



## *Mission Statement*

*Sacred Heart School provides a safe, welcoming, and challenging learning environment for our students. Administration, faculty, and parents empower the students to reach their fullest moral, spiritual, intellectual, social, and physical potentials in order to respond to the evolving demands of the twenty-first century. Informed and enlivened by the teaching and life of Jesus Christ, students render service generously through prayer and action.*

## ***GOALS AND OBJECTIVES***

We, the teaching staff of Sacred Heart Catholic School, recognize and dedicate ourselves to the following principles:

- ◆ We recognize each student as an individual loved by God, blessed with gifts, talents, and abilities which will enable him/her to develop to a designed potential.
- ◆ We seek to form in each student a concern and respect for each other and for all God's people as brothers and sisters in the Lord.
- ◆ We recognize the need for discipline, especially until the time when each student has grown to self-awareness, self-discipline, and self-direction.
- ◆ We seek to maintain consistently and continuously a high quality of education in every area; and thus will make every effort to motivate and challenge all students to develop skills and understanding to reach their maximum intellectual capability.
- ◆ We teach our students Christ's truths and virtues so that they may experience the fullness of life here on earth and in eternity.

## **ADMINISTRATIVE PROCESS**

Sacred Heart Catholic School is under the jurisdiction of the Archdiocese of Philadelphia and follows its educational policies and procedures.

## **ROLE OF THE PASTOR**

The pastor of Sacred Heart Parish is the spiritual leader of the school. The priest is the shepherd and leader of the Eucharistic community which exists at Sacred Heart Parish. Following in the footsteps of the Good Shepherd, the pastor must feed the flock entrusted to him. Since Sacred Heart School is an organic part of the life of the parish, it comes under the pastor's guidance. While the principal is responsible for the general direction of the religious and educational program, the pastor is kept fully informed of all important happenings and no major step is taken without his knowledge.

## **ROLE OF THE PRINCIPAL**

The principal of Sacred Heart School is appointed by pastor and is charged with the spiritual, academic, and managerial policies in cooperation with the faculty, IHM Community Supervisors, and the Archdiocese of Philadelphia. As the primary school administrator, the principal motivates the staff to formulate clear goals and objectives for each school year and guides their development and accomplishments. As a school inspirator, the principal's prime goal is to build and live community in a spirit of trust and charity.

## **ROLE OF THE TEACHER**

The role of the teacher in Sacred Heart School is not exclusively that of educator, but is multifaceted including that of servant-leader, organizer, instructor, motivator, counselor, evaluator, and exemplar within the environment of his/her own classroom. He/she has the unique and sacred privilege of developing in his/her students a love for learning. Each teacher accepts the responsibility to use his/her personal endowments to the best advantage of the students. Thus the students are exposed to a variety of teaching styles, strategies, methodologies, and classroom activities chosen by each teacher to promote optimum learning experiences. The teacher willingly cooperates with the principal in carrying out the religious and academic goals of the school, and in a spirit of generosity, accepts additional responsibilities that affect the school community and programs.

## **ROLE OF THE PARENT**

The important role of the parents in the catechizing and education of their children is acknowledged by the Church through the pronouncement of the National Catechetical Directory, Norm 212: "Parents are the primary teachers of their children. They catechize informally but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit and by fostering justice and love in all their relationships..."

Concrete ways that parents contribute to nurturing the education of their children include

the following:

- Participate in policy making through the Home and School Association.
- Provide for the physical and mental daily readiness of their child for school. Proper rest, exercise, diet, and study will provide a good framework for learning.
- Promote a positive image of self, home, school and others which will nourish a healthy attitude for wholesome relationships. By being faithful to Catholic moral teaching in decision making, virtue, and worship, the parents themselves provide the most fruitful kind of Catholic education relative to the moral development of their child.
- Demonstrate the role of co-educator to the children, parish, and school personnel, by actively supporting school activities, attending Parent/Teacher conferences, joining the Home and School Association, and participating in school and parish celebrations.

