

**SACRED HEART SCHOOL  
PARENT/STUDENT HANDBOOK 2024-2025**



***ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS***



Middle States Association of Colleges and Schools  
Commissions on Elementary and Secondary Schools

**ACCREDITED**

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*Revised 2024*

**SACRED HEART SCHOOL**  
**PARENT/STUDENT HANDBOOK 2024-2025**

This handbook is intended to be a guide to Sacred Heart School’s philosophy, policies, and procedures. It represents standards and guidelines relating to school life. This information has been carefully prepared and presented to clarify rules as they apply to our students. This handbook exists to foster the efficient operation of Sacred Heart School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

**MISSION STATEMENT**

Sacred Heart School is a Catholic community dedicated to recognizing the uniqueness of each child. We strive to develop his or her full potential – spiritually, intellectually, physically, and socially – in a faith-based environment. Students of Sacred Heart School are encouraged to become responsible citizens able to meet the challenges of the 21st century.

**ACCREDITATION**

Sacred Heart School is accredited by The Middle States Association of Schools and Colleges.

**PHILOSOPHY**

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

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

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

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We believe:

- in an atmosphere that is both rooted in Catholic values and welcoming to children of all cultures and faiths.
- a partnership among administration, faculty, parents, students, and community is essential to ensure successful learning experiences for the students.
- instruction and assessment must provide for the diverse needs and abilities of all students nurturing 21st century learners.
- students’ self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- it is essential to instill in students a strong sense of responsibility for their own learning and behavior.
- all members of our school community deserve to learn and work in a safe, secure, and nurturing environment.
- the purpose of education is to assist each student in becoming a lifelong learner who can discover his or her unique potential.
- the faith formation and education process is an ongoing collaboration between the school, family, and community.

**PROFILE OF GRADUATES**



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**PARENT CODE OF CONDUCT**

At Sacred Heart School we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, teachers, and the school community. As a partnership, our parents will understand the importance of a good working relationship. For these reasons we continue to welcome and encourage parents to participate fully in the life of the school. The purpose of this policy is to provide a reminder to all parents to our school of the expected conduct so we can continue to thrive, progress, and achieve in an atmosphere of mutual understanding.

Following the guidance set out, we expect parents to:

- Receive Protecting God's Children Certificate ([www.rcan.org](http://www.rcan.org) – under safe environment)
- respect the property of others.
- treat others with dignity and respect.
- commit to learning as much as possible about Sacred Heart School to be able to support their child in their day-to-day school life.
- follow the parking rules and have the child in school on time with the necessary supplies and appropriate dress.
- sign-up and attend scheduled conferences.
- attend informational/educational events clarifying expectations and deepening knowledge of Sacred Heart School's philosophy.
- follow the school's rules, calendars, and deadlines and expect your child to do the same.
- speak respectfully to the teachers, staff, and other parents in front of children, especially when there is a disagreement.
- build a bridge of acceptance and understanding; and expect your child to do the same among the different cultures represented at the school.

In order to support a peaceful and safe environment the school cannot tolerate parents exhibiting the following:

- shouting at members of the school staff either in person or over the telephone.
- breaching the school's security procedures.
- physically intimidating a member of the staff, i.e. standing very close to her/him.
- defamatory, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school, on Facebook, or on other social sites (see Social Media Policy). Any concerns you have with the school must be made through the appropriate channels by speaking to the principal/teacher so they can be dealt with fairly, appropriately, and effectively for all concerned.
- abusive or threatening emails, texts, voicemail, phone messages or other written communication.

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- disruptive behavior which interferes or threatens to interfere with the operation of the classroom, staff's office/office area, or any other area of the school grounds.
- using loud, offensive language, swearing, cursing, using profane language, or displaying temper.
- threatening to do bodily harm to a member of the school staff, visitor, or other parents/students.

Should any of the above behavior occur the school may feel it necessary to contact the appropriate authorities, and if necessary, even ban the offending parent from entering the school grounds.

We trust that parents will assist our school with the implementation of this policy, and we thank you for your continuing support of the school.

**SOCIAL MEDIA POLICY**

*Inappropriate Use of Social Network Sites:* Social Media websites are being used increasingly to fuel campaigns and complaints against schools, principals, teachers, staff, and in some cases against other parents/students. Sacred Heart School considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns must be made through appropriate channels. In the event that any parent of a child being educated at Sacred Heart is found to be posting defamatory comments on Facebook or other social network sites, they will be reported to the Principal/Pastor. The school will also expect that any parent will remove such comments immediately.

*Individual Accountability:* Parents are personally responsible for the content that they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Sacred Heart School.

*Confidential Information:* Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about the students, staff, or other parents.

*School Logo:* Do not use any school logo without permission. If you wish to promote a specific Sacred Heart activity or event, please contact the principal for permission or provide a link to the official Sacred Heart School Facebook or Instagram page.

*Staff-Parent Relations:* We recognize that some members of our community are staff members as well as parents or alumni parents. With this in mind, we ask that parents join the social

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networking site of faculty and staff with discretion. Parents should keep in mind that faculty and staff members are not required to accept invitations from parents and should respect each individual staff member's personal preferences concerning their social networks. You should never discuss sensitive school matters with staff or other parents using Facebook, Instagram, Twitter, YouTube, online blogs, and other social media outlets.

*Privacy:* When posting, even in the strictest settings, parents should act on the assumption that all postings are in the public domain. In microblogging (Facebook, Instagram, Twitter, YouTube, etc.), comments made using such media are not protected by privacy settings.

*School Values:* Sacred Heart School encourages parents to set and maintain high ethical standards in their use of social networking. Staff, parents, and students reflect a diverse set of customs, values, and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents, or staff nor the school in general. If responding to someone with whom you disagree, remember to be respectful. Make sure your criticism is constructive and not hurtful. Your posts and comments should help others build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors.

