

TABLE OF CONTENTS

Non-Discrimination Policy

Purpose and Use of Handbook

Amendments to Handbook

The School

Philosophy

Admissions

 Preferences

 Admission Requirements

Attendance

 Importance of Attendance

 Absence

 Supervision

 Lateness/Tardiness

 Absence Other than Illness

 Emergency Closings

Home-School Communications

 Appointments with School Personnel

 Communications

 Bringing Money to School

 Home-School Association

 School Records

 Court Orders

 School Pick-Up

Academic Policies

 Curriculum/Course Offerings

 Religious Education and Religious Services

 Homework

 Use of Technology

 Progress Reports/Report Cards

 Grading

 Records and Transcripts

Field Trips

Discipline

Medication

Health and Safety

Arrival and Dismissal Procedures

Fire Drills/Lockdown Procedure

Health Services

Illness or Injury

Student Accident Insurance

Suspected Child Abuse or Neglect

Asbestos Management Plan

Dress Code

Uniform

Accessory Items

Gym

SACRED HEART SCHOOL, SOUTH PLAINFIELD

PARENT/STUDENT HANDBOOK

Non-Discrimination Policy

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

Purpose and Use of the Handbook

The SHS Parent/Student Handbook exists to foster the efficient operation of Sacred Heart School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

Amendments to the Handbook

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

SACRED HEART SCHOOL, SOUTH PLAINFIELD

Sacred Heart School in South Plainfield, New Jersey is a Roman Catholic elementary school accredited by the Middle States Association of Colleges and Schools. It is established and supported by the Sacred Heart of Jesus parish in South Plainfield, New Jersey within the Diocese of Metuchen. The school is open to registered Sacred Heart parishioners and the Catholics/Non-Catholics from other parishes. It is a private school where the Gospel message and the experience of the community, worship and social concerns are integrated in the lives of the students, parents and members of the faculty/staff. The school is funded by tuition, parish subsidy, fundraisers, Chapter II federal program and voluntary contributions. The school's population from South Plainfield and surrounding areas is composed of pre-kindergarten through eighth grade students from different religious, cultural and socioeconomic backgrounds.

SHS PHILOSOPHY

The Catholic Church is an instrument of salvation and a sign of Christ in the world today. Therefore, the mission of Sacred Heart School, in the Diocese of Metuchen, is to integrate religious truths and values into the curriculum so that students will be prepared to become productive, contributing members of the Church, the community and the world.

Since intellectual development and the growth as a Christian progress together, it is important that the community of Sacred Heart helps our students become aware of the existing relationship between faith and society. By practicing Christian values and putting Christian principles into action through service, we encourage our children to take an active role in the church, school and community programs. These values, taught primarily at home, are reinforced in school with prayers, religious instruction, service, and reception of the Sacraments.

We motivate each child to become an independent thinker and challenge him/her to accept responsibility in creating a just society. In addition, the practice of respect for all life is emphasized.

Intellectual thinking is a continuous progression from basic skills to higher levels of thinking. It is our belief that strong basic skills lay the foundation for further learning. These skills are practiced and developed until they are mastered. The confidence derived from the mastery of the curriculum encourages our students to continue their pursuit of knowledge.

Social and personal development begins at home with parents being the primary role models. In school, the students continue to learn acceptable behavior, respect for others, and accountability for their own actions. In addition, they are encouraged to accept themselves and to develop their own

unique talents, while learning to function with the various authority systems that make up our American society.

We believe that the parent, as the primary educator, is responsible for the formation of values, habits, and skills necessary to ensure the successful development of the whole child. The teacher, as the professional educator, and the parents, as the primary educator, are partners responsible for the continued spiritual, academic, social, psychological, and physical growth of the child. Together with parents, Sacred Heart School children can experience learning and living, integrated in the light of faith.

ADMISSIONS

Admissions Procedures

Sacred Heart School gives preference to:

- Registered parishioners of Sacred Heart who currently have siblings in the school.
- Registered parishioners of Sacred Heart who currently have no siblings in the school.
- Catholic students registered in parishes other than Sacred Heart and currently have siblings in the school.
- Catholic students registered in parishes other than Sacred Heart but who currently have no siblings in the school.
- Non-Catholic students.

Whenever available spaces are limited to any other grade level, preference will be given to registered parishioners of Sacred Heart, South Plainfield.

Technical Requirements

An original birth certificate must be submitted for proof of age. The pre-kindergarten child must be four (4) years old on or before October 1. The kindergarten child must be five (5) years old on or before October 1. The first grade child must be six (6) years old on or before October 1. A baptismal certificate and verification of reception of the Sacraments of Reconciliation and Holy Eucharist are required for Catholic applicants.