## **ROLE OF THE STUDENT**

Students are charged with the goal to develop excellent academic, vocational, and professional skills because God wishes an abundant life for every one of His children -- and this goal is furthered by enhancing his or her talents to the fullest. Moreover, through their personal witness and achievements, students glorify God and lead others to the truth.

Students of Sacred Heart School commit themselves to be peacemakers, servant-leaders, community builders, and zealous learners in the practice of virtues of respect, generosity, hospitality, kindness, and industry.

## **POLICIES AND PROCEDURES**

### **ABSENCE**

- Excused:*** Illness, quarantine, death in the immediate family, or exceptionally urgent reasons constitute legal absence.
- Unexcused:*** Truancy, parental neglect, or personal choice, oversleeping, missing the bus, etc. are not valid excuses for absence.
- Phone:*** Please call the school office between 7:00 AM and 8:30 AM to report your child's absence. Leave a message on the answering machine stating your child's name, grade, and reason for absence.
- Notes:*** Upon return to school, the student presents the homeroom teacher with a written note signed by a parent or guardian containing the reason and dates of absence.

## **ADMISSIONS**

### ***Registration Requirements***

Grade 1 - six by September 1  
Kindergarten - five by September 1  
Pre-school - four by September 1  
Baptismal Certificate if not baptized at Sacred Heart  
Birth Certificate  
Social Security Number of child  
Immunization Records  
Registration Fee

## **APPOINTMENTS**

If at all possible, every effort must be made to arrange medical and dental appointments for non-school hours.

Students may not be excused early from school without a written request from parents, which is to be forwarded to the principal. In an emergency, a call to the principal will suffice. Parents are to sign out the student at the main office. *State law forbids us to dismiss a student during school hours unless an adult accompanies the student.*

## **BOOKS**

School books, with the exception of religion books, are funded by the State of Pennsylvania. In addition, the Home and School funds help purchase necessary books. All books must be covered at all times and carried in a school bag. Any student who defaces a book in any way or loses a book will be required to pay for the book.

## **BULLYING**

Bullying is a unique form of aggression. It is distinct from isolated incidents of students lashing out in anger circumstantially or conflicts that occur between two students. Bullying occurs when a student or group of students targets an individual repeatedly over time, using physical, psychological, emotional, or relational aggression to dominate the victim.

Therefore, bullying behavior has the following components:

- Repeated
- Intentional
- Targeted to create and enforce an imbalance of power

Sacred Heart School, in accordance with PA Senate Bill 71, commits itself to provide a safe, positive learning climate for all students. Therefore, it is the policy of this school to maintain an educational environment in which bullying and cyber bullying in any form will not be tolerated without serious consequences.

Students who believe themselves to be bullied are directed to report the incident to the teacher, counselor, or principal. Complaints will be investigated promptly, and corrective action will be taken if complaints are warranted. This action involves conferences with parents, resolution on the part of the offender that bullsh-type behavior will cease, promised effort on the part of the offender to take active measures to be a peacemaker, and detention. If bullying continues, suspension or expulsion may result.

## **BUS**

The school district in which the student resides is responsible for providing bus service for our students. In compliance with state and diocesan laws, the students are to be seated at all times during their ride, speak in moderate tones, and obey the directions of the bus driver. Parents will be notified if the rules are not obeyed.

## **CALENDAR**

A school calendar is published annually according to the guidelines of the Office of Catholic Education of the Archdiocese of Philadelphia. A monthly calendar is emailed via weekly communications. Dates and events of importance are noted for the convenience of parents.

## **CAR RIDERS**

Children should be dropped off outside the school gates in the morning. Please do not block the crossing lane or the yard gate when dropping off students. Children can be picked up in the schoolyard at dismissal. Vehicles should enter on West Chester Pike and exit on Manoa Road. *Children may not be picked up in the Church parking lot.* Vehicles are not permitted in the schoolyard during school hours from 8:00 AM to 3:00 PM. Caution is especially important in inclement weather. Please refer to diagrams on our web site and at the end of this booklet.