### **AHERA**

As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" [(AHERA) 40 CFR PART 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed, for Sacred Heart School.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

### **SECURITY PROTOCOL**

In light of the recent tragedies in schools across the nation, the safety and security of our students is of utmost importance. Some physical changes to the school as well as a protocol for entry to the school have been adopted.

A Security Guard has been secured to be present in the building daily.

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The Lyndhurst Police are present in Sacred Heart School everyday and monitor security drills every month. The entry protocol will add an additional layer of security when there is a need to enter the building.

**PLEASE NOTE THE FOLLOWING:**

- No visitors (visitors include parents) are to enter the building with the students upon arrival or at dismissal time without permission. All visitors (parents) will need to have an appointment. Appointments can be made as early as 7:00 am or after school hours. If something needs to be dropped off at the office, please have your child drop it off or notify the office that you will drop it off yourself.
- No one may enter the parking lot door during school hours except those coming to Before Care between 7:00-7:30 am. Before Care parents must buzz the parking lot door for access. PreK 3 parents and children are the only ones allowed to enter the parking lot door from 8:00 - 8:30.
- All visitors (parents/guardians) must enter through the front doors. At the buzzer you will be asked to identify yourself and state the purpose of your visit before being buzzed into the building.
- If you are picking your child up early you must notify the office prior to the pick-up and provide the time you will be arriving. At the buzzer, you must still state the reason for your visit and, upon entering the building, you must sign your child out at the office before leaving with your child. If someone other than the parent is picking the child up early, the parent MUST let the office know who will be coming.
- It is IMPERATIVE that no one holds open the door upon entry for another parent. Each person must be acknowledged individually through the buzzer system. If the visitor is not known or the office was not notified prior, they may be asked to show identification through the camera. This does not guarantee that they will be buzzed in. PLEASE NOTIFY THE OFFICE IF A VISITOR WANTS ENTRY ACCESS.
- No doors may ever be propped open. If there is basketball practice or any other event after school hours or on the weekend, someone must be posted at the door. (This does not apply when there is a scheduled game or school event when staff is present to monitor entry.)
- The front office staff or administration will notify the Lyndhurst Police if a visitor is uncooperative and does not adhere to the procedures.

**SURVEILLANCE CAMERAS**

Sacred Heart recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multi-faceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of surveillance

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cameras is in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

## **ADMISSIONS**

### NON-DISCRIMINATION POLICY

Sacred Heart School admits students of any race, color, national and ethnic, and religious origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Sacred Heart School does not discriminate on the basis of race, color, national and ethnic origin in the administration policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. All students, regardless of religious origin, are required to participate in the daily religion classes, while remaining faithful to their religious orientation.

Age requirements: The PreK-3, PreK-4, and Kindergarten child must be the proper age on or before October 1st of the current year.

**\*All Kindergarten children and New Students must present an updated Physical Examination Form from the doctor before the start of school.**

### REQUIREMENT INFORMATION FOR ALL STUDENTS

- Birth Certificate
- Immunization Record (there are no exemptions from immunizations)
- Baptismal Certificate (if this applies)
- Updated Physicals

### IMMUNIZATION REQUIREMENTS

The following immunizations are required by the State of New Jersey for all students entering Kindergarten:

1. A minimum of four (4) doses of DPT, **one dose of which shall have been given on or after the fourth birthday.** or a maximum of (5) doses.
2. Three (3) doses of the Poliovirus Vaccine (OPV or IPV), **one dose of which shall have been given on or after the fourth birthday, or any four doses appropriately spaced.**
3. Two (2) doses of separate or combined Measles, Mumps, and Rubella (MMR) vaccines **on or after the first birthday.**
4. Three (3) doses of Hepatitis B Vaccine
5. One (1) dose of Varicella Vaccine on or after the first birthday or the date of the Varicella disease (chicken pox).
6. Students **entering Grade 6** must have the following:
  - a. One dose of TDAP (Tetanus, Diphtheria, a Cellular Pertussis) given no earlier than



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the 10<sup>th</sup> birthday.

b. One dose of a Meningococcal-containing Vaccine.

**\* AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.**

### TRANSFER STUDENTS

In addition to all of the immunization requirements, a transfer card and most recent report card and standardized test scores from the previous school are required. Final approval for acceptance is up to the principal.

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

### **BEFORE AND AFTERCARE**

Before Care opens at **7:00 am** and After Care closes at **6:00 pm**. The cost is **\$10.00/hour** or **\$5.00/half hour**.

### **ATTENDANCE**

Prompt regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. We strongly recommend that doctor and dental appointments should be scheduled for days or times when school is not in session.

- After 5 times late each trimester, the student may not receive a perfect attendance award.
- After 15 times late, parents will be notified and warned that lateness could affect their promotion to the next grade.
- After 20 late notices there will be consequences:
  - The student will not be permitted to go on the class trip.
  - The student will not receive any perfect attendance award.
- After 25 or more late notices, a parent conference will be held to help determine why the child is late so often.

### POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call the school no later than 9:00 am to report a student's absence. If no call has been received by 9:00 am, the school will make a reasonable effort to reach a

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parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, after being sick, a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence must be presented. An absence of three (3) consecutive days or after a communicable disease requires a doctor's note. Parents requesting permission to take a child on trips, vacations, etc. during school time must know the child is considered absent. The procedure regarding vacations during school time is:

- A note stating the reason and the travel date must be sent to the student's homeroom.
- Specific advance assignments will not be given to any student prior to the vacation.

It is the parents' responsibility to see that the student completes all class-work and assignments missed during the absence. Absence without the parents' knowledge is a serious offense. The student will not be admitted back to school until a conference has taken place between the parents or guardian and the principal. A child who is chronically ill may be eligible for home instruction. Please contact the principal for information.