Testing

Every incoming kindergarten and grade 1 student is administered a basic skills test by the Middlesex County Educational Services Commission.

Immunization Requirements

- *DPT*: a minimum of four (4) doses
- *OPV*: a minimum of three (3) doses, provided at least one is given on or after the fourth birthday
- *Measles vaccine*: one (1) dose administered on or after the first birthday
- *Rubella vaccine*: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized
- *Mumps vaccine*: one (1) dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized

****ANY APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED THE FIRST DAY OF SCHOOL.****

Transfer Students

In addition to all of the above items, a transfer notification, most recent report card, standardized test scores and a letter of recommendation from the previous school are required. All

candidates seeking acceptance, especially those seeking admission on the junior high level, will be interviewed by the school principal prior to admittance.

Non-Custodial Parents/Parental Rights to School Records

Sacred Heart School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, Sacred Heart School will provide the non-custodial parents with access to the student's essential academic records. If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent(s) to provide the school with an official copy of the court order. The custodial parent(s) may wish to supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligation. All of the above documents are kept in confidential files located in the office of the principal.

Pick-Up of Children from School

Sacred Heart School will permit only the custodial parent(s), of his/her designee (designated in writing) to pick up the child at the end of the school day. The non-custodial parent(s) will not be permitted to pick up the child during or at the end of the school day unless there is a written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

Financial Obligations

Financial policies and financial obligations are contained in a separate tuition contract signed by each student's parent or guardian. Each family is required to pay a non-refundable entrance or re-registration fee, an academic fee, a work bond and a Home School Association fee.

Tuition and the other listed school fees may be paid in full by August 1st, or enrollment in the FACTS program is required. Sacred Heart School has contracted with FACTS Tuition Management, Inc. to manage the collection of tuition monies. Through FACTS, payments are scheduled on a monthly basis.

Parental Service Obligations

In addition to the payment of tuition, each school family is required to donate their time, talents and abilities in service to Sacred Heart School. Each family's service enriches the school's educational opportunities, supports the smooth operation of the school, broadens available services, and supports various school fundraising efforts. The service requirement is outlined in the Parental Work Bond Contract and must be fulfilled by the end of the school year.

Attendance/School Hours

Punctual, regular attendance is necessary to achieve academic success in school. Parents/guardians are expected to develop and nurture these good habits in the student. By doing so, it not only benefits the student's academic achievement but also encourages mature behavior in the future.

Absence

If a child is absent on a given day, a parent/guardian must call the school between 8:00-8:30 a.m. to notify the school of the reason for absence. Failure to do so will result in the school nurse contacting the parent/guardian any time past 8:30 a.m. to verify the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

Upon the student's return to school, he/she must present a written note stating the student's name, the day(s) and date(s) of the absence, along with an explanation of the absence. If a student is absent from school for five (5) or more consecutive days, a doctor's note will be required upon the student's return to school. Please note that an absence from school will result in an absence from extracurricular activities as well.

Parents will be notified if a child becomes ill during school hours. They are expected to pick up the child as soon as possible. A sick child will not remain in the nurse's office for a long time. For this reason, *it is extremely important to update the emergency form used by the school nurse.* **Home, cell and work telephone numbers and the names of two people who can be called in case of a parent's absence must be kept current.**

Excessive Absence

It is important to note that excessive absence for legitimate reason may not be used as a cause for retention. However, a student who does not exhibit satisfactory knowledge and mastery of academic material needed to go on to the next grade level, shows a lack of commitment to the education process, or demonstrates other difficulties may be retained for one of all of the above reasons.

Supervision

It is the duty of Sacred Heart School to supervise students during the school day. The responsibility begins at 7:30 a.m. and ends at 2:00 p.m. For children enrolled in the After School Care Program, the supervision begins at 2:00 p.m. and ends upon the parent's arrival (no later than 5:45 p.m.).

Tardiness

Students will be considered late if they arrive at school after 7:40 a.m. Latecomers must report to the office to obtain a late pass in order to be admitted to school. A child will not be considered late due to the lateness of a school bus or an unforeseen emergency notification by the parent.

Family Vacations

Family vacations are strongly **discouraged** during the school year. If a student will be on vacation, it is the responsibility of the parent to notify the school when they know their arrangements. Teachers will *not* assign work while the student is vacationing. Students (or parents for those in primary grades) are responsible for meeting with teachers to obtain any work missed while vacationing. Time allotted for completion will match school days absent. Tests will be administered at the convenience of the teacher.