## **CELL PHONES and iWATCHES**

iWatches are not permitted. Students may not use cell phones during school hours. Any contact that needs to be made during the school day will be done through the Main Office. If a student brings a cell phone to school, it is to be off and remain in the student's school bag during school hours. Cell phones will be confiscated and sent to the principal if a student is found carrying it. A parent will be required to pick it up. If this occurs a second time, the phone will be confiscated for the duration of the school year.

## **CHANGE OF ADDRESS / PHONE**

Change of address or telephone number (home or work) must be sent to the homeroom teacher and forwarded to the principal immediately so as to keep all records up to date. It is important to have current information in the event of an emergency.

## **EXTRACURRICULAR PROGRAMS / ACTIVITIES**

Altar Servers  
Prayer Partners  
Band  
Service Club  
Children's Choir  
STEM Club  
Drama Club  
Hand Bell Choir  
Piano Lessons

Drama  
Crazy Eights Math Club K - 2  
Reading Olympics  
Future City Club  
Science Explorers Gr 1 -5  
Student Council  
Yearbook  
Sports Programs (CYO)

## **COMMUNICATION**

Effective communication is a pivotal goal of the faculty/staff of Sacred Heart School. Teacher-Parent conferences are scheduled, requested, and/or arranged at a time and place that is mutually agreeable.

If a faculty member initiates a contact with a parent via a note, phone call, email, fax, etc., the parent is asked to respond via method of choice so that the teacher may be assured that the message was received. The teacher also is asked to respond to any contact that a parent may initiate.

If you have any questions or concerns about your child, *the teacher is your first contact.*

## **WEEKLY COMMUNICATION**

Most communications from school administration and organizations are sent emailed via OptionC on Fridays. Parents are encouraged to review all notices. ***Only school and parish events can be put into the weekly communications.***

## **CURRICULUM**

Sacred Heart offers ten years of continuous curriculum development with Religion as the core. This academic curriculum, which strives to educate the whole child, is based on the ELA Common Core State Standards, Math Common Core State Standards, and as of the Fall of 2015, the Next Generation Science Standards as adopted by the Office of Catholic Education of the Archdiocese of Philadelphia. Information about the Standards is available for review at [www.catholicschool-phl.org](http://www.catholicschool-phl.org). Instructional guidelines of the Sisters, Servants of the Immaculate Heart of Mary are used to augment and support the Archdiocesan guidelines.

Elementary curriculum areas include: Religion, Mathematics, English Language Arts, Social Studies, Science, Library Science, Technology, Music, Art, and Physical Education. In grades 5 – 8, an Advanced Math program is offered for students who meet the requirements.

Curriculum coordinators monitor the needs of teachers and students and make appropriate recommendations for advancing quality education.

## **DISCIPLINE**

"Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop fully committed Christians to the observance of just rules and regulations which will assist students in responding to their responsibilities and obligations to self and others." (Policy Manual - Elementary Schools, Archdiocese of Philadelphia)

The observance of school rules is a necessity in order to create an appropriate atmosphere for learning. Faculty and parents are charged to work together so as to guide and shepherd our students in their religious, academic, emotional, social, and physical development. Our Discipline Code is based on our desire to provide a safe and harmonious environment for children to learn and teachers to teach.

Students are charged with the responsibility to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behaviors are developed with and for the students. Any behavior that causes the learning atmosphere to deteriorate or be disrupted, or which infringes upon the rights of others, will be addressed and appropriate corrective measures will be employed.

Teachers work with children at various developmental stages requiring individualized methods of discipline. Serious difficulties would be brought to the attention of the principal and parents in conferences.

The principal or teachers will issue Conduct Violations to grades 4 – 8 when necessary as a means to alert parents of improper behavior. Each Conduct Violation is worth a minimum of one (1) demerit. An accumulation of five (5) demerits will result a meeting with the student, parents, teacher, and principal with resolution expected.