After 10 days of absence parents will be notified. After 20 days absent parents will be notified that Child Services are being contacted or law enforcement for truancy.

### **MAKE-UP WORK DUE TO ILLNESS**

Students are required to make up all work missed due to absence. Students have one school day to make up work for each day they are absent. (A student who was absent three days would have three school days, including his or her first day back at school, to complete all missed assignments.) **It is the student's responsibility**, not the teacher's, to obtain makeup work. Any parent of a student in Grades K-4 who wants to pick up work on the day a student is absent may call the school office **by noon**. If called in later in the day, we cannot guarantee that the work will be ready for that day. Work may be picked up **after dismissal at the Aftercare desk in the Big Room**. Students in Grades 5-8 need to get missed work from their teachers when they return to school. Some assignments are posted in Google Classroom which is available online.

### **EMERGENCY CONTACT FORMS**

Great care should be taken to complete emergency contact form thoroughly and accurately. If contacts or phone numbers/addresses change, the parent must notify the school office

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immediately. Failure to include or change emergency numbers could result in a very unfortunate situation should an emergency arise involving your child.

**MEDICAL CONDITIONS**

Please notify the school if your child has any physical conditions that may require attention in school (heart, diabetes, seizure disorder, severe allergies, etc.). A state funded nurse is present at Sacred Heart School. The nurse cares for the children who became ill in school as well as screening vision, hearing, etc. In the event of an emergency of serious nature, illness or otherwise, the parent or guardian is notified as soon as possible. If deemed serious enough 911 will be called.

**POLICY ON ADMINISTRATION OF MEDICATION**

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

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

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

**SCHOOL OFFICE HOURS:** 7:30 am - 3:00 pm

**SCHOOL HOURS**  
8:00 am - 2:40 pm Grades 1-8  
8:00 am - 2:30 pm Kindergarten  
8:30 am – 2:20 pm PreK-4  
8:30 am – 2:10 pm PreK-3

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All students in Grades K-8 will assemble in the Gym each day. Morning Assembly begins at 7:50 am for morning prayers and announcements. Students are **Tardy** if they arrive after 8:00 am. The front doors of the school will be open from 7:30 am to 8:00 am.

**PARKING/TRAFFIC POLICY**

SACRED HEART PARKING LOT

Parents are not permitted to drop off or pick up children by driving into the school lot before or after school.

PreK-3 parents are permitted to use the parking lot in the morning **ONLY** if arriving between 8:00-8:30 am. Any PreK child arriving after 8:30 am must use the front doors of school.

VALLEY BROOK AVENUE PARKING LOT & VALLEY BROOK COURT CONDO PARKING LOT

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

VALLEY BROOK AVENUE & NEW JERSEY AVENUE

**Lyndhurst Police will ticket vehicles** that double park or stand on these streets. A clearly marked drop-off area is available in front of the school.

**EMERGENCY CLOSING OF SCHOOL**

Sacred Heart School abides by the same procedures for emergency closings as the Lyndhurst School System. Sacred Heart School has implemented an emergency calling system. This calling system will notify each family when there is a School Closing or Delayed Opening or any other information that may be sent to families. **It is the parent's responsibility to notify the office if there is a change in a home phone or cell phone.** When a Delayed Opening is called due to inclement weather, the Delayed Opening will be at the time stated by the Lyndhurst Board of Education.

When a Delayed Opening takes place, the following information regarding **LUNCH** should be followed:

- 1) There will be no hot lunch to be purchased nor will there be any lunch hour.
- 2) Please make sure your child eats a good breakfast and brings a snack.

\*There will only be time allocated for Snacks on Delayed Opening days.

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**ACCIDENTS**

Students must report any accident to the office that occurs on the school grounds or on the way to and from school during the school day.

INSURANCE

Students are covered during the school day as well as to and from school. The cost of this coverage is included in tuition. Accident Forms are available in the office.

PROCEDURE

If a student is injured, an Accident Form is filled out and retained in the school office on file. The student is to use their own insurance first, and if there are any remaining bills, then the bill should be submitted to the school insurance. Insurance Forms are available in the school office.

**FINANCIAL OBLIGATIONS**

TUITION

Tuition rates are announced annually. School tuition is paid in conformity with the Archdiocesan policy. Notification will be sent when payments are not up to date. All families who elect to make monthly payments must enroll in the Blackbaud Tuition Management Program, even if tuition is paid in full. If a student is withdrawn by a parent during the school year, the tuition will be paid for the entire month regardless if the student is present for one day, one week, half month or entire month. Tuition rates are equitable for parishioners and non-parishioners.

**NOTE: Archdiocesan policy states that a student will be removed from the classroom if tuition payments are 3 months in arrears.**

TUITION PAYMENT OPTIONS

- Pay in full before school begins in September
- Enroll in BLACKBAUD Tuition Management Service. Payments begin in July and continue through May.
- Please note that you may pay in full for one child and utilize BLACKBAUD for another.

REGISTRATION/RE-REGISTRATION

- The \$450 Registration Fee for new students must be paid after registering online on the school website. Payment may be either mailed or dropped off at the school office.
- Returning students must reserve their spot by paying the Re-Registration Fee of \$450 when notified to do so.
- All registration fees are **NON-REFUNDABLE**.

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- There will be a \$35.00 returned check fee for all checks made payable to Sacred Heart School that do not clear the bank. the fee of \$450 is per family. It includes: registration, book fees, technology fee, accounting fee for Blackbaud.
- Payments may be made online or in the office.

**BLACKBAUD TUITION MANAGEMENT SERVICE OVERVIEW**

- There is an annual non-refundable \$50.00 administrative fee per family for enrollment in BLACKBAUD. This accounting fee is paid to the school.
- Tuition is paid over 11 months via personal check, money order, credit card, or automatic deduction.