Truancy

A student who deliberately avoids coming to school is considered truant. Habitual truancy will be reported to the appropriate authority. A student who finds himself/herself in this situation will be subject to discipline at the discretion of the principal.

Delayed School Openings, Emergency Closings, and Make-Up Days

Announcements of delayed openings or an emergency closing will be made by the utilization of the Honeywell Instant Alert System. This information will also be posted on the school website; www.sacredheatsp.net and on our PowerSchool bulletin board.

It is the policy of our school to follow South Plainfield Public School closings. If South Plainfield Public Schools are closed, Sacred Heart School is closed. Plainfield residents are advised of no buses if Plainfield Public Schools are closed.

In the event of an early dismissal due to inclement weather or emergency when school is in session, notification to parents and guardians will occur via the Honeywell Instant Alert System.

HOME-SCHOOL COMMUNICATION

Appointments with School Personnel

Parents who wish to meet with school personnel must contact the office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand. Spontaneous visits to the classrooms are not allowed. All visitors, except at times of public functions, must explain their presence at the school office.

When parents come to the school, they are to use the main entrance at all times, report to the school office and wait to be directed from there. The only forgotten item permissible for a parent to bring to school is lunch. No gym clothes or other school materials are to be brought in by a parent.

Regular Communication with All Parents

Communication envelopes are sent home with the youngest or only child each week. Parents are required to check the envelope and return it to school with any necessary papers, signed, the following day. **All papers for home are to be removed from the envelope.**

Children Bringing Cash to School

Money that is sent to school for a specific event or purpose should be placed in a sealed envelope and identified with the **child's name and room, the amount enclosed, and its purpose.**

Cell Phones/Portable Electronics

Students are allowed to bring cell phones to school in cases of necessity after school. All cell phones are to remain off while in the building and are to be turned in at the beginning of each day. All phones are kept by the homeroom teacher for safekeeping. Cell phones will be confiscated if found on a student during the school day and returned upon Principal approval.

Students are not permitted to bring any of the following items to school (except in the event of specially noted days such as field trips):

- Cameras (film & digital)
- Video cameras
- iPods/MP3 players
- Electronic games (GameBoys, Nintendo DS, PSPs, etc.)

Home-School Association (HSA)

The education of a child requires a cooperative enterprise between home and school. Parents are requested to share suggestions and viewpoints concerning the educational needs of the child. The most efficient means to carry out this privilege is by participating actively in the Home-School Association. Objectives of the HSA are as follows:

1. To help parents and teachers acquire a profound appreciation for the ideals of Catholic education.
2. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage the home and school to continue to cooperate in discharging their responsibilities.
4. To fundraise for the instructional and educational needs of the students.

In order to meet the objectives outlined above, the HSA holds a variety of fundraisers each year, (i.e., the Tricky Tray Auction, Candy Sales, etc). Parental involvement in our fundraising efforts is necessary to ensure their success. The HSA requires that each family pay a \$100 service fee at the beginning of each school year.

Athletic Association

Athletes and their parents are expected to follow the By-Laws and Constitution of the Sacred Heart School Athletic Association. Appropriate behavior of parents and students are expected at all times, not only at Sacred Heart School during games and practice, but also at other schools for tournaments or games. Respect for all athletic facilities is expected from parents, coaches and athletes.

ACADEMIC POLICIES

Curriculum/Course Offerings

In addition to the curriculum summaries below, the complete curriculum guide set forth by the Diocese of Metuchen is available to all parents via the Diocesan website found at:

<http://www.diometuchen.org/cso/curriculum.html>

RELIGIOUS STUDIES

All the basic teachings recommended by the National Conference of Catholic Bishops found either explicitly or implicitly throughout the Religious Series used at Sacred Heart School.

The Catholic way of life is the goal set by our school for each of its members. Parents are strongly encouraged to develop in their children Catholic values which will be reinforced by the school.

In addition to regular religious classes, students have the opportunity to participate in various spiritual experiences. They take turns sponsoring the First Friday Mass and Eucharistic celebrations on the holy days of obligation when classes are in session. Second grade students receive the Sacraments of Reconciliation and Holy Eucharist. Eighth grade students prepare to receive the Sacrament of Confirmation. Para liturgical celebrations are held in conjunction with the religion program for each grade level.

LANGUAGE ARTS

The basic reading program is designed for the individual student, taking into consideration such individual differences as background information and mastery of skills. Reading and writing are carefully developed so that they can provide mutual support. Correlated lessons in speaking, listening, and dictionary

skills are also provided. Along with the basic Reading series, varied instructional materials are used. Regular visits to the school library allow students to choose books for enjoyment, research and reading practice.