Conduct Violations are given for, but not limited to the following:

Incomplete or lack of homework	Cheating
Continuous lack of home preparation	Repeated class disturbance
Dress code violation for school / gym	Lying
Unexcused lateness	Profanity
Chewing Gum	Defiance
Disorder during Fire Drill/Lock-down Drill	Disrespect toward a person in authority
Unsigned tests	Disrespect toward another student
	Unauthorized leave of school grounds

## **SUSPENSIONS**

An In-School suspension is given by the principal after consultation with the teacher and the parents of the student. The terms of an "In-School" suspension will be determined by the principal and teacher.

Formal suspension (removal from school community) is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. The principal will inform and discuss the matter with the pastor. A suspension will automatically result in the student receiving a "1" in Personal and Social Growth for that trimester marking period. Suspension is resorted to only when all other means of discipline have proven ineffective or if the situation warrants immediate action.



## **EXPULSION**

Ordinarily a minimum of two formal suspensions during the academic year may lead to a student's dismissal. In certain incidents, the seriousness of the offense may warrant immediate expulsion (S319.2). Sacred Heart School policy for suspension and dismissal follows the guidelines (S 319.2) of the Archdiocese of Philadelphia. Infractions that may warrant immediate dismissal include, but are not limited to the use/action of the following:

- Gross defiance
- Unauthorized leaving of school grounds or events
- Truancy
- Verbal, physical, sexual harassment, confirmed bullying
- Destruction of school property
- Use of Alcohol/Drugs, Smoking
- Intentional physical fighting on school premises or in school uniform
- Physical/verbal threats against the faculty, staff, volunteers, students, or administration
- Possession of weapons
- Immoral or indecent behavior
- Violation of the Acceptable User Policy of the Archdiocese

*No student may use, possess, sell or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit / inappropriate drug use on school grounds or at school sponsored events. The term "alcohol, drugs, and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to: alcohol, all forms of tobacco, inhalant substances, marijuana, depressant drugs, stimulants, hallucinogenic drugs, and steroids. The inappropriate or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under supervision of school medical personnel and/or school authorities designated by the school principal, with written orders from a physician.*

## **DISMISSAL (END OF SCHOOL DAY)**

Pre-K	2:40 PM
K – 8	2:51 PM

Lines are formed in each hall and the students are led from the building in good order by members of the faculty and the Safety Patrol. Quiet in the classrooms, halls, and stairways facilitates an orderly and quick dismissal.

## **DRESS CODE**

Students must be in complete uniform each day beginning with the first day of school.

## **BOYS (1 - 8)**

- Gray dress trousers worn properly with belt at waist level (no casual styles)
- Belt - brown or black (not optional)
- Regulation tie Grades K-6 Plaid, Gr. 7-8 Striped
- White tucked-in shirt (November 1 – April 14)
- Red or white knit shirt (shirt must be tucked in) Opening day – October 31 and April 15 to Closing

## **KINDERGARTEN BOYS**

- Red or white knit shirt all year (button down shirt and tie are optional)
- Gray dress trousers worn properly with belt at waist level (no casual styles)
- Belt - brown or black (not optional)
- Red V-neck pullover sweater or V-neck pullover sweater vest
- Tan, brown, or black non-scuff sole BUCS
- Not permitted: Boots, Sneakers, Athletic Shoes

**HAIR** Boys hair must be trimmed to the top of the collar and must be above the eyebrows. No fad hairstyles are permitted: No tails, shaved heads, lines, designs, spikes or bleached hair.

⇒ EARRINGS are not permitted.