**GRADUATION FEES**

- 8<sup>th</sup> grade - \$350.00
- Kindergarten - \$40.00
- Pre-K - \$25.00

**Please address all financial questions to the school office at 201-939-4277 ext. 212. Speak only to the Principal on all financial matters.**

**FUNDRAISING ASSESSMENT**

Each Family is required to achieve **10** Fundraising Assessment Points. Three (3) of the ten (10) points must be satisfied by: **1)** a donation made to the Tricky Tray, **2)** a donation made to the Spring Auction, and **3)** a donation made to the Calendar Party. The remaining seven (7) points can be chosen from the list of activities and events. Each fundraising event will post instructions on how to achieve the point. This information is sent home via the weekly Online Thursday Folder. Failure to achieve the required points by the end of May will require the family to pay the assessment fee of \$50 per point not achieved. If you opt out of fundraising, a fee of \$500 will be assessed.

**WITHDRAWAL**

Families must notify the school in writing if a student is withdrawn from the school.

**CUSTODIAL AND NON-CUSTODIAL PARENTS**

**PARENTAL RIGHTS TO SCHOOL RECORDS**

Sacred Heart School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parents with access to the student's essential academic records.

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COURT ORDERS AFFECTING PARENTS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

**ACADEMIC POLICIES**

PowerSchool is an online program that makes grades and reporting to parents easy and accessible for students in Kindergarten to 8th grade. Parents are to create their account in the PowerSchool Parent Portal. Each student is assigned an Access ID and Password issued to parents so they can view the students grades and print the report cards. **It is in your child’s best interest to check PowerSchool frequently.**

REPORT CARDS

Report Cards shall be issued on a Trimester schedule. Progress Reports are available through PowerSchool midway of each trimester in order to monitor student performance. Report cards are only available online. No printed copies are sent home.

EXAMS

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

**GRADES K-3** shall use the following marking code in all areas:

- |   |                              |
|---|------------------------------|
| E = Exceeds   | (High Understanding)         |
| Student demonstrates a high level of skill, knowledge performance   |                              |
| S = Secure  | (Understanding Demonstrated) |
| Student has a solid understanding of concepts, skill, and knowledge |                              |
| D = Developing  | (Growth Demonstrated)        |
| Student demonstrates progress but lacks full understanding          |                              |
| B = Beginning   | (Beginning Stages)           |
| Student demonstrates an emerging interest in concepts being taught  |                              |
| N = Not Yet Performing  | (Assistance Required)        |

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**GRADES 4-8** shall use a letter grade corresponding with a numerical range:

A+	=	97-100
A	=	92-96
B+	=	88-91
B	=	83-87
C+	=	78-82
C	=	73-77
D	=	70-72
U	=	below 70 – Failure

Subcategory Code:

+	=	Strength
√	=	Satisfactory
-	=	Weakness

Numeric Rubric Code for Written Communication (Holistic Scoring):

6	=	Very Good
5	=	Good
4	=	Acceptable
3	=	Below Average
2	=	Poor
1	=	Unacceptable

The following codes shall be used for Art, Health, Introduction to World Language (Grades K-4), Music, Physical Education, and Technology, as well as Personal Development:

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

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

**HONOR ROLL**

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



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AWARDS/HONORS FOR GRADES 4-8

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

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

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

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

A student will not qualify for honors if he or she has one U or two I's in any area of Personal Development, or an I or U in any of the Special Subject areas.

CRITERIA FOR THE NATIONAL JUNIOR HONOR SOCIETY

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

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

- The student will have no grade lower than a B+ in all major subjects for 2 out of 3 trimesters (September to June).
- The student will have no demerits or any I's or U's in personal development or specials.
- The student will demonstrate leadership qualities and commitment to Sacred Heart School by their participation in school functions and outside organizations (e.g., boy scouts, girl scouts).

**STUDENT SERVICES**

Bergen County Special Services provides Compensatory Education Services, Sensory Integration Services, English Language Learners Services, Occupational Therapy, Physical Therapy , and Speech for students as needed.

**PARENT/TEACHER CONFERENCE**

Parent/Teacher conferences are held between the teacher and the parents. There are no formal conference evenings. Parents/Teachers may request a conference at any time during the school year. These individual conferences should be scheduled with the teacher at a convenient time for both parent and teacher.

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**HOMEWORK POLICY**

Research has shown that homework produces positive effects on factual, critical and attitudinal aspects of learning. It is the principal extension of the school into the home. Parental responsibility for homework is to establish the discipline for regular study at home, provide a quiet time for study and reinforce good study habits with praise and attention. Working together, teachers and parents can build the habits of independent study in children. Beginning in first grade, with a minimum of ten minutes of study at home each evening, and escalating this daily amount each school year, the habit of study and time management is gradually ingrained.

Homework varies from grade to grade. (All times are approximate.)

Kindergarten: Short assignments are given and sent in student folder.

Grade 1: 45 minutes

Grade 2: 45 minutes

Grade 3-4: 1.5 hours

Grade 5-8 : 2 hours

Homework can include written assignments, study review, reinforcement, reading, research projects, drill, library and/or enrichment reading. Posting homework on the website and Google Classroom is at the discretion of the individual teacher.

**PARENT/TEACHER COMMUNICATION**

Teacher communication links are available at the Sacred Heart School website. Parents may access the website ([www.sacredheartlynd.org](http://www.sacredheartlynd.org)) to check for assignments and special announcements as well as to find the links to email individual teachers. Some teachers use specific Apps for communication.

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

**RELIGIOUS EDUCATION AND RELIGIOUS SERVICES**

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

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**PROMOTION/RETENTION**

Pupils are promoted to the next grade on the basis of effort, achievement, personal growth and academic ability.

REQUIREMENTS FOR PROMOTION FOR GRADES 4-8

In order to qualify for promotion to the next grade, students must maintain a passing grade in all major subjects. Students who receive a (U) for a final grade in a major subject are required to attend summer school for that subject. A student may attend summer school for up to TWO (2) MAJOR SUBJECTS.