The objective of the English program is to provide students with basic, well-rounded communication skills in speech, listening, grammar and writing. Students are taught to value their own opinions and are encouraged to express themselves orally and in written forms of poetry, short stories, drama, research papers, etc., according to their grade level. Various instructional materials are used to enhance the English program.

MATHEMATICS

The mathematics program throughout the grades helps the students toward a discovery of mathematical concepts and their application to the problem situations. The main goal throughout the series is to identify basic math skills, teach them in a straightforward manner, and provide enough practice for all students to master the basic skills. A strong emphasis is placed on helping students become aware of the usefulness of mathematics and how it relates to their daily lives.

SCIENCE

The elementary science program offers a continuous development in the areas of life, earth and physical sciences. The goal is to develop an understanding of appreciation of God's creation, the place of science in the modern world and the conservation of life. The processes of science are derived from the scientific method of discovering, observing, and experimenting by the students.

SOCIAL STUDIES

The series we use encompasses the basic social science concepts. The content focuses on the basic information and key principles of history, geography, economics, political science, anthropology, sociology and other social sciences as well as their relationships and their interdependence. Map and global skills are emphasized in addition to chronological skills, critical thinking skills and research skills. The series offers many opportunities to understand one democratic heritage. The general purpose of the program is heightened awareness of global interdependence.

PHYSICAL EDUCATION AND HEALTH

Students participate in our physical education program and are given the opportunity, through individual and group activities, to practice the principles of fair play, honesty and good sportsmanship. The program enables students to develop physically and socially in an informal atmosphere. Students are instructed in good health care for themselves and respect for each other's individual differences.

ART AND MUSIC

Students participate in art and music activities. Art can stimulate the imagination of the students, increase awareness, open new doors and extend boundaries. The place of music and the arts in the general curriculum is to develop the creative and aesthetic aspects of the child's personality.

COMPUTER EDUCATION

Computer instruction is part of the curriculum from grades pre-kindergarten through eight. The computer is utilized as a powerful tool that can strengthen student learning in reading, writing, mathematics, science and social studies. Programs are used for reinforcement; skills remediation and enrichment are extensions of lessons taught in the classrooms.

FOREIGN LANGUAGE

Beginning in pre-kindergarten, students are instructed in the Spanish language as a means to address the growing cultural diversity of the present day. The Spanish culture is studied alongside speaking and writing skills.

FAMILY LIFE PROGRAM

Family life, for the Catholic Christian, is very important and sacred. Recognizing this, our bishops have given their support to courses of study that will help develop healthy attitudes and values necessary for Catholic family life. These attitudes and values address five specific needs of young people:

1. They need skills and knowledge for family living, both now and for the future when they, too, become mature Catholic parents.
2. They need to understand their own spiritual, physical, and emotional development as well as the development of people around them.
3. They need to cultivate a deep respect for all life, especially human life.
4. The need to develop a Catholic Christian understanding of, and reverence for, sexuality.
5. They need to relate with others outside the family and thereby take their responsible place in society.

The Benziger Family Life Program (K-8) meets these specific needs by developing five basic themes at each level. Within each theme, young people are helped to see, to internalize, and to act upon the values by which the Catholic person strives to live.

Religious Education and Religious Services

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

the school year. All students are expected to be respectful during these times regardless of their religious beliefs.

SCHOOL HOURS

- 7:40 a.m.Assembly
- 7:50 a.m.Prayers
- 8:00 a.m.Classes Begin
- 11:30 am.....Dismissal (PK4 Half Day)
- 11:00 a.m.Lunch (Grades 6, 7, 8)
- 11:30 a.m.Lunch (Grades 3, 4, 5)
- 12:00 p.m.Lunch (Grades K, 1, 2)
- 1:45 p.m.....Dismissal (PK4 Full Day)
- 1:50 p.m.Closing Exercises—Prayers
- 2:00 p.m.Dismissal (Grades K – 8)

Sacred Heart School will not assume responsibility for students who are dropped off at school before 7:30 a.m. Students are required to leave at 2:00 p.m. if they are not registered in the After School Care Program. No official will be insensitive to the problems of working parents; however, it is not fair for parents to assume that it is permissible to drop off children at school very early in the morning and/or pick them up late in the afternoon. It is also unfair to assume that teachers/staff who arrive at school early or stay late in the afternoon will be responsible for supervising such students. Children who are not picked up promptly will be sent to the gym. They will be considered as “drop-ins” and will be included in the After School Care Program. Parents will be billed for this service.

Students who are serving detention because of non-compliance to school rules, chronic tardiness, etc. must stay after school. Parents will be notified in writing a day before detention. These students must be picked up right after detention at 3:00 p.m.

