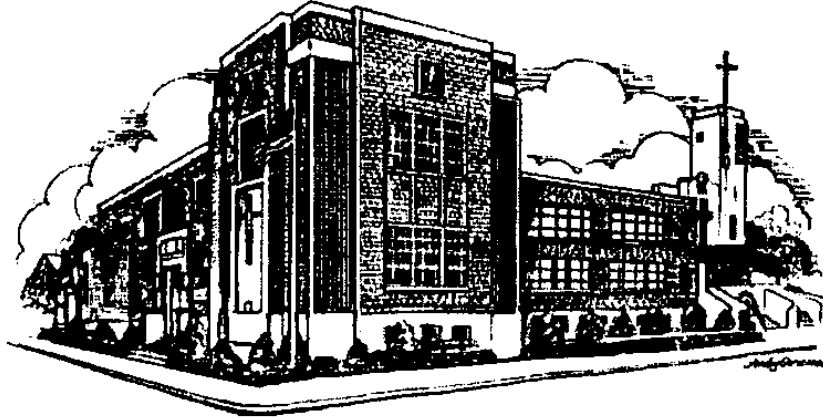


*Most Sacred Heart of Jesus School
6 Bond Street
Wallington, New Jersey 07057*



Parent / Student Handbook

Welcome-p.2
Rights and Responsibilities-p.4
Admissions-p.6
Health Guidelines-p.9
Tuition and Educational Fees-p.11
Dress Code-p.12
Arrival and Dismissal-p.14
Lunch Program-p.15
Policy Regarding Student Absence-p.15
Family Vacations-p.16
Inclement Weather-p.16

Spiritual and Moral Development-p.17
Curriculum-p.18
Homework-p.20
Student Support Service-p.21
Evaluation of Students-p.21
Records-p.22
Discipline Code-p.22
Personal Development Guidelines-p.27
General School Policies-p.28
Extended Care Program-p.30
Student Use Agreement for Technology-p.32



**Most Sacred Heart of Jesus School
6 Bond Street
Wallington, New Jersey 07057**

Dear Parents/Guardians,

Please take the time to read this handbook. We believe it covers most of the questions you might have with regard to the policies, rules and regulations of Most Sacred Heart of Jesus School. If you have any questions, please feel free to contact the school office.

We ask you to complete the acceptance form provided with the forms packet at the beginning of the school year.

Sincerely,

The Faculty and Staff of
Most Sacred Heart of Jesus School

Office Hours: 7:30 a.m. – 3:00 p.m.

School Phone #: 973-777-4817

School Fax #: 973-777-4982

Parish Rectory #: 973-778-7405

CCD Office #: 973-777-9505

School Colors: Maroon and Gray

School Hours: 8:00 – 3.00 p.m.

E-mail Address: mostsacredheartschool@comcast.net

Website www.mshschool.org

This Manual is developed and published as an essential part of the educational ministry of Most Sacred Heart of Jesus School. It is a guide for the policy and administration of Most Sacred Heart of Jesus within the Archdiocese. Most Sacred Heart of Jesus School reserves the right to amend any provision in this Manual at any time and without any prior notice.

MOST SACRED HEART OF JESUS SCHOOL MISSION

Growth in Mind, Spirit, and Heart

Accreditation Statement

Most Sacred Heart of Jesus School is accredited by the Middle States Commission on Elementary Schools.

NON-DISCRIMINATION POLICY

Most Sacred Heart of Jesus School, administered under the authority of and formally affiliated with the Archdiocese of Newark, complies with those constitutional statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

Our History

MSH School opened in September 1943 with only 35 students. These students were housed on the ground floor of a house on Maple Avenue. Four Felician Sisters from Lodi, New Jersey occupied the upper floor of the house.

On September 22, 1946, ground was broken for a new school on Paterson Avenue and Bond Street. Until its completion in 1948, the school remained in the Maple Street House.

Finally on September 13, 1948, the Felician Sisters had the happy experience of opening the school with its full complement of eight grades. In 1949, the enrollment soared to 480 students and the sisters were moved to their own spacious convent.

Today, our school is equipped with ten classes: Pre-K to eighth grade, a Music room, an Art room, and a State of the Art Computer Lab where all 16 computers have internet access. Our most recent addition to our curriculum is an Italian language class for all students from Pre-K to Eighth Grade. Our Science Lab was updated with all new equipment during the summer of 2007.