RETENTION IN A GRADE

This would be required for students who have received a (U) in more than (2) major subjects.

**COMMUNICATION**

In order to facilitate home-school communication, the [Online Thursday Folder](#) will be updated on a weekly basis. It is found on the Home page of the school website.

**APPOINTMENTS**

A good parent-teacher relationship is essential to the education of your child. Therefore, we strongly encourage parents to consult with faculty members at any time. Teachers are not available for conferences during regularly scheduled classes. Courtesy demands that parents make an appointment with teachers and administration. To respect confidentiality, impromptu conferences in the hallways and in the parking lot are discouraged. Please call beforehand if you wish to attend a special conference.

**LUNCH/RECESS**

Food is prepared by RPM Food Service and cooked in the school kitchen. Lunch may be purchased on a weekly basis. A weekly menu is published listing prices and items available for purchase. All lunch purchases are done through the RPM food service. The website and information is published in the Thursday folder at the beginning of the school year.

Students have the option of bringing their own lunch each day. Drinks in glass bottles are not permitted, and soda products are discouraged. Students are never permitted to leave the building to purchase lunch.

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All children will participate in recess. The students go outside for recess following lunch if the temperature is 55 degrees or above.

**LUNCH TIMES**

PreK-3:	11:00 am (in the classroom)
PreK-4 & Kindergarten:	10:30-11:10 am
Grades 1-4:	11:10 am-12:00 pm (½ time to eat and ½ time to play)
Grades 5-8:	12:05-12:55 pm (½ time to eat and ½ time to play)

**FIELD TRIP POLICY**

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

**\* No siblings are permitted on class trips.**

**UNIFORMS**

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

**OFFICIAL UNIFORM VENDOR**

**Lobels, West New York - (201) 864-1700**

**WINTER UNIFORM**

**GIRL'S GRADES K-2 WINTER UNIFORM**

- Plaid jumper
- White long or short sleeve Peter Pan blouse
- Gray cardigan sweater with logo (optional)
- Red, white, or gray knee socks or tights
- Black shoes

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GIRL'S GRADES 3-8 WINTER UNIFORM

- Plaid skort or black twill slacks (black belt with slacks) Leggings ARE NOT PERMITTED
- Long or short sleeve white oxford blouse
- REQUIRED - either the gray pullover sweater with logo or gray sweater vest with logo
- Gray cardigan sweater with logo (optional)
- Red, white, or gray socks or tights. ( NO LEGGINGS)
- Black shoes – No backless shoes, slippers or boots

BOY'S GRADES K-4 WINTER UNIFORM

- Black trousers
- Long or short sleeve dress white shirt
- Black belt (optional)
- REQUIRED - either the gray pullover sweater with logo or gray sweater vest with logo
- Gray cardigan sweater with logo (optional)
- Black or white socks
- Black shoes – No slippers or boots

BOY'S GRADES 5-8 WINTER UNIFORM

- Black trousers ( no jeans)
- Long or short sleeve dress white shirt
- Black belt
- REQUIRED - either the gray pullover sweater with logo or gray sweater vest with logo
- Red tie
- Gray cardigan sweater with logo (optional)
- Black or white socks
- Black shoes – No slippers or boots

***\*Uniform shirts are to be tucked in and belts worn.***

WINTER GYM UNIFORM (BOY OR GIRL)

- Gray sweatshirt with logo (optional)
- Gray sweatpants with logo
- Red long or short sleeve tee shirt with logo
- White socks
- Sneakers

**SPRING/SUMMER UNIFORM**

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

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**GIRL'S GRADES K-8 SPRING/SUMMER UNIFORM**

- Black dress shorts with logo
- Red short sleeve polo with logo
- Black belt
- Black or white cotton socks
- Sneakers

**BOY'S GRADES K-8 SPRING/SUMMER UNIFORM**

- Black dress shorts with logo
- Red short sleeve polo with logo
- Black belt
- Black or white cotton socks
- Sneakers

*\*Uniform shirts are to be tucked in and belts worn.*

**SPRING/SUMMER GYM UNIFORM (BOY OR GIRL)**

- Black mesh shorts with logo
- Red tee shirt with logo
- White socks
- Spirit wear sweatshirts / t-shirts (red, gray, black) may be worn on gym days.

**DRESS CODE REGULATIONS**

1. Girls are permitted to wear one pair of small (non-dangling) earrings. Boys do not wear earrings. No visible body piercings are permitted.
2. Colorless or light pastel colored nail polish is permitted. No make-up may be worn.
3. Sacred Heart/spirit-wear sweatshirts may be worn with the winter gym uniform.
4. Hair is to be well-groomed, neat, and away from the face so as not to be a distraction. The administration reserves the right for final approval of hair styles. Parents will be notified when students violate the Uniform and Dress Code.

**TAG DAYS**

Tag Days are non-uniform occasions for fundraising.

**Please note:** Students are not required to participate in Tag Days; however, they must then wear the uniform. Generally, Tag Days cost \$1.00.

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**STUDENT BEHAVIOR**

In conjunction with the best traditions of high Catholic morals and ethics, Sacred Heart School expects students to conduct themselves with maturity, a proper regard for the rights and welfare of other students and school staff, and the care of school facilities and equipment.

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

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

**CODE OF CONDUCT**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Sacred Heart School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. An anti-bullying program has been incorporated into our curriculum across all grade levels. We will continue to work toward a bully-free school. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship. A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices.

**DISCIPLINE POLICY**

PREK-3

PreK-3 children benefit from having a few simple classroom rules. There is a chart in the classroom with pictures and words of the classroom rules. For example, there is a picture of feet which says "walking feet" so the children know not to run in the classroom. There is a picture of an ear so that the children know they need to have listening ears in the classroom. There is a picture of a pair of hands, so the children know to use their helping hands. They are reminded

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that “hands are not for hitting”. Lastly, there is a picture of a finger up against a mouth demonstrating that the children need to use inside voices in the classroom.