Homework

The school's policy is to assign homework, either written or study, as an introduction to/preparation for or follow-up of the work covered in class. This home study provides a reinforcement/enrichment of material being taught. A child will be assigned an appropriate amount of homework. Individual differences will be taken into consideration.

Parents are expected to schedule a homework period and provide a special place for their child (ren) to complete homework neatly and legibly. Parents are not expected to do their child's or children's homework. Children should do their own work and present it to their parents for approval. Advice and direction are sometimes needed. However, the child develops self-confidence and a sense of responsibility if given the opportunity to work independently.

**Each teacher will use his/her own discretion for consequences for those failing to complete assignments.

Technology

Sacred Heart School integrates technology into the educational program to provide students with opportunities for lifelong learning in a global technological society as they gain the skills needed in the future to succeed in the workplace and the community. We envision a school with equitable access to the tools of technology.

With at least one computer in each classroom, and clustered computers in the Resource Center (computer room) students/staff will be proficient in utilizing word processing, presentation, spreadsheets, database and desktop publishing software as well as having access to the Internet.

The Ethical Use of Technology Policy, utilized by all students and staff, is provided in our Technology Plan. Students/parents are required to read and sign the form on a yearly basis before the student is permitted to access the Internet on any school computer.

Computer education is provided for students in grades pre-kindergarten through eighth on a weekly basis.

PowerSchool

As of January 2008, Sacred Heart School is an active participant in the **PowerSchool Program**, a web-based information system for schools. The PowerSchool Program maintains school records and grades in a centralized system that permits relevant information to be obtained by the parents/guardians of students. Parents have the ability to monitor their student's progress on an ongoing basis using a variety of options PowerSchool provides. Parents can access PowerSchool via a student's confidential ID number and student's password which is provided by the school office.

School Website

Sacred Heart School maintains a school website that is updated on a regular basis with various information for both current and prospective students and parents. The website site is accessible via <http://www.sacredheartsp.net>

Progress Reports and Report Cards

Progress reports and report cards can be viewed anytime by utilizing the PowerSchool System. Progress reports can be viewed on PowerSchool and report cards will be hand delivered to parents by their children. Receipt of Report Cards must be signed by parents/guardians and sent back to the teacher the next day. Student grades are available to any parent at any time via the PowerSchool System as well.

Reports of student progress are issued four times during the school year. In this way, parents are informed of the students' improvement or failure in academic subjects and personal traits. Parents are strongly encouraged to study their children's report carefully, taking special note of any particular weakness so that they can guide their children in making any necessary improvements. When a report is sent home for unsatisfactory work, parents are expected to follow the directives as set forth by the teacher. An opportunity to discuss students' grades, problems, or progress is provided at scheduled Parent-Teacher Conferences.

GRADING

Sacred Heart School abides by the grade reporting code set forth by the Diocese of Metuchen:

Pre-Kindergarten: Students in pre-kindergarten do not receive a standardized report card. Communication to parents is ongoing and at least one progress report is issued to parents during the school year.

Kindergarten:

- C Consistently Observed
- S Sometimes Observed
- ✓ Practice and Support Needed
- NA Not Applicable

Grades 1 – 2:

- O Outstanding
- VG Very Good
- G Good
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory
- ✓ Practice and Support Needed
- + Indicates Exemplary Performance

Grades 3-8:

Major Subjects
(Religion, Math, Language Arts, Science Social Studies)

- A+ 100—97
- A 96—93
- B+ 92—89

B	88—85	O	Outstanding
C+	84—80	G	Good
C	79—75	S	Satisfactory
D	74—70	I	Improvement Shown
F	69 and below	N	Needs Improvement
✓	Indicates an area in need of improvement	U	Unsatisfactory
+	Indicates Exemplary Performance	M	Medical (Gym only)
		NA	Not Applicable
		✓	Indicates an area in need of improvement
		+	Indicates Exemplary Performance

Ancillary Subjects

(Art, Music, Gym, Health, Computer, Spanish)

Behavior in Ancillary Subjects

A	Applies Skills and Concepts
P	Participates in Activities
B	Behaves Appropriately

Promotion/Retention

Students who satisfactorily meet the requirements for each grade will be promoted. When it becomes evident that it is necessary for a student to repeat a grade, parents will be notified in February. Any student who fails two major subjects for the year will not be promoted. Primary students must pass language arts and math.

Tests will be administered periodically throughout the marking period at the teacher's discretion.

Records and Transcripts

A parent/guardian has the right to view his/her child's academic record, academic standardized test results, health records, and emergency sheet (emergency phone numbers, etc.). These records can be made available upon request. Transcripts of academic and health records are not given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for a transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request transcripts from sending school.