## **GIRLS**

### **Grades K-5**

- Tartan plaid jumper (knee-high length)
- White perma blouse - Peter Pan collar
- Red V-neck pullover sweater or Prescott Red cardigan
- Red knee socks or black tights
- BUCS shoes – tan, brown, or black
- **Not permitted:** Sperry Dockside (option only for grades 6 – 8), boots, sneakers, athletic shoes, dress pumps, clogs, or buckled shoes,

### **Grades 6-8**

- Tartan plaid kilt (knee length)
- White oxford button down blouse
- Red or white golf shirt tucked-in to kilt
- White or red knit shirt banded at bottom  
(Opening – October 31; April 15 – Closing)
- Red V-neck pullover sweater or Prescott Red pullover sweater vest
- Red knee socks or black tights
- BUCS shoes – tan, brown, or black
- Grades 6-8 Option Sperry Dockside in tan or brown

**HAIR** Bleached, highlighted or tipped hair is not permitted.  
Hair bands are plain and simple.

## **COSMETICS/JEWELRY**

No cosmetics of any kind, nail polish or costume jewelry of any kind may be worn. If ears are pierced, one pair of small post earrings may be worn on the ear lobe. No dangling or hoop earrings are permitted.

## **OPTIONAL SPRING/FALL UNIFORM**

**Opening of School – October 31**

**April 1 – Closing of School**

- Khaki shorts must be purchased from Flynn & O'Hara
- Brown or black belt
- White or red tucked-in knit shirt
- White plain quarter crew socks (no logos)
- Bucs - tan, brown, or black with non-scuff sole

## **GYM UNIFORM**

- Red Sacred Heart T-shirt
- Gray gym shorts (Opening – October 31) (April 1 to Closing)
- Red and Gray Sacred Heart Sweat Suit (November 1 to April 1)

If for some serious reason a student can not be in full school uniform, a written note must be sent to the teacher and forwarded to the principal.

## **EMERGENCY SCHOOL CLOSING**

In the event an emergency closing, we will use *Option C Phone Communications*. A message will be left on your phone if no one answers. There may be a delay of 3 seconds before the message is activated so please wait after picking up the phone. You will also receive a text message and email.

Other ways to obtain school closing information include:

- Announcing on KYW Newsradio 1060 AM
- On kywschools.com website
- Scrolled on TV stations CBS 3 Eyewitness News

This procedure applies to situations arising before the morning school opening to those occurring when the students are already in school. Our school decision is normally in conjunction with the Haverford Township School District. Our school closing number is 540.

## **FIELD TRIPS**

Field trips planned to enhance and supplement the instructional program are strongly encouraged. Each class is permitted two field trips a year to an educational environment. It is the responsibility of school personnel to select chaperones and to communicate various

responsibilities that chaperones will have throughout the field trip experience. All chaperones must secure all required clearances.

### **FIRE SAFETY**

Fire drills are required by law and are held several times throughout the school year at the principal's discretion. Teachers and students must be familiar with a well-planned fire drill route. Students should follow the directions posted in the front of each classroom and leave the room and school building in silence and good order. Members of the staff are assigned responsibilities during the drill by the principal.

### **GRADING**

Report cards are issued three times a year. Progress reports are issued mid way in each trimester. Parents are directed to use these documents to praise and encourage their children for their efforts to work to the best of their ability. If a child is not doing his/her best, academically and/or socially, the parent should make immediate contact with the involved teacher(s) so as to address the situation.

Factors contributing to the determination of grades include the following: class participation, home study, test average, caliber of projects. Parents monitor the weekly progress of their children by signing test papers and returning them to the teachers at the required times. Parents also have access to grades via OptionC. If parents are not receiving test papers or other academic communications during the marking period, they should contact the teacher.

### **HEALTH CARE**

Students who are ill or had an accident are sent to the school nurse by the teacher or other school personnel. Emergency health cards are kept on file in the nurse's office for each student, providing information to assist in locating parents, family physician, or an emergency contact person. Please notify us of any change that occurs regarding this information.

The School District of Haverford Township provides 5 days per week of on-site nursing services to Sacred Heart School. We acknowledge with gratitude that service. In the event of an accident, the parents will be notified to determine if the child needs further medical evaluation.

### **HEALTH - STATE REQUIREMENTS**

When medication, either prescription or non-prescription, is to be administered in school by the school nurse or other school personnel designated by the principal, written permission must be obtained from the student's licensed physician. Parental or guardian request and authorization to give each specific medication must accompany the physician's approval/written request.

Medicine must be in the original labeled pharmacy container listing needed information.