Philosophy

We, at the Most Sacred Heart of Jesus School Community, in cooperation with the parents, who are the primary educators, endeavor to recognize the full human potential of each child. By developing his/her spiritual, moral, intellectual, emotional, physical and social needs, we strive to prepare each child to meet the challenges of life and to respond to the needs of the present and future community.

Our purpose, religiously, is to create an atmosphere where the teachings of Christ Jesus are integrated into the daily lives and activities of our school children. Each day is filled with the wonders of learning in the context of Faith. Through religious education, we assist students in coming to know Jesus in a personal way and in developing a loving relationship with Him. The outgrowth of this relationship is love, peace, and hope within the individual student and the school community.

Our academic program is intended to create a life-long love of learning and a quest for excellence. Our main thrust is to give each child a strong foundation, ranging from mastering basic skills to applying independent higher level thinking skills and problem solving, on which to build future academic achievement.

Students at Most Sacred Heart of Jesus School are taught respect for self and others, honesty, and trustworthiness.

We consider Most Sacred Heart of Jesus School to be a “H.O.M.E. away from home”. We focus on goals that enable us to be Happy, Open, Mannerly, and create an Environment of caring.

The goal of Most Sacred Heart of Jesus School is to develop the total potential of the individual child – spiritually, intellectually, socially, emotionally and physically. In conjunction with the community, we encourage the individual child to think, speak and respond in accordance with the example and teaching of Christ in His Church

RIGHTS AND RESPONSIBILITIES

RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents/guardians of children in Most Sacred Heart of Jesus School can expect that:

- Their children will receive an academically sound Catholic education
- Their requests to speak or meet with school personnel will be answered in a timely manner
- Their children will be supervised appropriately and safely
- They may review their child’s records and respond
- They may participate and volunteer as members of the faith community

The primary responsibility for the education of children belongs to parents/guardians. This idea is basic to the American way of life and the Catholic concept of the family as the fundamental unit of society. Although this responsibility is shared with the school as a matter of practical necessity, parent/guardian responsibility and involvement remains paramount.

Children emulate their parents/guardians. The greatest single factor in building a child’s intellectual, cultural, and moral attitudes is the example provided in the home. In addition to providing good example, some parental/guardian responsibilities are:

- To understand and support the Catholicity of the school
- To stay informed by reading all school communications

- To observe dates for formal parent-teacher conferences as well as any additional meeting requests
- To discuss concerns with the person(s) most directly involved
- To promote the school and speak well of it to others; to avoid criticism of teachers and school policies in front of others
- To contribute to the life of the school by active involvement and volunteer assistance
- To meet financial obligations promptly and to support fundraising efforts whenever possible
- To cooperate with policies and procedures as stated in the family handbook

RIGHTS AND RESPONSIBILITIES OF STUDENTS

- All students have the RIGHT to be treated with kindness and respect in a compassionate, Christian manner and the RESPONSIBILITY to treat others with the same kindness and respect.
- All students have the RIGHT to be one's best self and the RESPONSIBILITY to allow others to be their best.
- All students have the RIGHT to feel safe and secure in their school environment and the RESPONSIBILITY to follow the Code of Conduct and those who administer the rules.
- All students have the RIGHT to take pride in their school and the RESPONSIBILITY to support its activities and to care for all school property.
- All students have the RIGHT to receive an academically sound education in a Catholic environment and the RESPONSIBILITY to demonstrate their best efforts in completing all work requirements as directed.
- All students have the RIGHT to have an enjoyable school experience and the RESPONSIBILITY to make others' experience equally pleasurable.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

Teacher responsibilities are:

- To be responsible for the safety of all students while they are in their classrooms or in the school building.
- To be in the classroom fifteen minutes before school begins, and for at least 15 minutes after school has been dismissed.
- To hand in lesson plans to the principal regularly.
- To follow the school's discipline code.
- To encourage students to act with respect toward peers and authority.
- To model and lead in showing Christian love and respect for each student.
- To welcome and address fellow teachers, staff, students, and visitors to the school with due respect and courtesy.
- To provide a variety of prayer experiences for students.
- To attend all meetings required by the school and the parish.
- To attend all Parent/Guardian Conferences and provide parents/guardians with student progress reports.
- To inform parents/guardians of those students who are being detained in school for discipline or for other reasons.
- To teach from prescribed curriculum.