FIELD TRIPS

On occasion, Sacred Heart School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. This permission slip is provided by Sacred Heart School.

PARENTAL REQUEST FOR FIELD TRIP
Catholic Schools Office – Diocese of Metuchen

This portion to be completed by school representative prior to duplication.

School _____ City _____
Activity _____ Cost to student _____
Destination _____ Phone _____
Educational Objective _____ Supervising Teacher _____
Departure date/time _____ Return date/time _____
Name of bus company _____

This portion to be completed by parent or guardian.

Student's Name _____ Grade _____
Parent/Guardian _____ Home Phone _____
Address _____ City _____ State _____ Zip _____
Health Insurance Company _____
Policy Number _____
Please indicate any special medical problems, dietary needs or allergies _____
Family Physician _____ Phone _____

Parent/Guardian: Please read carefully and sign below:

I request that my son/daughter participate in the above-described activity and consent to the mode of transportation as indicated.

Should emergency medical treatment be necessary and I am unable to be contacted immediately, I authorize the delegated agents of the above-named school to act on my behalf and approve appropriate treatment.

I specifically waive claim or claims that may be derived from any accident or injury sustained by my son/daughter en route, during and returning from the activity. I further agree to indemnify and save harmless the above named school, parish, the Catholic Diocese of Metuchen, their staff and adult supervisors working on their behalf.

I further understand that school representatives are NOT permitted to dispense medication.

During the hours of this trip, I can be reached at (phone number) _____

Signature _____ Date _____

Notary signature/seal _____ Date _____

GENERAL DISCIPLINE POLICY

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements to the learning environment at Sacred Heart School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship.

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

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

All incidents will be documented and signed by the Principal, teacher, parents and student(s) involved.

**Detention may be given by any teacher to any child who violates the school rules.
COOPERATION OF THE PARENTS IS GREATLY NEEDED AND EXPECTED.**

Classroom teachers have the authority to detain pupils, on any given day, giving a day's notice, for violation of class or school regulations. A detention slip is issued one day in advance of the detention period. It must be signed and returned to the teacher the next day. Students will have detention even if they have not returned the detention slip. They will be permitted to call home at the Principal's office after Morning Prayer.

When any misbehavior occurs and a parent does not understand the punishment involved or the action taken correcting the child, he/she should first contact the classroom teacher. School offenses will be handled promptly in accordance with the severity of the act. Delayed disciplinary measures do not prove effective.

Reasons for Detention

1. Disrespect
2. Continual tardiness
3. Disruptive behavior
4. Inappropriate language
5. Consistent neglect of class work or homework
6. Chewing Gum
7. Continual violation of the dress code

At-Home Suspension will be given at the discretion of the Principal for:

1. Destroying property
(Parents of students who destroy school property are expected to pay for the damage.)
2. Bullying in any form
3. Smoking on school property
4. Leaving school grounds without authorization
5. Fighting
6. Stealing
7. Defiance of authority in action or language
8. Willful disobedience
9. Vandalism
10. Threats and other serious offenses determined by the principal

During the suspension time, students must complete assigned work but will receive no credit for it. A student who persistently commits transgressions will be expelled from Sacred Heart School.

As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents/guardians will be notified and asked to confer with the proper school authorities about the matter.

Expulsion is viewed as a radical action at which point the school is saying that the students' interests would be better served in another environment, or that the individual's behavior is a serious threat to the school, community or both. Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories or cases can be listed for guidance.

Other problems of equal seriousness will be treated similarly:

1. Possession of weapon
2. Continued willful defiance or disobedience of authority
3. Assault
4. Extortion
5. Arson
6. Gross disorder
7. Grave defacing or destruction of school property
Vandalism: In cases of major acts of vandalism, students and their parents shall be responsible for all the damage to equipment or school property. The responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.
8. Possession of alcohol or other drugs
9. Criminal activity
10. Trafficking in pornographic materials
11. Serious theft

Suspension from Athletics

Please follow the SHS Athletic Association By-Laws. Please note that Principal discretion also applies.

Policy of Administration of Medication

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

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

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

****Please note that any child with a condition that requires immediate dispensation of medication (i.e. food allergies, asthma, etc.) must have the appropriate medication in school at all times. This includes, rescue inhalers, nebulizers and epi-pens.**

AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION IN SCHOOL

(To be kept confidential upon completion)

NAME OF STUDENT: _____ **GRADE:** _____

DIAGNOSIS/ILLNESS: _____

MEDICATION: _____

SPECIAL DIRECTIONS: _____

POSSIBLE SIDE EFFECTS: _____

I certify that the above information regarding this student is correct, that the administration of the medication to this student is necessary, and that the student has received appropriate instruction to self administer this medication.

