mathematical and application skills
2. To teach quantitative concepts
3. To teach the child to perform mathematical operations
4. To teach children to combine concepts and operations in practical applications
5. To develop the ability to prove geometrical relationships and to use units of measurements
6. To encourage sound reasoning and logical thinking
7. To emphasize problem solving
8. To involve the students in math competitions

## **SCIENCE**

Science is a field of study that is constantly changing. Therefore, science education involves a process, as well as content. The content learned helps the children to understand and interpret their environment. The process involves the method of using different skills and equipment to solve problems. This leads to effective ways of working and providing experiences in thinking critically and creatively. As a result, our students will be able to move with the scientific world of the third millennium.

Science Objectives:

1. To develop a natural curiosity about oneself and everything around us
2. To utilize a hands-on approach that will provide opportunities to build skills such as observing, classifying, measuring, interpreting data, forming a hypothesis and drawing conclusions
3. To integrate reading, writing and mathematical thought processes into science instruction
4. To recognize and explain cause-and-effect relationships in the world around us
5. To use critical thinking process skills to solve problems and develop concepts
6. To make informed choices and decisions that affect our environment and daily lives
7. To understand and respect the impact of science on society and its use of technology.

## **SOCIAL STUDIES**

The Social Studies program, including geography, history and current events, seeks to prepare the young person to identify, understand and work to solve the problems that face our increasingly diverse American nation and independent world within the framework of Catholic values.

As the child develops knowledge and cultural understanding, he/she will be able to incorporate what they have learned in history with the other humanities, geography and social sciences. The child will more fully appreciate the motives of the people and the forces that have molded our nation, as well as, other nations of the world.

Social Studies Objectives:

1. To present the different geographical areas of the world
2. To emphasize cultures, industries, and natural resources
3. To chronologically trace the development of civilization throughout the world

4. To guide the students through the national identity of our state, country and their individual identity as Americans
5. To explore with students those current events which influence our world and challenge them to become actively involved

### **TECHNOLOGY/COMPUTER PROGRAM**

One of the goals of Sacred Heart School is to investigate and execute strategies to incorporate appropriate computer, multimedia and related informational technologies into the curriculum and administrative processes.

Technology Objectives:

1. To acquaint students with technology including computers, modems, laser disks, video, computer terminology and future innovations
2. To provide opportunities for students to become skilled in using the technology by teaching them to collect, graph and analyze data
3. To reinforce basic computer literacy
4. To utilize technology equipment for school-wide communication: morning announcements, school newspaper, yearbook, etc.

Technology plays an important role in curriculum instruction. Students of grades 2,3,4 and 5 receive weekly instruction. Internet access is available through all networked computers. We have access to the laptops. Students and adults with access to the computers are required to sign and agree to the Internet Acceptable Use Policy (**see Appendix IV for Policy Agreement**)

### **MUSIC**

Through Music, the child identifies himself/herself with people, places and characters. He/she can be carried to endless possibilities that wait to be revealed to those who desire to experience, to explore, to create and to be!

Music Objectives:

1. To develop music appreciation through theory and singing
2. To teach liturgical music
3. To offer optional instrumental music through music lessons and band experience only with the parent's permission.

#### **Instrumental Music Program:**

Music offers cultural and social advantages to young people. Emphasis is placed on the arts and music as an important part of everyday life. Information concerning the program for the school year is sent to parents in September. This program is optional for students in Grades 4 and 5. All costs for instructions and instruments are to be covered by the parents. Instruction will take place during school hours.

### **PHYSICAL EDUCATION**

If a child is to be successful in school and in life, he/she should be strong, healthy, disciplined and active. It is through such activity that growth occurs and physical and mental coordination develops. Our physical education program helps students to be successful in achieving the objectives of our school's curriculum.

Physical Education Objectives:

1. To teach the student basic calisthenics with sequential skill development

2. To develop a healthy spirit of competition and a spirit of enthusiasm
3. To present and develop understanding of rules and regulations, as well as, powers of observation
4. To develop self-confidence in the student, as well as, a spirit of independence
5. To explore the roles that dance and drama play in human development
6. To integrate movement within other areas of the curriculum

## **ART**

Children express their feelings and ideas about the world they live in and about their imaginary world through crayon, brush, string, wire, cardboard, and other materials. As they learn to express their own feelings, they learn to appreciate ways in which others express themselves. Art is taught in Kindergarten through grade five and is correlated with various other subjects.

Art Objectives:

1. To expose students to various art forms and styles
2. To familiarize the students with the artists
3. To appreciate the beauty and history of art
4. To allow for creativity in the student's own expression of art
5. To involve the students in art competition

## **LIBRARY**

Sacred Heart School Library was established in the 1970's to support the Language Arts program. The Mission of the Library is to encourage a love of reading, teach students how to use Library resources, and support the school curriculum by providing easy access to appropriate and varied reading material on-site. Students in Kindergarten visit the Library weekly. Each week, students in grades 1-5 are required to check out a book each week as part of the Language Arts curriculum.

The class schedule will be sent home by the Librarian at the beginning of the school year.

Grade 1: (1) book / in Jan. then (2)

Grade 2: (2) books

Grades 3-5: (3) books

1. Additional books may be checked out for projects at the discretion of the Librarian/Teacher.
2. Books are checked out for 1 week and *returned the following Tuesday...*
3. If a student needs more than a week to finish a book, it should be **RENEWED**. (Exception: Books for long term projects may be checked out for 2 or more weeks with Librarian/Teacher approval).

Students are expected to respect the Library atmosphere by not talking. They are expected to respect the Library property by treating books with care. Improper behavior can result in loss of Library privileges.

### **Renewing Books**

Books to be renewed must be sent to the Library on Tuesday or brought with student during scheduled Library class. Most books may be renewed twice. Books in the "new" section may be renewed only with Librarian's approval. They will be stamped with a new due date, and returned to the student. If not presented by Wednesday, they will be considered OVERDUE. Students who are ABSENT on Library day will have their books automatically renewed to

the next week. Books are stamped with the date due.

### **Overdue Books**

*Books not returned on date stamped are considered OVERDUE. A fine of 10 cents per book, per day will be charged until books are returned. Weekends, holidays and days absent will NOT be included in fine. Overdue books can be returned ANY DAY - do not wait until the next scheduled Library time. The Overdue Notice sent home should be returned WITH the books. Fill in date books are returned. Tape fine to notice, or place in envelope. If overdue notice is not returned with books, fine will be calculated from day Librarian processes the book.*

Students with overdue books *or* fines not paid are not permitted to check books out. If books are returned but fine is not paid for 2 weeks, additional fines or disciplinary action may be taken.

### **Lost Books**

Books that are OVERDUE for 2 weeks will be considered LOST. A Lost Book notice will be issued with the replacement cost of the book as the fine. If the book is later found and returned, the Lost Book fine will be returned, minus 10 cents per day.

### **Donations**

Donations are the main source of the Library's new book acquisitions. The Home and School Association commits some funds each year, and the school obtains grants when possible. Individuals may contribute money to purchase books at any time, and they, may be in memory or honor of someone as well.

### **Birthday Book Club**

The Birthday Book Club was established in 1995 to help with new book purchases. Over the years the students of Sacred Heart School have generously donated money to increase the Library collection in honor of their birthdays. Students will receive an invitation to join during the month of their birthday, (summer birthdays in September), but memberships can be requested at any time during the school year by sending a note to the Librarian. If parents, relatives or friends would like to sponsor a student's membership, request the Wish List to be sent home for you to look over together. The Wish List contains books of various prices, on many different subjects, including award winning fiction, poetry, science, animals, music, art and history. Two Birthday Club members can pool their money to choose a more expensive book together.

## **5.2 AUXILIARY SERVICES**

Sacred Heart School shares in special services provided by the State of Pennsylvania for all non-public schools under Act 89. These services, provided by the Tuscarora Intermediate Unit, include speech therapy, remedial reading, a gifted/enrichment program, and psychological testing.

Title I services are provided by Federal monies and given to Sacred Heart School through the Mifflin County School District. Participating students receive extra help in Mathematics. Admission to the program is based on test scores and teacher recommendation. Parent's participation is essential.

Some funds are allocated through Acts 195 and 90 for the purchase of secular texts and materials.

### **REMEDIAL READING AND MATHEMATICS**

Remedial reading and math instruction are available on a part-time basis. This service is provided through the Tuscarora Intermediate Unit and Title I. The programs allow for carefully planned and executed activities geared to individual needs and individual evaluations to determine level of ability and measured progress.