### **MEDICATION ADMINISTRATION DURING A FIELD TRIP**

When a child goes on a field trip and there is medication required, the medication needs to

go with the child on the field trip. The trip is considered an extension of the school. According to HTSD policy, the parent can give the medication, a nurse with current license can give the medication, or the child can self-administer a rescue inhaler or epi pen/auvi q IF the parent and doctor have signed off that the child has their permission and is responsible and can administer the medication properly and safely. The nurse needs to make sure this is so as well. This paperwork MUST be obtained before a child should be allowed to self-administer any medication. The parent of a child requiring medication are encouraged to go along on the trip. If unable, the parents in the class who are nurses are invited to go and volunteer to administer the medication. If they still don't have a nurse, then the teacher goes to a pool of nurses the district has approved and hires one of them to attend the trip.

### **HOME AND SCHOOL ASSOCIATION**

The objective of this association is the advancement of Catholic education and the welfare of all children of Sacred Heart School. It is an active organization which works directly with the principal and the faculty by providing services and programs on behalf of the membership. Home and School Board meetings, Committee meetings, and General Membership meetings are planned and scheduled by the Executive Board members in consultation with the principal.

### **HOMEWORK**

Homework refers to an assignment made by a teacher that will positively reinforce or expand a concept presented in class and should include both written and study components. Homework assignments should be such that they can be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Extracurricular activities are not acceptable as reasons for not doing homework.

The Office of Catholic Education of the Archdiocese of Philadelphia sets a standard of suggested time allotments for both written and studied assignments:

Grades 1-2	30 minutes
Grades 3-4	60 minutes
Grades 5-6	90 minutes
Grades 7-8	120 minutes

*Homework completion is a component in our school discipline policy. In grades K – 4 if three assignments are not done or are incomplete the teacher will call the parents to clarify what the child needs to do. In grades 5 – 8, three assignments not done or left incomplete warrant a conduct violation of one (1) detention. Two (2) detentions will result in an immediate meeting with student, teacher, and parents.*

Parents are directed to the following actions:

1. Provide a place and time for study.
2. Verify that work is completed.
3. Oversee that the written work is neat.

4. Give needed assistance, but do not do the work.
5. Contact the teacher if a question arises concerning any assignment.

## **HOURS OF SCHOOL**

### ***Grades K - 8***

School Bell	8:00 AM	
First Lunch	11:25-12:05	(Gr. 1-5)
Second Lunch	12:10-12:45	(Gr. 6-8)
Dismissal	2:51 PM	

### ***Pre-Kindergarten***

Full Day	8:00 AM - 2:40 AM
Half Day	8:00 AM - 11:15 AM

Students should not be on the premises before 7:40 AM. The school cannot accept responsibility for students arriving prior to this time since no adult is on duty until 7:40.

## **LATENESS**

The importance and necessity of punctuality is stressed and highly encouraged by the faculty of Sacred Heart School. Since we are aiming to prepare our students for a worthwhile contribution in their future vocations, we ask you to join us in our efforts to instill the values of punctuality and responsibility.

*Lateness is a detriment to both the individual student, as well as the entire class.* Lateness interferes with the learning process for all. Students arriving after the 8:00 AM bell are late unless they use the school bus for transportation. The routine procedure for late students is as follows:

- Report to Main Office to obtain a late pass.
- Present a signed note from parent stating the reason for lateness.
- Present both to the homeroom teacher.
- Obtain a demerit from the teacher.

## **LIBRARY**

Library instruction is an integral part of the learning process. Sacred Heart School Library is open daily for individual research and reference work. Library periods are scheduled for each class to complement the classroom schedule. Classroom teachers and the school librarian collaborate in planning productive library classes so that current subject matter, topics, themes, etc. can be integrated into the weekly library instruction.

## **LOCK-DOWN**

This is defined as a crisis or event that occurs and requires either all external doors and/or classroom doors to be locked for protection. In a lock-down situation, no one is permitted to enter school to pick up children until the local authorities have given an *all clear* for the

building to be evacuated.