When a behavior problem arises, the children are reminded of the classroom rules. The children are given two chances to begin following the classroom rules again. If the child or children do not begin following the rules after the second chance, they then lose the privilege of playing in the center which they are in. When the child is taken out of the center for not following the rules, he or she is talked to in a calm way. It is also useful to act. For instance, the child may be taken by the hand and led to the task that needs to be completed such as cleaning up the blocks.

To get the children’s attention when the class is too loud, a count of three is given such as “1 2 3 look at me”. Another effective technique to get the children to quiet down is to whisper in the classroom.

If a child needs to be corrected more than two times in the day, the teacher will notify the parent that day via email or a phone call regarding the child’s behavior.

If the behavior continues, a behavior plan would be put in place after having a conference with the parents.

If the behavior is still ongoing, the teacher will inform the principal and a conference will be set up to determine further action. The principal will be updated following the conference.

**PREK-4**

Classrooms rules are discussed on the first day of school, the most important of which are:

- Keep your hands and feet to yourself.
- Always walk in the classroom.
- Raise your hand to speak.

Bullying (whether it is physical, verbal, or emotional) will not be allowed. Anti-bullying lessons are taught during the first six weeks of school and are reinforced throughout the school year.

**Discipline: Stoplight (as an example)**

- All children start the day in the “green light”.
- After 2 verbal warnings to stop inappropriate behavior, the child gets moved to “yellow light” and incurs a time out. Good behavior moves the child back to “green light”.



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- Once in “yellow light”, two further warnings move the child to “red light” and the parent is telephoned to speak with their child.

The daily happy face/sad face chart is contained in each child’s folder and is to be signed by the parent at the end of each week.

If a child needs to be corrected more than two times in the day, the teacher will notify the parent that day via email or a phone call regarding the child’s behavior.

If the behavior continues, a behavior plan would be put in place after having a conference with the parents.

If the behavior is still ongoing, the teacher will inform the principal and a conference will be set up to determine further action. The principal will be updated following the conference.

#### KINDERGARTEN

**Philosophy:** All students can behave appropriately in the classroom. Activities are planned to allow for active participation, Students are expected to behave in a manner that is appropriate for a five or six-year-old child. The following rules are the classroom rules. They are worded in a manner that is easy for children to understand.

Rules:

- We use “I care” language.
- Hands are for helping, not hurting.
- We care about each other’s feelings.
- We are responsible for what we say and do.
- We listen to each other.

#### **Discipline:**

First the child will receive a reminder, sometimes more than one, of what is expected. We all make mistakes.

If that is not effective the child will need to move to a different space, or the child will take some time to think by their chair or the back table.

If there are several disruptions and/or a continued failure to follow the rules, the child will be sent to the office or to the principal. The parents will be notified.

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During the year the children will receive many positive comments about appropriate behavior. The true goal is for the children to feel good about their behavior and to behave because of their inward motivation. When the teacher and the parents work together, positive results are achieved. Please help your child to learn appropriate school behavior by supporting our attempts to instill positive behavior in your child.

**GRADES 1-3**

When students do not follow the outlined discipline policy, they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat offenses. Consequences will be determined by the teacher's discretion.

**Minor Behavioral Issues**

The following is a list of infractions which are enumerated but not limited to and are dependent upon individual circumstances.

- Chewing gum
- Unprepared for class
- Incomplete or late assignments
- Disregard for school property
- Disruptive/talking in class
- Running in classroom, hallways and stairways
- Not listening to teacher

Minor behavior issues will be handled by the classroom teacher or special area teacher. He or she will use their discretion when they believe the classroom behavior requires a referral.

The following is a sampling of the consequences teachers may use:

- Redirection
- Student's color is changed on a behavior chart
- Removal to a "time out" area within the classroom or to another setting
- Written conduct referral
- Conference with student
- Note to parent
- Phone call to parent
- Lunch detention
- Silent snack
- Failure to receive a prize or reward

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**Major Behavioral Issues**

The following is a list of infractions which are enumerated but not limited to and are dependent upon individual circumstances.

- Inappropriate language and/or gestures
- Verbal and/or physical threat
- Physical altercation
- Possession of a weapon
- Defiance
- Cheating
- Lying
- Disrespect teachers, staff, administration, space and/or property
- Teasing and/or name calling
- Disruptive behavior
- Graffiti and/or defacing school property

Major offenses will be handled by the administrator. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences the administrator may use:

- Natural consequence – for example: clean the desk that the student wrote on, write a letter of apology, etc.
- Parent phone call
- Lunch detention with teacher
- Student is sent to speak with the principal about their behavior
- In-school suspension
- A meeting with the teacher, principal, and parents/guardians

Grades 1-3 will use a Rewards System like the following:

- Star student celebrations
- Verbal praise – teachers will use a variety of ways to express praise to students who follow the rules
- Prizes awarded to students who behave
- Awarding various school privileges (Example: eats snack at the teacher's desk, get the job of teacher's helper)

**GRADES 4-8**

The following is a list of infractions and their consequences which are enumerated but not limited to and are dependent upon individual circumstances.