### **SPEECH CORRECTION**

The Tuscarora Intermediate Unit provides speech therapy to any student identified with a speech or language deficiency.

## **5.3 TEXT BOOKS AND SCHOOL PROPERTY**

Each student is required to have a book bag to carry books to and from school. Each student is responsible for the proper care of his/her books. All textbooks must have book covers on them at all times. Writing in hard covered text books is not permitted. If a book is lost, the student/parent will be responsible for reimbursing the school for the cost of the book. State law requires that an official form be signed by parents requesting the use of textbooks (which are the property of the State of Pennsylvania). The cost of lost text books shall be according to the following table:

1. Books in good or excellence condition will cost the actual replacement price.
2. Books in fair or poor condition will cost 50% of replacement cost.
3. Paper back and other soft covered books will cost the actual replacement price.

## **5.4 SCHOOL SUPPLIES**

A small supply room is operated for student use. A list of required supplies is furnished to the students at the start of the school year. Sacred Heart School reserves the right to require the purchase of certain supplies from the school.

## **5.5 PERMANENT RECORDS**

In order to maintain confidentiality and safeguard the permanent records of each student, divorced parents are requested to provide the school office with a court certified copy of the custody section of the divorce decree. This will prevent the removal of a child and/or his/her permanent records by unauthorized persons.

## **5.6 HOMEWORK POLICY**

Homework is a helpful educational tool which reinforces the study skills presented in class, teaches the student to work independently and gives the student time to complete certain projects that require individual and creative effort. Parents are urged to see that their children have a place to study which is conducive to learning and that distractions are kept to a minimum. The amount of homework each night, (study, written work, reading, research or memorization) is left to the discretion of the teacher. Time allotments suggested are as follows: Grades 1 and 2, 20-30 minutes; Grades 3, 4, and 5, 35-45 minutes. Evaluation of homework will be considered in grading.

Supervision and guidance in homework are encouraged, especially in the lower grades. All students in Grades 3 through 5 will have an assignment book in which homework should be recorded daily. Parents are asked to sign this book nightly in order to monitor the student's progress.

## **5.7 REPORT CARDS**

Report cards are issued three times a year. Grades are based on class work, homework, class participation, extra projects, and test results. Kindergarten students receive a progress report at the end of each semester. Grade 1 students do not receive report cards until the second marking period. For these students, a progress report is given to the parents at the end of the first period. When it becomes necessary, parents will be made aware of their child's progress, through a progress report which must be signed and returned to the teacher. Progress reports are sent home half way through each grading period. Test papers must be signed by the parent or guardian. It is the responsibility of the student to give reports to the parent and return it to the teacher with a parent signature.

## **5.8 GRADING SYSTEM**

The basis for grading is derived from the Diocese of Harrisburg Guidelines for Student Evaluation (Check report cards for additional information). Grade Reports are given three times a year. Parent conferences are mandatory by the end of the first trimester. Progress reports are given at the half way point in the trimester.

### Kindergarten and Primary (Grades 1, 2, and 3)

The marking code for all areas:

E = Exceed Expectations

P = Proficient

I = In Progress

N = Content was not taught during the trimester

\* = Accommodations were made

### Intermediate (Grades 4 and 5):

The marking code for all subject areas:

A = Excellent

B = Above Average

C = Average

D = Below average

F = Unsatisfactory

Growth indicators, Christian Values and Work Habits:

E=Exceed Expectations

P=Proficient

I=In Progress

N=Content was not taught during the trimester

\*=Accommodations were made

## **5.9 ACADEMIC AWARDS**

Since praise motivates students and instills a positive self-concept, the teachers and principal present students with awards throughout the year for special accomplishments, outstanding behavior, excellence in academics, commendable effort, good citizenship and any special areas deemed praiseworthy.

## **5.10 HONOR ROLL**

The honor roll is established for students in grades 1 through 5 to provide incentive for students to work to the best of their abilities. Students must achieve the following general average in these major subjects: Religion, language arts, mathematics, science, and social studies. A satisfactory grade must be achieved in each special subject, as well as, in Character Formation.

**FIRST HONORS:** E for K-3 in all areas  
A and E for grades 4 and 5 in all areas

**SECOND HONORS:** E and/or P for K-3 in all areas  
A and/or B; E and/or P for grades 4 and 5 in all areas.

**EFFORT AWARD** – If, in an opinion of a teacher, the student works to the best of his/her ability and still does not meet all the criteria that need to obtain first or second honors, effort award might be given to this student.

**ATTENDANCE AWARD-** This award is given to students who have perfect attendance and no tardiness.

## **5.11 PROMOTION AND RETENTION**

A student is promoted when he/she adequately demonstrates mastery of material covered in all or the majority of major subject areas. Promotion is left to the discretion of the teacher and the principal. In the case of a double promotion, a conference with parents will be held. The decision will be made after all responsible persons for the child's education have agreed upon the acceleration.

A student is retained if he/she has not adequately mastered the subject material in at least two major subjects. The decision of retaining a pupil is left to the discretion of the teacher, school psychologist, principal and the parent. The decision will be made after all responsible persons for the child's education have conferred upon the need for retention. If parents are not in agreement with the decision of retention of their child, the school has the right to refuse the child admittance to Sacred Heart School for the following year.

## **5.12 ACHIEVEMENT TESTING AND SCHOOL TESTS**

A developmental screening is given to Kindergarten children before placement into our program.

All Diocese of Harrisburg Schools annually participate in standardized testing. All students in grades 3 through 5 take the IOWA TEST OF BASIC SKILLS in the fall of each year.

Students in Grade Five also receive the CoGat Test in October. The CoGat test gives an indication of the student's academic potential.

The purpose of the testing is to:

1. Describe each student's developmental level within a test area.
2. Identify students' (and groups') areas of relative strength and weakness in subject areas.
3. Monitor year-to-year growth in the basic skills.

Test results are usually sent home with the second report card (usually in January). Questions regarding the results should be directed to the teacher or school administrator.

Portfolios are kept for each student and passed from grade to grade. The collection of materials show student growth and allows the student to evaluate his/her accomplishments.

### **5.13 GRADUATION**

Graduation from the fifth grade is acknowledged within the context of a liturgy. Diplomas, certificates and awards are conferred following the liturgy. The diocesan policy states that the ceremony is to be simple in regard to dress and celebration.

A parish reception involving students, families, administrators, teachers and staff may follow the ceremony. Parties related to graduation may not be sponsored by, advertised by, or held at the school.

### **5.14 AFTER SCHOOL PROGRAM**

The Sacred Heart After School Program is for parents who wish to have their children remain at school anywhere from 2:45 P.M. until 5:45 P.M. under direct supervision. Parents need to fill out the forms provided in the "Communication (Tuesday) Folder" A modest fee of \$2.50 per hour is charged for the use of this service. Parents are charged \$5.00 for each 15 minutes after 5:45 P.M. There will be NO after school program on days when school is not in session or on days when students are dismissed early.

**IT IS IMPORTANT TO LET YOUR CHILD KNOW HOW HE/SHE IS TO GET HOME FROM SCHOOL (BUS, CAR RIDER, WALK, OR STAY FOR THE AFTER SCHOOL PROGRAM). PLEASE SEND A NOTE TO THE TEACHER IF YOUR CHILD IS NOT TO FOLLOW HIS/HER REGULAR ROUTINE ON A PARTICULAR DAY. STUDENTS NOT HANDING IN A NOTE WILL BE SENT HOME FOLLOWING THEIR USUAL ROUTINE.**

### **5.15 LUNCH/BREAKFAST PROGRAM**

Sacred Heart School participates in the National School Lunch Program (NSLP). Foods of minimal nutritional value include soft drinks, water ices, chewing gum, and certain types of candies: hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn shall be prohibited throughout the school grounds between the start of the school day and the end of the last lunch period. All students are expected to eat healthy breakfast, lunch and snacks each day. Students who forget their lunch will be directed to get an alternative lunch, which will be posted on the monthly menu. Parents are not permitted to bring fast food lunches to the cafeteria during lunch time. Students are not

permitted to use the soda machine during school hours without the permission of the principal. Students will be dismissed from the cafeteria in an orderly manner. Parents will be issued a lunch order form per child for a two-week period.

**Lunch/Breakfast Money Collections**

Lunch/Breakfast money collections by parents, students, or teachers for any reason, are not permitted, unless they have been authorized by the Principal. Any requests of this nature must include the purpose, established amount and the signature of the Principal.