## **LUNCH PROGRAM**

Lunch aides are employed to care for and supervise the students during the lunch period. A faculty/staff member also serves in this supervisory capacity. The Haverford School District provides a hot lunch program and the Home and School organizes special lunches on Fridays. Lunch slips must be returned on the due date in order to place the orders. Students are expected to maintain Christian manners and behavior at all times. Therefore, students are to:

- Speak in a modulated tone of voice.
- Obey and respect the lunch moderators.
- Obtain permission to leave the cafeteria or yard.
- Remain seated at the designated table.
- Check that the eating area is left clean and orderly.
- Follow the directives for dismissal from cafeteria
- Pray the Grace after Meals reverently.

## **MUSIC**

Any parent wishing his/her child participate in the instrumental music program should make arrangements with the band conductor/instructor at a mutually convenient time. A Winter Concert and a Spring Concert are held each year.

## **RELIGIOUS PRACTICES**

- First Friday Liturgies for the entire student body
- Special occasion liturgies throughout the year
- During class liturgies during Lent
- Sacrament of Reconciliation (approximately 4 times)
- Stations of the Cross weekly during Lent
- Living Stations during Lent
- Living Rosary during October
- Annual May Procession
- Daily communal prayer conducted over the P.A. system
- Prayer in individual classrooms at the beginning and end of AM and PM sessions.

## **SAFETY PATROL**

The students of the eighth grade are organized into a School Safety Patrol by a faculty moderator. The members of the patrol aid in maintaining order and promoting safety in the school building, in the immediate school area, and on the school bus. Students who do not comply with the safety regulations will be reported to the faculty moderator who will take the necessary steps to insure safety for all.

## **SHELTER-IN-PLACE/LOCK DOWN DRILLS**

Periodic drills are conducted at the principal's discretion. Students are instructed regarding the procedures for all drills. Violations by students of the rules/directives for these drills are taken seriously and will be addressed accordingly.

## **STATIONERY**

A list of the stationary needs for each grade is sent home at the end of the school year and again, in the summer packet mailing in early August. Two days at the end of August are scheduled for the sale of the needed items. The only items sold by the school are copybooks, theme tablets, pencil cases, and homework assignment books. All other items can be purchased elsewhere. As a convenience, school supplies are sold in school each Wednesday morning throughout the school year.

## **STUDENT COUNCIL**

The Student Council of Sacred Heart School consists of a five member executive board, one classroom representative and one mission representative for each classroom. Members of Student Council are commissioned to the following:

- Encourage Christian leadership among students
- Serve as a positive model to helpfulness, courtesy, positivity, and integrity.
- Act as a liaison between the students and the school staff/administration.
- Exemplify courage, initiative, and dependability.
- Build a vital school spirit.

For a student to qualify to serve on the executive board, he/she must be in 8<sup>th</sup> grade while in office, must have an over-all average of 85 and must have at least a "3" in personal development and social growth and effort.

## **TECHNOLOGY**

Sacred Heart is committed to providing a safe environment for learning with technology to support its students in the pursuit of their academic and instructional objectives. The students are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the school and archdiocesan policies. See *Responsible Use Policy for Technology* for complete guidelines.

*As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience.*

AGREEMENT FORM WILL BE COMPLETED BY STUDENT AND PARENT YEARLY.



## **GOOGLE APPS FOR EDUCATION**

Sacred Heart School has the ability to create accounts for 4<sup>th</sup> – 8<sup>th</sup> grade students which allows collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy which all students have also received for signature. Once Google student accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), instant messaging, email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate with teachers and other students at Sacred Heart School.

### **Official Email Address**

Students will be assigned a sh-school.org student email account. This account will be considered the student's official Sacred Heart email address until such time as the student is no longer enrolled in Sacred Heart.

### **Conduct**

Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times

### **Access Restriction**

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Sacred Heart School. The school maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violation of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences.