- To notify parents/guardians of those students who must attend summer school sessions for failures in major subject.
- To read and be knowledgeable of diocesan teaching policies, evaluations and procedures.
- To perform all assigned teacher duties.

CONTACTING FACULTY

The school office can be contacted at (973) 777-4817, Monday through Friday, from 7:30 A.M.-3:00 P.M.

Individual teachers can be reached by calling the office number. Please leave your name and number and the teacher will return your call. Teachers are with the students from 8:00 A.M until 3:00 P.M., and they will not be called to the phone during these hours unless there is an emergency.

Before 8:00 A.M, teachers are preparing for the students' arrival. Unscheduled visits are not to be made at this time. **When a parent/guardian wishes to confer with a teacher, a time mutually agreeable to both parent and teacher may be arranged either before or after school hours.**

TEACHERS ARE NOT TO BE CALLED AT THEIR HOMES BY PARENTS/GUARDIANS TO CONFER ABOUT THE CHILDREN OR SCHOOL PROGRAMS, UNLESS PRE-ARRANGED BY THE TEACHER.

Appointments may also be made to confer with the principal. The teacher must always be contacted first with regard to student or classroom concerns. If the principal is not available at the time of your call, please leave your name, telephone number, and reason for calling, and she will return your call as soon as possible.

UPON ARRIVAL TO SCHOOL, ALL PARENTS/GUARDIANS AND VISITORS MUST USE THE FRONT ENTRANCE ONLY, AND REPORT TO THE SCHOOL OFFICE TO SIGN-IN. No person may go directly to a classroom or other area of the school during school hours. These measures help to ensure the safety of our students and enable us to keep track of who is in the building. Unannounced visits to the classrooms can also be distracting to the learning environment.

All classrooms are locked at dismissal and will not be unlocked by the custodial staff in order to retrieve forgotten items.

Any items parents/guardians bring to school should be left in the school office with the child's name and grade clearly marked. Students may come to the office at their lunch break to pick up these items.

ADMISSIONS

The New Jersey Statutes on Education require that each minor in proper mental and physical condition from 6 to 16 years of age attend full time day instruction.

Any child entering kindergarten must be five years of age on or before November 1st.

A student entering first grade must be six years of age on or before November 1st.

A student transferring into first grade from another school, having successfully completed Kindergarten, should normally be admitted into first grade even if not six years of age by the designated date.

CREDENTIALS

No child transferring from another school may be accepted without an official transcript from the school. Previous health records for each incoming student are required.

It is the responsibility of the principal to see that the following credentials are presented at registration time: Catholics – Birth and Baptismal Certificates; Non-Catholics – Birth Certificates; Aliens - Immigration Cards; All must have certificates of vaccination and immunization as required by the local Board of Health.

SECONDARY SCHOOLS

Dates for testing and for admissions of students in secondary schools are issued by the Archdiocese of Newark each year.

APPLICATIONS (NEW STUDENTS)

GRADES K-8

The application process for new students begins in February. Announcements are placed in the parish bulletin. Application packets are picked up at the school and are returned in-person or via the U.S. Mail. Documentation required to complete the application packet includes:

1. Verification of birth certificate by school personnel reflecting minimum age requirements (Kindergarten students must be five years old on or before November 1st.)
2. Copy of Baptismal certificate.
3. Completed application form with Social Security number listed.
4. Non-refundable application fee.
5. Custody or naturalization papers, where applicable.
6. New Jersey requires health forms for students new to the State of New Jersey and kindergartners. Forms must have been completed within 12 months documenting a physical examination. The health record must be submitted by “Open House” in September.
7. Copy of immunization record. State law requires the following immunizations prior to the admission to K-8:
 - D.T.aP.- 5 doses (one after 4th birthday)
 - POLIO- 4 doses (one after 4th birthday)
 - M.M.R. (Measles, Rubella, Mumps)- 2 doses(1 after 12 mos. Of age)

A valid Mantoux Tuberculin (if it was administered and documented within the previous six months) is required of all students entering from out of state or out of country. This should be accomplished prior to or shortly after pupil enters school.

Any incoming Kindergarten, 1st grade, and 6th grade students require 3 doses of the Hepatitis B series.