**6.1 DAILY TIME SCHEDULE**

Grades K through 5

8:15 A.M.	Bell Rings
8:30 A.M.	Classes Begin
10:00 A.M. – 10:15 A.M.	K-2 Recess
11:30 A.M. – 12:00 P.M.	Lunch
12:00 P.M. – 12:15 P.M.	K-5 Recess
2:45 P.M.	Dismissal

The school office is open from 7:30 A.M. to 3:30 P.M. Students should not arrive at school before 8:00 A.M.

**6.2 TARDINESS**

Regular attendance by each pupil during the school year is of utmost importance. A student arriving after 8:30 A.M. must report to the office. These students will be marked **tardy** unless they arrive at school on a late bus. A parent will be contacted when there is chronic tardiness. Excessive tardiness will warrant the attention of the Principal and could result in detention. Tardiness is recorded on a student's record. Parents *must notify* the school in writing of the reason for tardiness.

**6.3 ABSENCE**

1. Pennsylvania School Law states that "excused" absences include the following: illness, family emergencies, prearranged and approved doctor and dentist appointments, school scheduled student educational trips and authorized school activities.
2. The principal of Sacred Heart School has no power to grant permission to a student to be absent from school for a reason which the Commonwealth does not recognize as legitimate. It is the parents who are answerable to the state authorities for an illegal absence.
3. Because of the Pennsylvania State's Compulsory School Attendance Law, the attendance of students at Sacred Heart School is subject to the supervision of the attendance officers of the various school districts. Consequently, illegitimate or unreported absences of Sacred Heart students must be referred by Sacred Heart School to the proper public authority. Therefore, it is very important that a legitimate reason for absence be made known to the teacher by a note signed by a parent.
4. When a student is absent from school, he/she must have a parent/guardian call the school the same day between 7:30 – 9:00 A.M. to indicate the reason for that absence. Calls from students are not accepted.
5. The physical well-being of the student is the concern of both school and parent. As soon as a student returns to school after an absence, he/she **must** present to the teacher a note signed by the parent or guardian explaining the reason for the absence and the number of days missed giving exact dates. If a student does not bring an

excuse, he/she is subject to the discipline code. Cooperation in this matter is essential because of state laws governing school attendance. **For an absence of more than three consecutive days, a doctor's excuse is also required.**

6. Students absent from classes for any reason have full responsibility for covering material missed. In order to be properly briefed on subject matter missed, the student should seek the assistance of the teacher or a fellow student. Students and parents have the obligation to make arrangements with the teachers to take any tests or quizzes missed during the absence.
7. Parents considering a vacation, which requires a child's absence from school, should discuss the matter with the principal and the child's teacher well in advance of departure. A written notice must be sent to the office to indicate the reason and date(s) for that absence. Make-up work following vacation should be completed as directed by the teacher. Work missed will be available to the student following the vacation. Please **DO NOT** request the work in advance.

## **6.4 FREQUENT ABSENCES**

When a student is absent more than six (6) days in a marking period, the parents of the student must meet with the Principal to discuss the student's attendance and academic records. By Sacred Heart School standards, twenty-four days absence is sufficient to warrant repeating the school year. The matter is to be decided by the administration. Taken into consideration will be the frequency of absence, attempts to make up work missed during absences, etc. In the case of chronic irregular absence involving ten (10) days, the administration will request a physician's statement regarding the general health of the student and a doctor's statement for each absence.

## **6.5 EARLY EXCUSALS**

Please try to arrange medical and dental appointments after school or on Saturdays. No student will be dismissed early without a written statement **from the parent** explaining the reason and who will come for them. The person who is supposed to come for them is required to report to the office, sign in and out. If the principal or secretary does not know you, you will be asked to provide some form of identification. These precautions are for the safety of the children.

**7.1 PLAYGROUND RULES**

1. Students are expected to act in an appropriate manner at all times.
2. Students will not throw any objects except the balls provided by the school and or those that are approved by the principal and/or her/his delegate.
3. Students in grades K-1 must use the lower playground. Students in grades 2-5 must use the upper playground. (They may not use the steps on the playground during recess without the playground supervisor's permission.)
4. Only Nerf or Nerf type balls will be permitted on the lower playground.
5. All students will keep their hands, feet, and all objects to themselves.
6. No pushing, pulling, shoving, hitting, or kicking is allowed.
7. No throwing of stones, snowballs or any other objects is permitted.
8. Students will not play on any of the playground steps and or walls/fencing on or near the playground.
9. All garbage will be deposited in the trash cans provided for this purpose on the playground. No other objects will be left on the playground or on the walls/fencing.
10. Adult supervisors will be on the playground at all times during school recesses. They will supervise both playground levels constantly observing students for any behavior that could cause injuries and or accidents. Any inappropriate behavior will be stopped.
11. Playground supervisors will send students to the school office for any disciplinary action that cannot be corrected on the playground or for first aid treatment.
12. Teachers will handle discipline procedures.
13. The school secretary, teacher or other persons designated by the principal will take care of first aid procedures.
14. Students will not leave the playground for any reason without informing and getting permission from the playground supervisor(s). The supervisor(s) will send anyone coming on the playground DIRECTLY to the school office.
15. No gum is permitted

**7.2 ASSEMBLIES**

Assembly programs are held from time to time throughout the school year. Parents are cordially invited to attend. Advance notification of assemblies listing dates and times will be distributed to students.

**7.3 SCHOOL PICTURES**

Pictures of the students will be taken during the school year and made available for purchase by the family. The school reserves the right to use student pictures in publications and on the school's website. Any parent who **does not** wish his or her child's picture used, must notify the principal in writing at the beginning of the school year.

**7.4 EXTRA CURRICULAR OPPORTUNITIES**

As important as the academic curriculum in the school is, the extra-curricular programs also play an important role in the school. A number of opportunities for students are available.

1. Home School Association (H.S.A.) - This organization provides a variety of activities for our students including: assemblies, holiday parties and activities, the annual school picnic, etc.
2. Community Service Projects - During the year there are opportunities for students to become involved in various community service projects, such as food collection for the needy, caroling, small crafts for the home-bound members of the parish and/or community
3. Alter Servers - Boys and girls in grades 3, 4, and 5 are free to participate in this ministry.
4. Bus Patrols - Students in grades 4 and 5 are eligible to become members of the bus patrol.
5. Children's Choir - Students in grades 1 through 5 are eligible to become members of the Sacred Heart Parish Children's Choir. Practices are usually held in the evening.
6. Prayer Leaders - Students in grades 4 and 5 are eligible to become Prayer Leaders. Prayer Leaders lead the school in morning prayers (the school inter-com is used for this activity).
7. Big Buddies / Little Buddies - This program is designed to help older students learn respect and responsibility while at the same time providing younger students with a student friend and guide. The Kindergarten class is paired up with 4<sup>th</sup> and 5<sup>th</sup> graders.

## **7.5 ALTAR SERVERS**

Catholic boys and girls of grades 3, 4 and 5 who have a desire to minister to the people of Sacred Heart Parish are invited to become altar servers. Third graders can participate around mid-year. They are trained before they begin to serve. It is important that the altar servers are punctual, neat, reliable, accurate in following the schedule, dependable in finding a substitute, and attentive while learning the proper functions.

## **7.6 CLASS PARTIES**

Ordinarily parties are scheduled during the school year celebrating Halloween, Christmas, Valentines Day, etc. Teachers and parents are responsible for the planning and execution of these parties. Any other celebration must have the prior approval of the school principal. Students are not permitted to distribute personal party invitations in the classroom unless the *entire* class is invited, or if all boys or all girls are invited. Addresses and telephone numbers may not be requested from the office.

## **7.7 SNACKS**

Students in grades K-5 are encouraged to have healthy snacks in school during appropriate snack times. Fresh fruits are strongly encouraged. Chips, candy, cookies are not considered healthy snacks.

## **7.8 FIELD TRIPS** (See Appendix IV for a copy of Field Trip Permission Slip)

Field trips are scheduled throughout the year, in accordance with Diocesan and School Policy. Field trips are privileges, not rights, and students can be denied participation if they fail to meet academic or behavioral requirements. This decision can be made by the teacher

and principal. Parents of children participating in school-sponsored field trips are required by Diocesan policy to sign a permission form. A child who does not return a signed permission form will not be permitted to go on the trip. Verbal permission will not be accepted as a substitute for the signed school permission slip. If the child chooses not to participate in the field trip, he/she is still required to attend school. Pre-school siblings and other school-aged children are not permitted to attend. Persons other than those selected as chaperones are not permitted to join the group at the trip destination.