(Signature of Prescribing Physician)

(Date)

(Address)

(Phone)

I/We authorize the Principal and School Nurse to permit the student to self-administer the above medication as indicated. I/We understand and agree that the school, the School Nurse and the School Principal shall not be liable for an injury to the student resulting from the self-administration of the medication as authorized by signature below.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

HEALTH AND SAFETY

Arrival and Dismissal Procedures

Students being transported by car are to be dropped off inside the school parking lot. Cars must remain outside the cones for the safety of the students. Students who are picked up by car can be met at either the corner of South Plainfield Avenue or the church parking lot on the Randolph Avenue side.

****Please note that to ensure the safe dismissal of all students, NO child is to be removed from the dismissal line for ANY reason.****

Students who take the bus are dropped off on Sacred Heart Drive, right in front of the school. Only authorized students are allowed to ride the bus. (The public school district handles authorization and passes. Applications for these passes must be filled out each year before May 1. Applications filled out after that day should be brought to the South Plainfield or Plainfield Board of Education).

When a child is going home other than the usual way, his/her parent must write a note to the teacher.

SHS students are not permitted to enter the classroom before school hours or after dismissal, including those taking part in the After School Care Program.

Crisis Management

Sacred Heart School recognizes that deviant behavior has been increasing among individuals in our country. A team approach is necessary to detail and develop a plan to intervene in the event of a crisis. A Crisis Management Team (CMT) has been organized in our school to help administration, faculty/staff, students, parents and community members, if and when such a crisis occurs.

The CMT states that guidelines and procedures that are essential in dealing with a crisis, and staff/students are trained on proper and safe procedures in the following areas:

- Fire Drills
- Lockdowns
- Evacuations
- Bomb Threats

The administration is responsible for notifying the proper authorities, including the Pastor and Diocesan Superintendent and assembling the CMT for further instructions for the safety of our children.

A crisis management policy is in each teacher's room and in the Principal's office.

Health Services

The South Plainfield Board of Education has contracted with the Middlesex County Educational Services Commission to implement the Nonpublic School Nursing Services, Chapter 226 funded by the State of New Jersey. One registered nurse performs health services at Sacred Heart School from Monday through Friday.

How Parents Can Help our Health Program

1. In addition to a pre-entry health appraisal, all students entering fourth (4th) and seventh (7th) grades must have a physical examination. It is the parent's responsibility to provide for such an exam and return a doctor's certificate to Sacred Heart School.
2. Hearing tests are given to all students in kindergarten through eighth grade. Any pupil referred to the nurse for a hearing problem will be given attention.
3. Vision tests are given to all students. Notices are sent home only to those who need attention.
4. Scoliosis screening is done on every pupil between the ages of ten and eighteen. Any pupil shall be exempt from the examination upon written request of a parent or guardian. Parents may be present for the examination.
5. See to it that your child has regular baths and uses proper personal grooming aids.
6. First aid, if needed, is given by the school nurse during the school day. The usual antiseptics used are hydrogen peroxide, bacitracin ointment, and soap. If your child is allergic to these or to adhesive tape, please let our school nurse know so that we can avoid unnecessary problems. When an ace bandage is used, please return it to the nurse after use.
7. Parents/guardians will be notified if a child becomes ill at school. It is their responsibility to provide transportation home. If a parent cannot drive, he/she must look for a relative or friend to pick up the sick child *as soon as possible*.
8. School insurance, provided by the school for each student, is mandated by the Diocese of Metuchen. This insurance covers injuries in school and those incurred during school-related activities. It is in addition to the family's insurance. Please take note of this information.
9. If your child contracts a communicable disease, please **do not send him/her to school until your physician gives permission**. Notify the school immediately. State law requires a doctor's certificate if communicable disease is the cause of an absence.
10. After an illness, children will be allowed to remain in the building at lunchtime only if they have a written request from home.
11. **Rolling Book bags** are a danger in the school setting, especially in the upper grades. Students who have a medical need for these bags must have a certified letter from their doctor stating the reason it is necessary. This note will be kept on file in the Nurse's office.

Suspected Child Abuse or Neglect

New Jersey state law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

Asbestos Management Plan

Sacred Heart School's Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

DRESS CODE

Uniforms supplied by Flynn & O'Hara Uniform Company are worn by Sacred Heart Students in grades kindergarten through grade eight.