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**General Infractions (class-specific and cumulative through trimester)**

- Chewing Gum
- Unprepared for class
- Incomplete or late assignments
- Lateness to class
- Disruptive behavior

Consequences for General Infractions (listed in order as follows)

1. Verbal warning to student of expected appropriate behavior
2. Verbal warning and parental notification via phone call or email
3. Verbal reminder and lunchtime detention with written conduct referral

**Note:** *General infractions if repeated consistently can become minor or major infractions.*

**Minor Infractions (class-specific and cumulative through the trimester)**

- Repeated general infractions
- Inappropriate language and/or gestures
- Inappropriate talking in class
- Cheating/ plagiarism
- Disrespect of teachers, staff, administration, space and/or property
- Teasing and/or name calling

Consequences for Minor Infractions (listed in order as follows)

- Verbal reminder and lunchtime detention with written conduct referral
- In-school suspension – 1 day
- Parent is notified

**Note:** *Minor infractions if repeated consistently can become major infractions.*

**Major Infractions (cumulative through the year)**

- Repeated minor infractions
- Inappropriate representation of school (field trips, athletics, performances)
- Bullying (see separate policy)
- Verbal and/or physical threat
- Physical altercation
- Inappropriate sexual behavior
- Defiance
- Racism and/or discrimination
- Smoking and/or vaping
- Theft

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Consequences for Major Infractions (listed in order as follows)

1. Parental notification and in-school suspension – 1 day
2. Out of school suspension – the number of days is determined by the principal and based on the seriousness of the infraction.
3. Consequences may be determined by the principal and the Archdiocese of Newark

**Severe Infractions**

- Inappropriate use of electronic equipment (see separate Technology policy)
- Possession of a weapon
- Tobacco (e-cigarettes), drugs, and/or alcohol use (see separate Drug and Alcohol policy)

Consequences for Severe Infractions

- An automatic suspension and the authorities will be notified.

**CELL PHONE USAGE**

All cell phones should be turned off and placed in the Homeroom basket. No student may have their cell phone with them during the school day nor are they allowed in the lockers. Calling, texting, or getting caught with the cell phone will result in the following consequences.

1. Phone taken from the student and given to the principal.
2. Phone will be taken, the parent/guardian notified and asked to pick up the phone.
3. Phone taken, notify parent/guardian, and the phone will not be permitted in school for the remainder of the year.

**TECHNOLOGY POLICY**

**Note:** For the purpose of this document, the word Computer refers to desktops, laptops, iPads/tablets, Chromebooks, SmartBoards, cell phones, smart watches, printers, and other such electronic devices.

Sacred Heart School has an established computer network and provides internet access for student use. This will provide them with access to a variety of internet resources, including the Google Suites for Education. In order for students to use the internet and the Google Suites for Education, students and their parents or guardians must first read and understand the following acceptable and unacceptable use policies.

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1) Keeping Yourself Safe

- You will not tell other people on the internet where you or any of the other students live, or how they can find you or any other student.
- You will not send your picture or pictures of any other students to other people on the internet.
- You will not tell anyone you will meet them somewhere in person. If someone you meet online says they want to meet you in person or talk to you on the phone, you will tell your teacher and parents immediately.

2) Not Doing Things That Are Against the Law

- You will not try to use any computer/chromebook or anything on a computer without permission. If you have a password, you will not share it with anyone else. If you know someone else's password, you will not try to use it to get into his or her files on the school computers.
- You will not try to do anything to the computers at school that would make them stop working. You will not try to change or erase anything that belongs to someone else that is stored on the computers or on Google Drive.
- You will not try to change anything on the school's computers without permission. This means that you will not try to change any computer or iPad settings without permission.
- You will not use the school's computers to do anything that is against the law.

3) Using Technology Carefully

- Your teacher might assign a location for you to store your files and other work on the computers in school. You should be careful to keep other people from being able to access your files. You will not give any assigned passwords to anyone else.
- If something does not seem to be working right, or if you have any problems with the school computers, including the Chromebook, you will tell your teacher right away.
- If the computer/Chromebook/iPad you are using breaks, is damaged, or corrupted while you are using it, you are to inform the teacher right away.
- You are not allowed to download or copy anything from another computer or from the internet without your teacher's permission. You should not add/download any programs, applications or software to the school's computers without the permission of your teacher.

4) Using Appropriate Language

- Anytime that you use the computers/Chromebooks or the internet, you will remember that you are a student in a Catholic school. You will use only appropriate language and will never use words that someone else might think are mean or vulgar. You will not use

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language that shows disrespect or that would make someone else afraid or uncomfortable.

- You will not send or post information that puts someone else in danger or is an insult or attack on someone else.
- You will not annoy/insult/provoke other people online. If someone asks you to stop doing something online that upsets them, you will stop doing it immediately.

5) Respect for Privacy

- You will respect the privacy of other students by not telling or writing about what someone else told you without permission of the person who sent you the message unless you feel threatened. If an adult you meet online asks you to keep something secret or private, you inform your teacher or parent immediately.
- You will not share private information about yourself or another person online.

6) Being Fair About Using Computers/Chromebooks/iPads

- You will use the computers, iPads and chromebook only for school related work.
- You will share computers/iPads with others and will only use them for as long as your teachers allow.
- You will not send any unnecessary messages, pictures, or files to people.
- You will use the school assigned email for school work only.
- You will not use your own personal email accounts to send mail or check your mail at school using the school's computers.

7) Not Copying or Stealing Things

- You will not copy words or ideas that you find on the internet and pretend that they are your words or ideas. This is plagiarism.
- You will respect the rights of people who own things. You will not copy things that you find on the internet, such as pictures or music, without proper citation or permission of the person/company that owns it. If you are not sure, you should ask your teacher.

8) Be Careful Where You Go Online

- You will not use the school's computers (desktops/iPads/chromebooks) to go to forbidden sites or download things that are obscene, sexually inappropriate, against the law, or that talk about hating or hurting other people.
- You parents might tell you about other things that they want you to stay away from while you are online. The school supports whatever your parents tell you about this.

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9) Other Things You Should Know About What You Can and Cannot Do Online.

- The school can tell you what you can and cannot do while you are using the computers at school and outside of school (chromebooks). This also means that the school can keep you from using the computers and the internet while you are at school. Whenever you say or do anything while you are online, you must remember that you are a student in Sacred Heart School and must act like a Christian.
- Remember that your principal and teacher are allowed to look at anything that you have stored on the computers at school, your school email, chromebook, and anything that you create using the internet or computers while you are in school.