Any fees involved to offset the cost of the field trip will be collected by the teacher. All participants in a field trip should be members of a particular activity or class, except as permitted by the principal.

All field trips are to be approved by the principal. Only the Diocesan Insurance Plan covers field trips approved by the principal. Currently, field trips are NOT permitted to large cities (due to events of September 11, 2001). All field trips, except those involving short distances, are to be made in public, licensed carriers or school buses, adequately chaperoned by adults. Only a limited number of adults are permitted on the bus for Field Trips (teachers may pick names from a hat should a large number of parents wish to be chaperones).

## **7.9 YEARBOOK**

The annual yearbook will be published by the yearbook staff (comprised of students and a faculty advisor) and available for purchase in late spring.

## **7.10 SCHOOL VOLUNTEER PROGRAM**

During recent years the use of volunteers in Sacred Heart School has steadily increased. These volunteers assist in areas where professional training is not necessary. Participation in one or more of the various volunteer programs is required by both students and faculty. It is not necessary to have children enrolled in Sacred Heart School to participate as a volunteer. Parents, grandparents, senior citizens and all parish members are invited to become a part of this important program. Parents automatically receive information and applications to volunteer, any other person interested in participating in the volunteer program may contact the school office.

## **7.11 SERVICE HOURS POLICY**

As a means of ensuring financial support and promoting positive interaction among the families of Sacred Heart School, all families are required to contribute a minimum of twenty-eight (28) service hours per school year according to the following formula:

1. Twenty-five (25) hours on general school-related activities
2. Three (3) hours related to the annual Benefit Auction

Service hours are defined as hours committed to participating in various events and activities related to the operation of the school. Service hours can be completed by any member of the student's family (parents, grandparents, older siblings, or the students themselves). Teachers who have children in the school will have their hours monitored by the school administration.

Examples of general school-related service hours include, but are not limited to:

1. Attendance at the Home and School Association meetings
2. Serving on the Home and School Association and School Board committees
3. Chaperoning field trips
4. Providing support for classroom and athletic activities
5. Any additional activities which require support

Parents will be notified by way of the school newsletter or classroom teacher throughout the year as these needs occur.

Recognizing the fact that some families may be unable to make this time commitment, Sacred Heart offers a buy-out to families **NOT receiving financial assistance**. A fee of six (\$6) dollars per every uncompleted general school related service hour will be assessed during the final month of school to those unable to complete the service hours. Participation in the auction is so important that any who fail to complete their required 3 auction-related service hours will be assessed fifty (\$50) dollars per hour after the conclusion of the auction. Failure to complete service hours and/or the financial equivalent will result in withholding report cards and will be treated the same as failure to pay tuition. Consideration will be given to those special circumstances that prohibit a family from completing this service, either physical or financial, by submitting a written statement to the school principal and/or pastor.

This contract will be presented to the families along with the Educational Commitment and Registration forms. All forms must be completed and returned when requested. Service Hours contracts will be valid from June to June of each school year. This will enable families to earn credit hours during the summer months.

Participating parents and the Development Office will monitor service hours. Parents will be reminded of their progress each semester. In addition, the Development Office will provide forms prior to the beginning of each month in the Communication (Tuesday) Folder. Parents are responsible for completing the monthly forms and returning them in the Communication (Tuesday) Folder. It will be the responsibility of each family to keep track and report service to the Development Office.

## **8.1 Philosophy**

We believe that Sacred Heart School provides a Christian atmosphere of love, trust, acceptance and mutual respect. We believe that the faculty, by their teaching and by their living, models for the students the Gospel values inherent in our faith. We further believe that the parents of our children also must model Christian living in the home. The parents are the first teachers and have the greatest influence on their children.

We realize that our students are still in formation and that as they grow and mature they need to be guided toward self-discipline. We believe that a Christian, positive and consistent approach to discipline will lead our students to make responsible choices and that as they mature, their behavior will reflect Gospel living. In this way they will learn to look beyond themselves to principled living as exemplified by Jesus.

Ultimately, our goal is that intellectually and spiritually our students will become leaders who will live lives of service to God and to society.

## **8.2 Application of Discipline**

The principal and faculty are dedicated to fostering creative thinking in our students. At the same time, we expect our students to conform to school regulations established for the good order of the entire school community. There are times, however, when correction is necessary, such as when a student's behavior is disruptive or interferes with the learning of the rest of the class.

All students are learning self-discipline and responsibility through the following means: complete cooperation in class by obeying the school and the teacher's regulations, respect for themselves and for all students and adults with whom they make contact during the school day, and respect for school property and the property of other classmates.

Sacred Heart School has an obligation to all students and their parents to provide a safe and orderly school environment that will enable the individual student to progress at a rate commensurate with his or her own ability. The rights of an individual must always be carefully considered and individual expression is encouraged; but when such expression interferes directly or indirectly with the rights of other, appropriate steps must be taken.

## **8.3 DEFINITION OF TERMS**

### **Detention**

For violation of a school policy or for unacceptable behavior, students may be detained after school. Advance notice of the detention will be given to the parent in writing or personal communication. Parents have the responsibility for meeting with the teacher and providing transportation home after an after-school detention.

### **In-School Suspension**

In-school Suspension is the exclusion of a student from class for a specified period of time, usually lasting from one to five days. The student is isolated and does all the school assignments in a room provided by the principal.

## **Out-of-School Suspension**

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g. truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parent/guardians.

## **Expulsion**

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g. via Student Handbook and/or Newsletter.
5. Serious acts of violence, the possession of a weapon, the attempt to sell drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school related activities.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in The Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

## **8.4 WEAPONS OR THREATS OF VIOLENCE**

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from the school.

The Principal reserves the right to define “weapon” in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/her self, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose a threat to themselves or others may be expelled.

## **8.5 STUDENT HARASMENT/SEXUAL HARASSMENT** (see APPENDIX IV)

## **8.6 CONDUCT REFERRAL FORM**

In order to facilitate communication between parents and teachers, a conduct referral form is used to inform parents about behavior problems. Reasons for the referral and the action taken are delineated on this form.

A reprimand for willful and/or repeated violation of school regulations will be the responsibility and prerogative of the classroom teacher. Additional reprimands which may result from continued or more serious offenses will involve the student’s parents and school administrator.

The specific disciplinary step is determined by the principal. While the violation of any of the school regulations is considered to be a serious matter, there are violations which are intolerable.

Every effort is made to counsel students and parents so that drastic measures, such as in-school suspension, suspension or expulsion, will not be necessary; however, occasions may arise when such action is in the best interest of all.

## **8.7 DRUGS AND ALCOHOL**

The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is forbidden and is considered a major disciplinary infraction.

Being under the influence of illegal drugs, alcoholic beverages or mood-altering substances on school property or at a school-sponsored activity is likewise forbidden and is considered a major disciplinary infraction.

After considering all circumstances, the principal may suspend or expel a student for these major disciplinary infractions, depending upon the severity and/or frequency of such violations. In each case, the principal and the school staff should place primary emphasis on preventive and corrective action designed to enhance the education, health, and welfare of the entire school community.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, prescription drugs, mood-altering substances, or drug-related paraphernalia is an extremely serious situation because of the possible harm to the entire school community. Students committing such an offense may be punished by expulsion.

## **8.8 DISCIPLINARY CONSEQUENCES**

Each individual makes his/her own choices regarding behavior. Students of Sacred Heart School are expected to make choices that will promote Christian and Academic growth in our school. Positive choices will benefit the entire school community. However, when one makes a choice that inhibits Christian and Academic growth, correction is needed.

As part of a comprehensive Discipline Plan, the following procedures will be effective beginning with the 2007-2008 school year. In addition to this plan, each teacher has developed a classroom management plan that will be shared with the parents.

1. Dress Code Violation:
  - Step 1: Warning letter
  - Step 2: Parents notified to bring in appropriate clothing
  - Step 3: Detention
  - Step 4: One day in school suspension
  - Step 5: One day out of school suspension
  
2. Bus Misconduct:
  - Step 1: Minimum: Warning and parents notified  
Maximum: One week no ride
  - Step 2: Minimum: One week no ride  
Maximum: Two weeks no ride
  - Step 3: Minimum: Two weeks no ride  
Maximum: One month no ride
  - Step 4: Minimum: One month no ride  
Maximum: Two months no ride
  - Step 5: Minimum: One marking period no ride  
Maximum: One year no ride

3. Classroom misconduct, profanity, horseplay, loitering, cafeteria misconduct, repetitive playground offense, unsportsmanslike behavior (including P.E.)
  - Step 1: Minimum: Missed recess, conference with teacher, parents notified  
Maximum: Detention
  - Step 2: Minimum: Missed recess, conference with principal, parents notified.  
Maximum: One day in school suspension.
  - Step 3: Minimum: Missed recess, conference with parent, teacher and Principal.
  - Step 4: Minimum: One day in school suspension  
Maximum: Three day in school suspension.
  - Step 5: Minimum: One day out of school suspension.  
Maximum: Three day out of school suspension.
  