Boys Uniforms

Summer Uniform: (Worn from September to October 15th & April 15th through June)

- Khaki pants or shorts
- Black or brown belt
- White or maroon polo shirt (embroidered with the school name)
- White socks (worn to the calf)
- Sneakers

Winter Uniform: (Worn from October 15th to April 15th)

- Khaki pants
- Black or brown belt
- White or maroon long-sleeved polo shirt (embroidered with the school name)
- Dress socks
- Flat, black, brown, gray or burgundy dress shoes

**Maroon vest or long-sleeved sweater or fleece jacket are optional

Boys are NOT allowed to wear any of the following, at ANY time, including tag days:

- | | |
|--------------|------------|
| ▪ Boots | ▪ Tattoos |
| ▪ Shoe boots | ▪ Bandanas |
| ▪ Earrings | ▪ Hats |

Boys are NOT allowed to have dyed hair, fad haircuts or styles. Hair may NOT be longer than the top of the collar or tops of ears, or falling in the face or eyes.

NO JACKETS OR SWEATSHIRTS MAY BE WORN IN CLASS.

Girls Uniforms

Summer Uniform: (Worn from September to October 15th & April 15th through June)

- Khaki skirt or shorts
- White or maroon polo shirt (embroidered with the school name)
- White or maroon ankle socks
- Black, brown, gray or burgundy dress shoes (heels of shoes may not be over 1")
- Sneakers (permissible only when worn with the khaki *shorts*)

Winter Uniform: (Worn October 15th to April 15th)

- Khaki skort
- White or maroon long-sleeved polo shirt (embroidered with the school name)
- White or maroon knee-high socks or tights
- Black, brown, gray or burgundy dress shoes (heels of shoes may not be over 1")

**Maroon vest or long-sleeved sweater or fleece jacket are optional

Girls are NOT allowed to wear any of the following, at ANY time, including tag days:

- | | |
|-----------------------------|---------------------|
| ▪ Hoop or dangling earrings | ▪ Hats |
| ▪ Bracelets | ▪ Clogs |
| ▪ Tattoos | ▪ Boots |
| ▪ Makeup | ▪ Shoe boots |
| ▪ Nail polish | ▪ Open-backed shoes |
| ▪ Acrylic nails | ▪ Open-toed shoes |
| ▪ Bandanas | ▪ Sandals |

Girls are NOT allowed to have dyed hair, fad haircuts or styles.

- ♦ **Girls are allowed to wear a SINGLE pair of SMALL post earrings. Multiple piercings or body piercings are not allowed.**
- ♦ **Girls in grades 6, 7 and 8 are permitted to carry a SMALL purse/wristlet. These are to be no larger than five (5) inches in length.**

Watches, necklaces with religious medals or crosses and post earrings are the ONLY jewelry allowed.

ALL SHIRTS ON ALL STUDENTS MUST BE TUCKED IN TO SHIRTS AND SKORTS AT ALL TIMES.

Tag Days

All students participating in tag days will come to school dressed appropriately. Shirts with inappropriate sayings, pictures, etc. or anything that could be considered offensive will not be allowed. Students are not permitted to wear tank tops. Girls may NOT wear spaghetti strapped, halter, tube, strapless, tight-fitting, short-cropped or low cut tops of any kind. Shorts, if worn, must be mid-thigh length or longer and not tight-fitting.

Dress Code Violations

ANY student in violation of the dress code, whether in uniform **OR** on Tag Days will be immediately sent to the Principal's office where they will receive a written warning, which is to be signed by the parent and returned to school the following day. Upon receipt of **THREE (3)** written warnings, the parents **WILL** be called, either at home or at work, and the parent **MUST** come and pick up the student and take him/her home. The student will **NOT** be allowed to return to school until the dress code is complied with in an appropriate manner.

On Tag Days, if a student is inappropriately dressed and a parent or relative is available to come to school with a change of clothing, the student **WILL** be allowed to call home and have a parent or relative bring them a change of clothing. On Tag Days, if a parent is unavailable, the student **MUST** cover up his/her clothing with his/her art smock or some other appropriate apparel.

Gym Uniforms

The Sacred Heart School gym uniform consists of:

- Maroon school t-shirt
- Gray gym shorts
- Socks
- Sneakers

***Gray sweatpants and sweatshirts (hooded and crew neck) are also available for purchase.**

Grades K-4: Students in grades 1 through 4 wear their complete gym uniform to school on their assigned gym days.

Grades 5-8: Students in grades 5 through 8 are required to bring their complete gym uniforms to school with them on their assigned days. Students who do not bring their uniforms do not participate in gym class. They are **NOT** allowed to call their parents at home or work, or a relative at home, to bring their uniform to school.

****It is the responsibility of each student to remember to bring his/her gym uniform on gym days.**