If the police or any other government officials need to look at information on the school computers to investigate a crime, the school will cooperate fully.

If you do anything that is against any of the things talked about in these pages, it is a violation of the school's Acceptable Use Policy for Technology, therefore your principal and your teacher may penalize you. They may also stop you from using the computers or internet while you are in school.

The school cannot promise that the computers or internet will always work at the school. You should always make a backup copy of anything you keep on the computers at school in case it is lost or damaged. You should always check with your teacher about any information you get from the internet, sometimes it may not be right.

If you do anything while you are online at school that costs money, you and your parents are responsible for the cost. If you do something that breaks the computers, or costs the school money, you and your parents will have to pay for it.

The school might have to change what you are allowed to do using the computers and internet at school. Your principal and your teachers will inform you and your parents about any changes that are made. We expect you to obey any rules that are made.

The school expects that you will follow the directions of your teachers and other school authorities when you use the computers and internet at school. Anytime that you use the computers or the internet, you must show respect for others. Your actions must also show that you understand that every person is important and that we are all God's children and are brothers and sisters.



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Use of the following websites is NOT PERMITTED at Sacred Heart School.

X/TWITTER	FACEBOOK	INSTAGRAM
SNAPCHAT	TUMBLR	WHATSAPP
TWITCH	TIKTOK	DISCORD
MESSENGER	MINECRAFT	Any Social Media Sites
YOUTUBE (unless for use in a lesson with permission from teacher)		

Any sharing of information that leads to an insult, attack, or placing the safety of self or others at risk will be investigated and involve law enforcement and/or the Archdiocese of Newark's Superintendent of Schools.

Students and Parents will sign an **Acceptable Use Policy for Technology**, as well as a **Chromebook Agreement Form**, which includes the proper use and care of the Chromebooks. Any damages done are the responsibility of the parent/student.

**BULLYING, HARASSMENT, AND INTIMIDATION POLICY**

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

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

- a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or

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- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the student's ability to be educated.

**CONSEQUENCES AND APPROPRIATE REMEDIAL ACTION**

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

**FACTORS FOR DETERMINING CONSEQUENCES**

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

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

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

**REPORTING GUIDELINE**

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

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that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the principal.

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

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

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

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

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

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

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

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

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**DRUG AND ALCOHOL POLICY**

The aim of this policy is to ensure the safety, well-being, health and welfare of our students.

Controlled Dangerous Substances are defined in sections 1 through 5 of the NJ Criminal Code. They include but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

A student is judged to be under the influence whenever he/she exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or \*constructively, a controlled dangerous substance or drug paraphernalia: a) on or off school property; b) on the person; c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack); d) in a locker or desk; and e) in a privately or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he/she does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling, or dispensing a controlled dangerous substance: a) on or off school property; b) with or without receiving payment; and c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended: a) to receive payment; b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and c) to distribute the controlled substance on or off school property.

- A student shall be considered in violation of school policy if s/he is observed: a) to be under the influence, b) in possession, c) engaged in distribution, or d) have possession of a controlled dangerous substance.
- Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook: a) when a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the principal will refer the matter to local law enforcement officials.

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- A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
- If the principal determines that there: a) was no violation of policy, the student will be permitted to return to school; b) was a violation of policy, the principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.
- The principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student's eventual return to the school.
- When violation of this policy involves "distribution" or "possession with intent to distribute", the discipline imposed will normally be expulsion.

Possession with Intent to Distribute applies regardless of whether or not a student intended: a) to receive payment; b) to distribute the controlled dangerous substance on or off school property.

### **WEAPONS POLICY**

It is forbidden for a student to bring a weapon of any kind onto school property or to any school sponsored activity. Such action will result in immediate suspension and is punishable by law and will come under the jurisdiction of the local police.

### **SUSPENSION**

Suspension excludes the student from classes and he/she loses student privileges for a definite period of time. Parents are informed of a suspension in writing from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Suspension is for serious offenses against the good conduct policies of the school and community. Suspended students will be placed on a probationary status for the school trimester. If further serious disciplinary action is necessary during this period, the student is subject to further discipline in the form of systematic expulsion. An In-School Suspension means students are excluded from classes and complete all classwork sitting in the principal's office.

### **EXPULSION**

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

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**ADDITIONAL INFORMATION**

**CHILD ABUSE**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. The school will report suspected child neglect as well.

**ENTRANCE/EXITS**

AM Enter	Grades K-8.....Main Entrance Small Blessings PreK-3.....Parking Lot door Small Blessings PreK-4.....Flag Pole Door
PM Exit	Small Blessings PreK-3.....Parking Lot Door Small Blessings PreK-4.....Flag Pole Door Grades K-3.....Parking Lot Door Grades 4-5.-6.....Flag Pole Door Grades 7-8 .....Front Door

**HOME-SCHOOL ASSOCIATION**

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

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

**INVITATIONS**

If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make arrangements to distribute invitations. You may obtain an address only list for the class in the school office.

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**PHONE USE**

Students who need to contact parents must use the phone in the main office.

**SCHOOL PICTURES**

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

**SERVICE**

Throughout the year, the students are encouraged to reflect on Christ's message of love in the form of service to one another and the world at large. Class and school wide services are designed to remind staff and students that we are called to love and care for one another.

8<sup>th</sup> Grade students are required to perform 20 hours of service in preparation for Confirmation.

**STUDENT COUNCIL**

Students in grades 5-8 are chosen by their class & teacher as class representatives. Meetings are held monthly after school. Student Council officers are elected by vote among Grades 5, 6, 7, 8.

**TRANSPORTATION**

Many towns provide reimbursement for non-public school student transportation. Inquire from your local school district. Contact our school office for appropriate forms and additional information.