4. Insubordination, Defiant behavior, Verbal Harassment, Sexual Harassment.
  - Step 1: Proceed to step 2.
  - Step 2: Minimum: Detention  
Maximum: One day in school suspension
  - Step 3: Minimum: One day in school suspension  
Maximum: Three day in school suspension
  - Step 4: Minimum: Two day in school suspension.  
Maximum: Expulsion
  - Step 5: Minimum: One day out of school suspension  
Maximum: Expulsion.
  
5. Fighting, Theft, Vandalism
  - Step 1: Proceed to step 3.  
May be referred to law enforcement authorities for criminal action.
  - Step 3: Minimum: One day in school suspension  
Maximum: Expulsion
  - Step 4: Minimum: Two day in school suspension  
Maximum: Expulsion
  - Step 5: Minimum: One day out of school suspension  
Maximum: Expulsion
  
6. Weapon possession, Assault on staff, under the influence of or in possession of alcohol, non-prescription drugs, tobacco product, or abuse of prescription drugs.
  - Step 1: Proceed to step 5
  - Step 5: Minimum: One day out of school suspension.  
Maximum: Expulsion.

Notes:

1. Violations are not considered complete or exhausted.
2. Depending on the severity of the violation, it is not required that each step be followed in order.
3. Discipline plan applies to all instructional areas including playground, fieldtrip, etc.
4. Authentic interpretation of these procedures is reserved to the Pastor/Principal.

**9.1 UNIFORM GUIDELINES**

Students attending Sacred Heart School are expected to present a neat and clean appearance. The dress code has been explicitly devised to help parents and students avoid confusion about what is to be worn to school. Each student is required to wear the complete uniform on the first day of school and thereafter, unless otherwise directed by the principal. A communication will be sent to the parent if the dress code is not followed.

Neatness and cleanliness in personal attire are very much part of a child's education and are the responsibility of the parent.

**KINDERGARTEN DRESS CODE:**

Will wear the school gym uniform all day

**GRADES 1-5****BOYS' UNIFORM DRESS CODE IS AS FOLLOWS:**

1. Dress Uniform (days attending Mass): Navy slacks with Lt. blue polo shirt
2. Casual Uniform (any day, except Mass and gym days): Navy slacks with Lt. blue polo shirt
3. Gym Uniform:Tops: White T-Shirt or navy sweatshirt with Sacred Heart Logo
  1. Bottom: Navy shorts or navy sweat pants, sneakers
4. Lightweight Uniform or "Hot weather Uniform" (may be worn from the beginning of school until Oct.15<sup>th</sup> and April 15<sup>th</sup> until the end of the school year): Navy walking shorts, pleated without cuffs, and Lt. blue polo shirt
5. Belts: must be worn with all slacks and shorts
6. Shoes: Dark shoes are to be worn with Dress Uniform. Dress shoes are not sneakers, boots, sandals or clogs. Sneakers are permitted with gym uniforms.
7. Socks: White or navy socks

**GIRLS' UNIFORM DRESS CODE IS AS FOLLOWS:**

1. Dress Uniform (days attending Mass): Plaid jumper with white blouse/polo shirt
2. Casual Uniform (any day, except Mass and gym days): Navy slacks with white polo shirt
3. Gym Uniform:Tops: White T-Shirt or navy sweatshirt with Sacred Heart Logo
  1. Bottom: Navy shorts or navy sweat pants, sneakers
4. Lightweight Uniform or "Hot weather Uniform"( may be worn from the beginning of school until Oct.15<sup>th</sup> and April 15<sup>th</sup> until the end of the school year): Navy pleated walking shorts and white polo shirt
5. Belts: must be worn with all slacks and shorts
6. Shoes: Dark shoes are to be worn with Dress Uniform. Dress shoes are not sneakers, boots, sandals or clogs. Sneakers are permitted with gym uniforms. For safety purposes **no shoes with heels over one inch high may ever be worn.**
7. Socks: Navy knee socks or tights are to be worn with Dress Uniform. White or navy ankle socks are permitted with other uniforms.
8. **Skirts and shorts must reach top of knee**

## REQUIREMENTS FOR BOTH BOYS AND GIRLS

The second button from the top must be fastened.

Small post earrings and watches are permitted. Wrist bands, headbands and hats are not permitted.

Neatly groomed hair - **no fad haircuts or hair coloring**

Make-up and nail polish are not permitted

Hats are not to be worn inside the school.

All uniforms with Sacred Heart School logo must be purchased from Flynn and O'Hara Uniform Co.

Please label all sweaters/sweatshirts with your child's name on the inside.

***The administration of Sacred Heart School reserves the right to not allow any uniform components that do not follow these guidelines. Please do not purchase items that are not appropriate and expect that your child will be permitted to wear them.***

## **9.2 DRESS DOWN POLICY**

Listed below is the dress code for "Dress Down" days.

1. Shirts must have sleeves (not tank tops or sleeveless tops, etc.)
2. Jeans should be neat, clean and not be torn. They must be worn at the waist.
3. All dresses, skirts, and shorts must be fingertip length (when the hands and arms are extended straight down at the side of the article of clothing must extend to bottom of the fingertips).
4. Clothing with inappropriate pictures, sayings, etc., are not permitted.
5. Excessive jewelry and/or jewelry which could cause harm are not permitted (this includes dog collars, etc.).
6. If a "dress down" day falls on a gym day, students are to wear sneakers or bring a pair of sneakers to school.
7. Students are not to dye their hair and/or skin.
8. For safety purposes students should never wear shoes with heels over one inch high.

***The principal has the right to interpret in accordance with the intent in which this policy was written.***

**10.1 FROM SCHOOL**

(Visit our web site for more information: [www.sacredheartschool.com](http://www.sacredheartschool.com))

An official calendar and newsletter is issued each month. Please keep these for reference during the month. Most communication from the school will be sent home via students in the Communication (Tuesday) Folder. Please remind your child(ren) to bring all school communications home the day they are issued. A communication (Tuesday) folder will be sent home every Tuesday and at other times as necessary. Please check for the folder each day and return the folder and pertinent information the next school day.

**10.2 CONTACTING THE SCHOOL**

Anytime you send a message, payments, etc. with your child(ren), please put it in an envelope marked with the student's name, grade, to whom it is addressed and a brief explanation of contents. Use the Communication (Tuesday) Folder as much as possible.

**10.3 CONTACTING FACULTY AND STAFF**

Parents are encouraged to contact your child's teacher to schedule meetings at any time during the school year. Through private meetings, teachers and parents are able to exchange valuable information about the child(ren) and develop a better understanding of the school's procedures and objectives. We firmly believe that children perform better when parents and teacher cooperatively work toward meeting the needs of the child.

If you have a concern dealing with a specific area in your child's classroom, first contact the teacher to gain clarification. If you feel your concerns have not been addressed, you should next contact the principal in order to meet with you and the teacher involved. If you still feel a need to address the issue, the Pastor may be contacted.

Parents may also contact the school office Administration and/or teachers through the use of e-mail. A list of e-mail addresses will be made available at the beginning of the school year and on the website [www.sacredheartschool.com](http://www.sacredheartschool.com). **Notes regarding student absences must still be submitted in written form.**

Any concern dealing directly with the school should be addressed to the principal. Please do not discuss your concerns outside the school. The best way to promote the values stressed in Catholic Education is to deal honestly and directly with the persons involved.

If a teacher observes an area of concern in one of his/her students, the parent(s) are contacted immediately. Depending upon the nature of the concern, support personnel may be engaged for the good of the child. Good lines of communication between home and school are essential to the education of every child.

If your child is having a problem or if you need to speak with the teacher, call the school office, so that the matter can be clarified. Teachers cannot be taken out of classrooms, but a teacher will return a telephone call and a conference can be arranged if necessary. A good

policy for parents and teachers is to be in constant communication concerning their children.

Parents can also communicate with teachers through the Communication Folder.