Pre-K only: age appropriate HIB vaccine or one dose after their first birthday for children through 59 months of age enrolled in Pre-K.

- D.T.aP.- 4 doses
- Polio- 3 doses
- M.M.R.- 1 dose after 12 mos. Of age

ANY CHILD NOT PROPERLY IMMUNIZED WILL NOT BE ADMITTED TO SCHOOL.

Students registering for Grades 1 through 8 are required to present copies of report cards of the present and previous years and all standardized test scores. A scholastic form completed by the most recent classroom teacher, guidance counselor, or principal is required.

At the time of school entry and at any other time where a change in custody status/arrangements have occurred, a copy of the legal document must be submitted to the principal. This is applicable for any student for whom there is a legal custody agreement or for any student not residing with his/her parent.

PRE-SCHOOL

A child must be three or four years old by November 1st to be admitted to the Preschool class.

Applications to the Preschool are made separately from the Elementary School. A new application form must be submitted each year for continued enrollment in the Preschool.

The following information must be supplied prior to acceptance at Most Sacred Heart of Jesus Preschool:

1. Completion of the registration form.
2. Copy of the child's birth and baptismal certificates.
3. Copy of immunization records.
4. Physical examination form – **MUST BE SUBMITTED BEFORE CHILD BEGINS CLASS.**

RE-REGISTRATION

In-house re-registration for students currently enrolled takes place in February/March. Parents/Guardians complete the appropriate re-registration form and submit this with the re-registration fee as stated by the school yearly.

All re-registration fees are non-refundable. The only exception will be for families who transfer their residence to another geographical location.

TRANSFER/WITHDRAWAL

Kindergarten through grade 8

A written notice two weeks in advance must be given to the principal and teacher regarding a decision to transfer/withdraw a student, not on the last day the student attends classes. Specify the reason for transfer/withdrawal. All textbooks, library books, and all other property of the school or parish must be returned to school and all tuition and fees paid in full prior to leaving. Scholastic information will be sent to the receiving school upon a written "request for records" from the new school.

Upon the transfer/withdrawal from Most Sacred Heart of Jesus School, the tuition is fully payable for the month of departure and all previous months. Refunds will only be granted if payments have been made for months not yet attended. Any fees charged are non-refundable.

All fees and tuition must be paid prior to the release of the students' records to another school.

Preschool

Written notice must be given two weeks in advance to the principal and teacher regarding a decision to transfer/withdraw a student. Specify the reason for transfer/withdrawal. Refunds will only be granted if payments have been made for months not yet attended. Any fees charged are non-refundable.

CHANGE IN FAMILY INFORMATION

Changes in address, or home, work, or emergency phone numbers must be communicated in writing to the school office immediately.

HEALTH GUIDELINES

MEDICATION

In order to insure proper administration of medication in school, the only people authorized to dispense medication are the school nurse and the parent/guradian.

All medication, including non-prescription drugs, must be with the nurse. **Medication MAY NOT be left in the classroom or in the student's lunch box.** If your child must carry an inhaler or Epi-pen, you are required to contact the school nurse.

Administration of medication during school hours is discouraged. When it is absolutely necessary for a student to take medication at school, the following requirements must be met:

1. The school nurse must receive the appropriate administration of medication form, completed and signed by the parent/guardian and the physician.
(Use the Authorization to Administer Medication form received in the form packet at the

beginning of each school year.)

(A new form must be submitted each year)

2. Medication must be in the original, pharmacy-labeled container.
3. The first dose of any new medication must be given at home.
4. Medication must be transported to and from school by the parent/guardian.
5. Methylphenidate (Ritalin) tablets must be counted by the parent/guardian with the school nurse before they will be accepted for administration to the child.
6. Parent/guardian must submit a written statement regarding any revision in doctor's orders concerning the medication.
7. Medication dispensation times should not interrupt class work.

POLICY ON ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the School shall follow the orders of a physician or a nurse practitioner for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements regarding Liability

Written authorization for administration of the epi-pen must be received from the parent or guardian of the Student. The parents/guardians of the Student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the Student. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

Administration of the Epi-Pen by the School

The School nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School nurse, another School employee – designated and trained in administration of the epi-pen by the School nurse pursuant to New Jersey law – may administer the epi-pen.