### **Security**

Each student account is restricted to send and receive within the sh-school.org domain. This means that students can only send and receive emails to other Sacred Heart students, teachers and administrative faculty.

### **Privacy**

Sacred Heart faculty and administration reserves the right to access and review content in the Google Apps for Education system at any time.

## **E-READERS**

Electronic readers, simply called “e-Readers,” are digital devices whose primary function is to store books, periodicals, magazines, and other print media. A device whose primary function is to communicate or play music or games, but allows electronic books, would not be classified as an eReader under this policy.

Sacred Heart School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our eReader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### **E-Reader Acceptable Use Policy**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy will immediately lose the privilege to use their e-Reader at school and may receive other school discipline.

- A. Possession and Use of Electronic Reading Devices** Students may possess e-Reader devices on school premises for specific educational purposes and may use these devices under the direct supervision of a professional staff member or to further reading instruction.

The following stipulations apply:

1. Student use of a personal e-Reader requires consent of the student and the parent/guardian by signing an appropriate form indicating that the student and parent/guardian have received, read, understood, and agrees to abide by all applicable policies and guidelines. The parent/guardian may withdraw approval at any time.
2. All e-Readers must be registered with the Sacred Heart Technology Teacher and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
3. E-Readers are to be used only for the reading of school approved material (books, etc.) and not to be used for other purposes unrelated to curricular goals. Other purposes such as communication, entertainment, music, gaming, recording of images or audio, etc. are prohibited while on school property and/or off school property at school-sponsored events.
4. All material on the e-Reader must comply with the spirit and policies of Sacred Heart School. Please refer to the Parent-Student Handbook for more details.
5. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.

6. All e-Reader must have sound turned off and any screensavers and backgrounds must be appropriate for school.
  7. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around her nor be a source of any classroom disruption. Students must promptly comply with teachers' request to shut down and put away their device.
  8. E-Readers are not to be used during lunch time.
  9. The student is responsible for knowing how to properly and effectively use their e-Readers. Sacred Heart staff cannot provide any means of support for the device.
  10. The use of the e-Reader on school property and/or off school property at school-sponsored events carries no right or expectation of privacy. Sacred Heart reserves the right to monitor, review, and restrict the use of any personal e-Reader. The contents of the equipment are subject to review at any time, for any reason.
  11. E-Readers must be taken home daily by the students and may not be left at school overnight.
- B. Fiscal Responsibility** Sacred Heart School assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for an electronic reading device.
- C. Data Responsibility** Sacred Heart School assumes no responsibility for any data contained on any personal electronic device.
- D. Misuse of the e-Reading Device**
1. Violations of these Guidelines will result in confiscation of the equipment and termination of the privilege to bring a personal e-Reader to school.
  2. Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion.

## **ENTERTAINMENT DEVICES**

Electronic and hand-held video and audio devices (GameBoys, iPods, CD players, etc.) are not permitted in school.

## **VISITORS**

All visitors, parents or otherwise, upon entering the front entrance, will report to the school office to attend to the reason of their visit. No parents nor any other visitors are permitted to go to a classroom during class time.

Teachers may not be interrupted while classes are in session, either to answer the telephone

or to confer with parents. Parents may request conferences with a teacher via a written note, email, or any other means of written communication.

When bringing forgotten lunches, books, etc. please leave them in the marked bin in the lobby with an attached identification.

All classroom volunteers must secure all required clearances.

The purpose of this handbook is to provide a "snapshot" of the policies and general points of information that contribute to the successful operation of the Sacred Heart School on a daily basis. The administration reserves the right to amend this handbook whenever the need arises.

## *Sacred Heart Peace Prayer*

*Jesus, I desire to make Sacred Heart School a place of peace and respect, where everyone feels loved and accepted. Help me to remember that You are present in each person. Bless my words and actions. Help me to make good choices and to always do my best to be a peacemaker. Amen.*

## *Sacred Heart School Pledge*

*I believe that Jesus  
is present in each of  
my classmates and in  
all my teachers;  
and therefore, all my  
actions will show my  
respect for Jesus.*