#### **10.4 PARENT/TEACHER/CHILD CONFERENCES**

Parent/teacher/child conferences are of vital importance in order to keep the avenues of communication open between parent and teacher. Formal conferences are scheduled each November at the time of the first report card. If, for any reason, the parent/guardian is unable to attend the scheduled conference date, the school **MUST** be contacted to make arrangements for another appointment **WITHIN TEN DAYS**.

A conference may be initiated any time it is deemed necessary by either the parent or teacher. This would be done by either party contacting the other via a note, email, or phone call to the office, and setting a mutual date. Conferences will be held by appointment only. Speaking with a teacher at his/her home is not permissible. All discussions of any problems and concerns must be held at an appointed conference, not when passing through or helping at school. Requests for conferences should include the reason and agenda for the conference.

#### **10.5 PARENT MESSAGES**

**Written Messages are required for:**

1. Absence – Please note the days and dates of absences and the reason for absences. Each note is to be signed by the parent/guardian and presented to the classroom teacher upon the child's return to school.
2. Going home with someone other than "parent/guardian" requires a note from home
3. Absence from outside recess-- This permission is discouraged due to lack of supervisory personnel.
4. Early departure-- Parents must report to the school office to have the child released from school. This policy is school law and is upheld for the safety of the child.
5. Late arrival-- The child must report to the school office with a "late note" and it must be signed by the parent/guardian.
6. Non-routine transportation at dismissal-- Parent needs to put change of transportation in writing.
7. Withdrawals from Sacred Heart School.

#### **10.6 TELEPHONE USAGE POLICY**

Students and teachers will not be summoned for incoming calls. If the message is urgent it will be relayed to the teacher or student by the school office personnel. Telephone use by students is restricted to urgent situations and requires the permission of the principal. Use of individual cellular phones by students is prohibited.

#### **10.7 CELL PHONE POLICY**

Cell phones may be brought to a school class or activity under the following conditions:

- 1) Phones must be kept in the OFF position upon arrival on the school property and remain OFF until students are out of the school building.
- 2) No cell phones may be used for picture taking.
- 3) No harassment or threatening of persons via the cell phones is permitted.
- 4) Cell phones may not be used for game playing, Internet or E-mail access, gambling or making purchases of any kind.
- 5) Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

## **10.8 INTERNET ACCESS POLICY** (See Appendix II for Internet Access Policy Form)

The basic objective for the use of computers and the Internet in primary and secondary education is to support the education of the students. This objective is accomplished by providing students with access to the many and varied resources provided by computer programs ranging from basic typing skills to advanced programs in mathematics, science, writing, technology, religion, and language arts. Through the use of the Internet, students are enabled to do collaborative work with students around the world, as well as research using worldwide databases.

Access to school computers and the Internet in school is given as a privilege to students who agree to act in a responsible manner.

1. Students are responsible for good behavior on school computers and the Internet just as they are in the classroom and the school building. General school rules for behavior and communication apply to activities on computers and the Internet.
2. Students should expect that computer files will be subject to review by the Principal and faculty. Student files on the school computers are treated in the same manner as student lockers. The principal and/or faculty may review files and Internet communications to maintain system integrity and ensure that the students are using the system responsibly.
3. No student will have access to school computers and/or the Internet without staff supervision.
4. A student may lose access to school computers, the Internet, and/or subject to additional disciplinary action if found in violation of this policy.
5. Restitution for damage to school computers and/or software applications will be the responsibility of the parents/guardians of the student.

The following restrictions will apply to all students with access to the Internet on school computers:

1. Receiving, displaying, or sending offensive messages and/or pictures
2. Using obscene language in communications
3. Insulting, harassing, or verbally attacking others
4. Damaging computer equipment, programs, and networks
5. Violating copyright laws
6. Using another student's password, folders, work and E-mail
7. Obtaining unauthorized access to restricted information
8. Playing games other than assigned by a teacher for educational purposes
9. Using school computers and the Internet for "chain letters" and messages broadcast to mailing lists or individuals
10. Employing school computers and the Internet for commercial purposes

11. Revealing on the Internet one's personal address and/or phone number or the addresses and/or phone numbers of any other person without the permission of that person and the permission of the teacher
  12. Use of "chat rooms" on the Internet which are morally inappropriate and violate Catholic doctrine and/or moral teaching
  13. Sending inappropriate messages to or from any school computer
  14. Any actions contrary to the teachings of the Catholic Church
- Students and their Parent(s)/Guardian(s) must sign an Internet Access Agreement before a student will be allowed to use the Internet in school. Violations of any of the restrictions may result in the loss of privileges on the school computers and/or other disciplinary action.

## **10.9 LOST AND FOUND**

A student who has lost an item may inquire at the office before or after school and at lunch time. Parents are urged to mark each article of clothing with their child's name so when items are found they can be returned to the owners. Any unclaimed items left in the office for more than three months will be given to charity.

## **11.1 SCHOOL CLOSINGS**

Announcements are made on:

Radio stations - WMRF, WIEZ, and WKVA.

TV stations - WHTM HARRISBURG, WTAJ, ALTOONA, CLEAR CHANNEL BROADCASTING.

Listen for school closings, delays, or early dismissal of school during inclement weather as early as 6:00 A.M.

**PLEASE DO NOT CALL THE SCHOOL.** We will always follow the decision of the Mifflin County School District. If you call, you may interfere with the School District attempting to notify our school. .

Information will also be available on the Internet at [www.sacredheartlewistown.com](http://www.sacredheartlewistown.com) (parish website)

## **11.2 EMERGENCY DRILLS**

Emergency Drills for crisis situations, identified in the school's Emergency Action Plan, are conducted monthly.

## **11.3 FIRE DRILL POLICY**

At least nine fire drills are conducted during the school year as required by state law. The purpose of the drills is to acquaint students with safe and proper procedures to follow if a fire or other emergency requires that students leave the building quickly. Students should be aware of these factors:

1. In each room, a poster indicates the location of the emergency exits for persons in that room. If an assigned exit is blocked, the groups' leader will turn to the nearest exit.
2. Students must walk rapidly, keeping lines solid, to the assigned exit. The first to reach the exit doors will open them and hold them until the line has passed.
3. Each group has an assigned location to walk to outside the building. Students must stay with their groups during the fire drill procedures.
4. When the "all clear" is sounded, students will enter the school under the direction of the leader of their group.
5. There is NO talking during fire drills.
6. Students must keep their hands by their sides, not in their pockets.

## **12.1 EMERGENCY CONTACT CARDS**

Emergency cards are sent home with the students during the first week of each school year. It is imperative that emergency phone numbers be updated to enable immediate contact with parent/guardian in the event of an emergency. Please provide the requested information and return the completed form on the NEXT SCHOOL DAY.

Parents are to inform the school office immediately if there is a change of address, guardianship, telephone number, contact information, etc.

Students in the After School Program MUST complete an After School Emergency Card.

## **12.2 IMMUNIZATIONS**

Pennsylvania law requires that every child attending school, Kindergarten through Grade 5, must be properly immunized against diphtheria, tetanus, polio, measles, mumps, rubella, and hepatitis B as follows:

1. **4 Diphtheria, Pertussis and Tetanus (DPT)** – The fourth is to be on or after 4<sup>th</sup> Birthday.
2. **3 Polio** (OPV or IPV)
3. **2 Measles-Rubella (German Measles), Mumps, Rubella (MMR)** – The first is to be on or after 1<sup>st</sup> Birthday.
4. **3 Hepatitis B**- HBV-not HIB
5. **1 Varicella (*chickenpox*)** required only if child has not had chickenpox.
6. Physical and dental forms must be completed no earlier than January 1<sup>st</sup> of the year they are entering school.

## **12.3 HEALTH/SAFETY**

**AHERA-** In October 1986, the U.S. Congress enacted the **Asbestos Hazard Emergency Response Act**. Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

## **12.4 HEALTH RECORDS AND ILLNESS AT SCHOOL**

Sacred Heart School has a nurse who provides minor first aid for children who become ill or injured during school hours. When a student becomes ill during school hours, the student is referred to the nurse, and if necessary, a parent is notified to come for the child.

A complete Health History Form is required when entering Kindergarten.

School health surveys will be sent home annually and parents are asked to cooperate in keeping this information current and accurate. It is essential that all information be kept current for the well-being of the child. Our objective is to promote, protect and maintain the health of all students and we ask your cooperation.

Parents of children with special medical needs (i.e. diabetes, epilepsy, asthma, allergies etc.) must notify and instruct the teachers and principal on how to handle emergency situations pertaining to child's specific health problem. Parents are urged to contact their doctor regarding medic alert bracelets that will reveal the nature of their child's illness/allergy in case of emergency.