LICE

All cases of head lice should be reported to the school office immediately. **Our School has a “NO NIT” policy.** If a student is discovered to have head lice while at school, he/she will be sent to the school nurse and the parent/guardian will be contacted to come and pick up his/her child. A letter will then be sent to all parents/guardians with children in that class informing them of the incidence of lice.

After scalp treatment and the removal of all nits, the identified student may return to school but must report with his/her parent/guardian to the school nurse to be checked before returning to class.

If the student is found to have nits, he/she will not be permitted to return.

ILLNESS OR SERIOUS INJURY

If a child is ill enough to go home, the parent, principal's office and the child's teacher are notified. If the parent cannot pick up the child, he/she must designate another responsible adult.

No child may ever be sent home alone or to a home where there will not be a responsible adult present. At no time is a child to be removed from the school by anyone without prior permission of the school office. School personnel must always be apprised of what time and with whom a sick child leaves.

In case of severe injury or life threatening illness warranting emergency room care, the Rescue Squad will be called and the parent will be notified. School personnel never transport children to the hospital due to insurance restrictions.

It is imperative that parents/guardians submit the emergency information, which directs the school's course of action in cases where parents cannot be contacted. This form will be sent home the first week of school. A separate form is required for each child in school.

TUITION AND EDUCATIONAL FEES

The Pastor, in consultation with the Principal and Finance Committee, establishes the amount of tuition and educational fees to be charged each year in accordance with the diocesan salary guidelines for the parochial Catholic elementary school and parish financial policies.

In-parish rates are based on parishioners' regular use of parish envelopes. An out-of-boundary parishioner must be a regular contributing member for one year prior to receiving in-parish tuition rates. Those who are not registered parishioners of Most Sacred Heart of Jesus, as well as students of other faiths, will make arrangements to meet the full per pupil cost in accordance with the diocesan guidelines and parish policies.

DUE DATES

Monthly tuition payments are due by the 1st of each month, based on a ten-month school year. The first payment is due in July. All fees for each child are due in full with the first tuition payment in July. Requests for alternate methods of payment of fees must have the prior approval of the principal. Tuition may also be paid yearly or quarterly. **Accounts must always be current by the end of the academic quarter.**

LATE FEES

A late fee of \$10.00 is charged to monthly tuition accounts that are 15 days past due and for each month that tuition is not paid. The child will not be allowed to matriculate if tuition and late fees are not paid in full by the current quarter.

FINANCIAL ACCOUNTS AND RE-REGISTRATION

In-house re-registration for students currently enrolled is permitted only for those families whose financial accounts are current. Re-registration for the following year will not be considered final until all tuition and fees for the current year are paid in full.

FINANCIAL ACCOUNTS AND GRADUATION

Eighth grade students will participate in graduation activities provided that all financial obligations are met by May 15th of the current school year.

Eighth grade records are released to high schools after all financial obligations to Most Sacred Heart of Jesus School are satisfied.

FINANCIAL AID

Families needing financial assistance should speak personally with the principal. All requests are confidential. Any aid awarded is for the subsequent school year.

DRESS CODE

The prescribed uniform for all students grades K through 8 is worn from the first day in September until the last day in June. The uniform should be neat, clean and complete. Pre-K students are not required to wear the school uniform.

The Uniform Provider is:
Flynn and O'Hara Uniforms
Pacific Pavilion Shopping Center
317 Route 46 East @ Edwards Road
Parsippany, NJ 07054
(973) 882-0833

GIRL'S UNIFORM

Grades K to 3

Maroon Plaid Drop-Waist Jumper
White Short-Sleeve Peterpan Collar Blouse
White Long-Sleeve Peterpan Collar Blouse

Grades 4 to 8

Maroon Plaid Wrap-Around Kilt Skirt
White Short-Sleeve Convertible-Collar Blouse
White Long-Sleeve Convertible-Collar Blouse

Grades K-8

Grey Poly/Wool Dress Pants
Steel Grey Girl's Slacks
Grey Triblend Flat-Front Mid-Rise Slacks
Steel Grey Twill Walking Shorts (September, October, May, June)
Maroon Short-Sleeve Polo Shirt with MSH Logo
White Short-Sleeve Polo Shirt with MSH Logo
Maroon Long-Sleeve Polo Shirt with MSH Logo
White Long-Sleeve Polo Shirt with MSH Logo
Maroon Short-Sleeve Banded-Bottom Shirt with MSH Logo
White Short-Sleeve Banded-Bottom Shirt with MSH Logo