A **physical exam** is required by State law for all students in Kindergarten/Grade 1, and transfer students from other states.

A **hearing test** is provided annually for students in Kindergarten through Grade 3. Transfer students and students with a known hearing impairment are tested. Hearing tests are performed on students when requested by parents and/or teachers.

**Annual vision test** is provided for all students in Kindergarten through Grade 5.

**Annual measurement of height and weight** is provided for all students in Kindergarten through Grade 5.

A school nurse is provided by Mifflin County School District and is available in the school at least once a day and as needed. The school nurse checks the height, weight, and performs a vision test on all students annually. The school nurse will adhere to the Mifflin County District Health Policy. That policy, in part, as it pertains to medication, is as follows:

**NO MEDICATION, INCLUDING NON-PRESCRIPTION MEDICINE, IS ADMINISTERED BY SCHOOL PERSONNEL UNLESS SPECIFIC WRITTEN INSTRUCTIONS ARE RECEIVED FROM A PHYSICIAN.**

In cases where medication is to be administered at school the following applies:

1. Original Containers must be labeled with the student's name, instructions for administration, content identification and name of physician.
2. Parent must request in writing asking school personnel to dispense medications as ordered.
3. The school nurse, or in her absence the secretary or principal, shall administer the medication or arrange to assist the student in self-administration of the medication.

**Please do not send a child to school if he or she is ill.** If your child has had a fever, he/she should remain at home until the child's temperature has been normal for at least twenty-four hours. The telephone number of your private physician can also be important in an emergency situation, so please list it on the information sheets.

## **12.5 ACCIDENTS**

In minor cases, first aid will be given by authorized school personnel. In the event of an emergency requiring professional medical assistance, every effort will be made to contact the parents. If a parent is not available, the authorized contact person on the emergency card

will be called. If one of the authorized persons on the card cannot be reached, the school will seek the care needed. If an emergency exists, the student will be taken to the Lewistown Hospital by ambulance and efforts to contact a parent will continue. Parents will be responsible for any expenses incurred.

## **12.6 STUDENTS WITH HIV/AIDS or RELATED DISEASES**

Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary school will not be denied admission to or discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, or extra-curricular.) This will be done on a case-by-case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents.

Parents/Guardians are required to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

The school follows the Universal Precautions to Prevent the Spread of Infectious Disease to reduce the risk for employees, volunteers and students.

Sacred Heart School reserves the right to amend this policy to comply with directives of the Commonwealth of Pennsylvania and the Diocese of Harrisburg regarding students who have HIV or AIDS, as those directives may be amended from time to time.

## **12.7 STUDENT HEALTH INSURANCE**

An optional insurance plan is offered to the students through the diocese. When parents choose not to take the insurance they are requested to sign a form from the diocese acknowledging their voluntary rejection of such coverage and return it to the school. In the event that an accident of an insured student occurs, an accident report must be completed and the principal notified immediately. All claims must be sent to the insurance company within ninety days.

## **12.8 CHILD ABUSE AND NEGLECT**

It is the policy of Sacred Heart School, as well as, all the Catholic Schools in the Diocese of Harrisburg to take reasonable action to prevent and reduce incidents of child abuse and neglect. When there is a need to do so, the school will report suspected child abuse or neglect to Children and Youth Services.

### **13.1 VISITORS**

Due to new and tighter security measures, all visitors and volunteers must go around the building, through the lower school playground and ring the school buzzer to gain entrance to the school. All visitors and volunteers must report to the school office upon entering the building. They must sign in and out. The Secretary will ask them to wear visitor tags. Any visitor not wearing a visitor tag will be escorted out of the building, and the proper law enforcement authorities notified, if necessary.

We ask that you be mindful of the learning process taking place throughout the building and the need for quiet. Appointments should be made prior to visiting if you desire to see a specific staff or faculty member. Do not stop in a classroom to talk or to drop off an item (items may be dropped off in the office and will be delivered to the classroom by school personnel- this includes lunches).

### **13.2 RESTRICTED AREAS**

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty room is a restricted area for students. Empty classrooms are restricted areas. Corridors are to be generally clear of traffic except for movement at the change of class, or teacher's permission to use the lavatory.

### **13.3 SAFE SCHOOLS ACT OF 1997**

PA legislation dealing with school crime and safety issues:

1. **Record Keeping** –Non-public schools must keep records of incidents of violence. A statistical summary of the record must be available to the public upon request.
2. **Student Records** – Public schools must automatically transfer a student's discipline record, without parental permission. Sacred Heart School will continue to observe its general practice of not forwarding a student's discipline file with academic records, with the following exceptions: A student involved with the possession of a weapon, the sale or possession of controlled substances, or involved with an act of violence which posed a potential threat to others. Sacred Heart School will send an advisement of these situations to any school a student transfers to, either in the case of expulsion or voluntary withdrawal of the student.

**Notice:** It is the policy of Sacred Heart School to notify the school to which a student transfers if a student is expelled or withdraws from school and is involved with any of the following infractions:

1. An act or offense involving weapons
2. Sale or possession of controlled substances
3. Willful infliction of injury to another person or act of violence committed on school property, or while in the custody of the school

(This policy reflects our commitment to the Safe Schools Act of 1997)

**Alerting Law Enforcement:**

Sacred Heart School will notify the local law enforcement authorities and the Office of Catholic Education whenever a weapon is discovered on school grounds or in the possession of a student under its care (school bus, etc.)

**13.4 SEARCH AND SEIZURE**

The administration of the school reserves the right to search any area under a student's control to help enforce rules and preserve a safe and orderly learning environment. The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

**13.5 RESPONSIBILITY**

The school WILL NOT be responsible for the loss of money, clothing or valuables, or for articles brought to school. Please mark well children's hats, coats, books, gloves and sweaters, etc. In every classroom there are a dozen of the same size and make of every item worn by your child and children often do not recognize their own things. There should be NO REASON for children to carry a LARGE AMOUNT of money to school.

**13.6 RECORDS POLICY (Family Educational Rights and Privacy Act)**

Sacred Heart School has the following policy regarding an individual's right to privacy:

**Access to Records**

- A. Teachers and other school officials who have legitimate educational interests have access to student education records.
- B. Parent(s)/legal guardians have access to their child's education records. Parents/guardians may contact the Principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
- C. In general, any other person requesting access to a student's education record must have the written consent of the parent(s)/legal guardian(s), unless the disclosure is otherwise authorized or required by law.
- D. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreement regarding access to educational records.

**Logging Records Access**

- A. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or school officials.
- B. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

**13.7 SCHOOLYARD/CAFETERIA SUPERVISION**

Schoolyard and Cafeteria Supervision is provided by the Administration, Faculty and Staff.

**14.1 BUS PATROL DUTY**

Fourth and fifth grade students are selected to carry out bus patrol duty. These students are expected to:

1. Set a good example at all times.
2. Lead their assigned group of students to the bus.
3. Make sure everyone in their group **walks** and not runs to the bus.
4. Make sure every student in their group **follows** them to the designated bus.

**14.2 BUS TRANSPORTATION**

Pennsylvania state law (Act 372) provides for transportation to all students within the district or outside the district boundaries at a distance not exceeding ten miles by the nearest public highway.

A large proportion of our pupils are transported to and from school by bus. This makes school bus safety one of our priority concerns.

The Mifflin County School District/Juniata County School Board policy for improper conduct may remove the privilege of riding a bus or van. Sacred Heart must follow discipline guidelines issued by Mifflin County School District. When the bus/van privilege is removed, parents have the obligation of finding alternative ways to transport their child to and from school. When students are denied bus transportation, they are required to attend school and failure to attend school will result in further disciplinary action.

**14.3 BUS SAFETY REGULATIONS**

Students are expected to follow the rules established by the local School Districts, as well as, each individual bus driver. They will be assigned to specific buses. Parents of students who ride the school buses are asked to review the rules of bus conduct with their children. Parents should remind their children that breaking these rules could result in suspension or loss of bus riding privileges. The rules are as follows:

1. Students are expected to wait for their bus in an orderly manner.
2. Be on time at the designated school bus stop, arriving five minutes before the bus is due.
3. Wait for your bus at a safe place. Students will wait for their bus to come to a full stop before attempting to enter or exit the bus.
4. Each bus has an emergency door to be used only in an emergency. Students may not use the emergency door for routine exit and entry.
5. Respect the property rights of people who reside at or near the bus stop.
6. Do not get into private vehicles with strangers. All School District vehicles are clearly marked.
7. When students walk along the road to their bus stop, they must walk the shoulder of the road on the side facing traffic.
8. Enter the bus in an orderly manner and take your assigned seat. Bus drivers may assign seats.
9. Remember that bus conduct should be the same as classroom conduct. Always obey

- your bus driver.
10. Remain in your seat at all times except when boarding and unloading. Do not change seats.
  11. Keep your hands, head and feet inside the bus at all times. Never throw objects in or out of the bus.
  12. Be courteous to fellow students and the bus driver.
  13. Use respectful tones and never use profanity and/or bad language.
  14. Do no damage or tamper with any part of the bus. In addition to disciplinary actions from violating this rule, you or your parents will be responsible for the payment of the cost of repair.
  15. Keep the aisle clear except when entering or exiting.
  16. Horseplay, fighting, eating and drinking are strictly forbidden, as is all other conduct prohibited by the Student Code of Conduct.
  17. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol, tobacco, flammable liquids (gasoline, propane, fuel, etc.), fireworks, firecrackers, smoke bombs, tape recorders, radios, balls, water pistols, spray bottles, pea shooters, sling shots and any item too large for students to hold on their laps.
  18. Students must report to the bus driver any condition that needs attention to insure a safe trip.
  19. In general, the following behavior of students may result in disciplinary action: opening windows, throwing objects out of the windows, tampering with or using the emergency exit, leaning or putting arms out of windows, eating, drinking, spitting, littering the bus, damaging or defacing property, roughhousing, using improper language or gestures, throwing objects, fighting and being out of their seats. In addition, any behavior not mentioned in this policy book that jeopardizes the health or safety of others is prohibited and will be cause for appropriate discipline.

### **Bus Driver's Duties**

1. The Mifflin County School Directors and the Juniata County School Directors designate student bus stops. They may not be altered.
2. Buses/vans will stop to pick up and dismiss passengers at designated bus stops only. No other stops are permitted unless there is an emergency.
3. The bus driver has the authority and is expected to regulate entry and exit of the students.
4. The major responsibility of the bus driver is to complete his/her rounds between home and school safely and on time.
5. The bus driver is in charge of students between pick up points at school and home. When problems arise, the bus driver will fill out a BUS MISCONDUCT REPORT FORM and present it to the principal. Parents will receive a copy of the misconduct and consequent discipline applied. Certain behaviors and repeated minor infractions may result in the denial or the privilege of riding a school bus or van.

### **14.4 WALKERS**

Students walking to and from school should follow school behavior and safety regulations and must use an appropriate and safe walking route. This will assure the safety of all our students by alleviating congestion of traffic near the buses and vans.

Students who walk to and from school are responsible for respecting private and public property along the route. Taking short cuts across private property, littering and creating disturbances are not behavior condoned by Sacred Heart School.

## **14.5 CAR RIDERS**

Parents who are transporting students home are to park their cars in the parking lot across from the Church and walk to meet the student(s) at the front door. ***DO NOT PARK IN YELLOW ZONES, IN FRONT OF GARAGES, SCHOOL BUS PARKING AREAS, OR BLOCK THE STREET.***

***IF YOUR CHILD WILL BE PICKED UP INSTEAD OF RIDING A BUS, PLEASE SEND A NOTE TO THE SCHOOL. It is important that the teacher on duty is aware of this information.***

# APPENDIX I

## FINANCIAL NEEDS FORM

### Parent/Guardian

Name \_\_\_\_\_  
Relationship to student(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### **Student(s)**

Name	Grade	Tuition Assistance Needed	Uniforms Assistance Needed	Lunch Assistance Needed

Other Assistance needed (or important information) about this request:

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## **APPENDIX II**

### **INTERNET ACCESS POLICY**

#### **1. Background:**

Through the Internet, each student can be connected to a wealth of knowledge and information. With computers and the Internet comes both high quality data as well as what is referred to as misinformation and inappropriate information to include graphic pornography. Currently, there is no regulation as to the nature, quality, and/or use of the Internet. Some material on the Internet contains items that are intentionally incorrect, defamatory, illegal, potentially offensive to some individuals and groups, and/or contrary to the religious beliefs and moral values of the Catholic Church.

#### **2. Objectives:**

The basic objective for the use of computers and the Internet in primary and secondary education is to support the education of the students. This objective is accomplished by providing students with access to the many and varied resources provided by computer programs ranging from basic typing skills to advanced programs in mathematics, science, writing, technology, religion, and language arts. Through the use of the Internet, students are enabled to do collaborative work with students around the world, as well as research using worldwide databases.

#### **3. Procedures:**

Access to school computers and the Internet in school is given as a privilege to students who agree to act in a responsible manner.

- a. Students are responsible for good behavior on school computers and the Internet just as they are in the classroom and the school building. General school rules for behavior and communication apply to activities on computers and the Internet.
- b. Students should expect that computer files will be subject to review by the Principal and faculty. Student files on the school computers are treated in the same manner as student lockers. The principal and/or faculty may review files and Internet communications to maintain system integrity and ensure that the students are using the system responsibly.
- c. No student will have access to school computers and/or the Internet without staff supervision.
- d. A student may lose access to school computers, the Internet, and/or subject to additional disciplinary action if found in violation of this policy.
- e. Restitution for damage to school computers and/or software applications will be the responsibility of the parents/guardians of the student.

#### **4. Internet Restrictions :**

The following restrictions will apply to all students with access to the Internet on school

computers:

1. Receiving, displaying, or sending offensive messages and/or pictures.
2. Using obscene language in communications.
3. Insulting, harassing, or verbally attacking others.
4. Damaging computer equipment, programs, and networks.
5. Violating copyright laws.
6. Using another student's password, folders, work and E-mail.
7. Obtaining unauthorized access to restricted information.
8. Playing games other than assigned by a teacher for educational purposes.
9. Using school computers and the Internet for "chain letters" and messages broadcast to mailing lists or individuals.
10. Employing school computers and the Internet for commercial purposes.
11. Revealing on the Internet one's personal address and/or phone number or the addresses and/or phone numbers of any other person without the permission of that person and the permission of the teacher.
12. Use of "chat rooms" on the Internet which are morally inappropriate and violate Catholic doctrine and/or moral teaching.
13. Sending inappropriate messages to or from any school computer.
14. Any actions contrary to the teachings of the Catholic Church.

#### Internet Access Agreement

I, \_\_\_\_\_, have read the terms and conditions of the Internet Access Policy of Sacred Heart School. I understand that Internet access is provided for educational purposes only, and I agree to abide by the terms and conditions stated in the Internet Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of the Internet which may result in the suspension or revocation of my Internet privileges.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please sign and return to your school immediately. Thank you!

### APPENDIX III

## PARENT PERMISSION AND WAIVER FOR FIELD TRIP PARTICIPATION

Dear Parent/Guardian,

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Sacred Heart School. A brief description of the activity follows:

Event \_\_\_\_\_

Destination \_\_\_\_\_

Date/Time of Departure \_\_\_\_\_ Date/Anticipated Time of Return \_\_\_\_\_

Method of Transportation \_\_\_\_\_ Cost \_\_\_\_\_

Designated Supervisor  
\_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and waiver of liability.

My child has special medical concerns YES \_\_\_\_\_ NO \_\_\_\_\_ (If yes describe over)

### CONSENT AND WAIVER

I hereby request the participation of my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated date/s. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I hereby agree, on behalf of the named student and his/her other parent or legal guardians, to waive any claims for liability against Sacred Heart School, the Diocese of Harrisburg (and any diocesan or school officers, agents or employees) which may arise from the participation of the named student in the above-described event.

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

**PLEASE RETURN THIS ENTIRE FORM BY \_\_\_\_\_.**

## **APPENDIX IV**

### **STUDENTS**

**5136A**

### **HARASSMENT**

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its employers, employees, students and volunteers a working and educational environment which is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment of or by employers, employees, students or volunteers.

Any student who experiences some form of harassment should report it to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that harassment will not be tolerated.

Policy:

Adopted: January 12, 1996

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Bishop of Harrisburg

**SEXUAL HARASSMENT**

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as: 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct or suggestions of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances;
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings or gestures including derogatory and/or sexually-oriented materials;
3. Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile or offensive working or academic environment;
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, e.g. or to avoid some other loss and offer of benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that sexual harassment will not be tolerated.

Policy

Adopted: January 12, 1996

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Bishop of Harrisburg