Maroon Long-Sleeve Banded-Bottom Shirt with MSH Logo
White Long-Sleeve Banded-Bottom Shirt with MSH Logo
Wine with White-Trim V-Neck Pullover Sweater with MSH Logo
Wine with White-Trim V-Neck Sweater Vest with MSH Logo
Wine V-Neck Cardigan Sweater with MSH Logo
Maroon Polar-Fleece Jacket with MSH Logo
Black Girl's Mary Jane Strap Shoe
Black Children's Oxford Shoe
Black Leather Women's Eastland Oxford Shoe

Accessories for Grades K-8

Maroon Opaque Nylon Knee-Hi
Maroon Orlon Knee-Hi
Maroon Opaque Tights
Maroon Ribbed Tights
Maroon Plaid Scrunchies
Maroon Plaid Headband

BOY'S UNIFORM

Grades K to 8

Grey Poly/Wool Dress Pants
Steel Grey Boy's Twill Walking Shorts (September, October, May, June)
White Short-Sleeve Dress Shirt
White Long-Sleeve Dress Shirt
Maroon Short-Sleeve Polo Shirt with MSH Logo
White Short-Sleeve Polo Shirt with MSH Logo
Maroon Long-Sleeve Polo Shirt with MSH Logo
White Long-Sleeve Polo Shirt with MSH Logo
Maroon Short-Sleeve Banded-Bottom Shirt with MSH Logo
White Short-Sleeve Banded-Bottom Shirt with MSH Logo
Maroon Long-Sleeve Banded-Bottom Shirt with MSH Logo
White Long-Sleeve Banded-Bottom Shirt with MSH Logo
Maroon Plaid Boy's Tie
Wine V-Neck Cardigan Sweater with MSH Logo
Wine with White-Trim V-Neck Pullover Sweater with MSH Logo
Wine with White-Trim V-Neck Sweater Vest with MSH Logo
Maroon Polar-Fleece Jacket with MSH Logo

Accessories for Grades K-8

Black Crew Socks
Charcoal Crew Socks
Black/Brown Reversible Leather Belt
Black Children's Oxford Shoe
Black Leather Men's Eastland Oxford Shoe

GYM UNIFORM

Boys and Girls Grades K – 8

Light-Steel Gym Tee Shirt with MSH Logo

Maroon Heavy Weight Sweatshirt with MSH Logo

Maroon Heavy Weight Sweatpant with MSH Logo

Maroon Micromesh Nylon Gym Shorts w/MSH Logo (Sept, Oct, May, June)

White Crew Socks

Sneakers

Jewelry and Make-up policy

Girls with pierced ears may wear only flat post-type earrings (no hoops or dangling earrings). Girls may wear only one earring in each ear. Boys are not permitted to wear earrings. Wearing jewelry, in general, is discouraged, as it may be dangerous.

Make-up is not permitted. An exception is made for 8th grade girls, who are permitted light make-up with the approval of the teacher and administration.

ARRIVAL AND DISMISSAL

Since promoting safety and avoiding accidents is a joint home and school responsibility, we ask your cooperation with the following arrival and dismissal procedures:

Students are dropped off in the parking lot between 7:50 and 8:00 a.m. and enter through the school door in the parking lot. If arriving earlier or later, students should use Bond Street door and report to the office. **If you need to get out of the car with your child/children, do not park at the yellow curb on Bond Street or leave your car in the traffic lane of the parking lot.**

At Dismissal, all cars will enter the parking lot through the rectory driveway. Cars will form 3 lines facing the exit gate. All gates will be closed approximately 5 minutes before dismissal. Gates will reopen when all students are in their cars and drivers will exit the driveway onto Maple Ave.

WALKERS

All walkers should leave immediately upon dismissal. Please sign a form indicating your permission for your child to walk. If this changes on any given day a note must be sent into the office or teacher.

CHANGE IN TRANSPORTATION

When a student's normal mode of transportation is changed, send a note to the school stating the change in plans. If there is a change due to an emergency, please notify the office as early as possible to ensure that your child receives the message.

EARLY DISMISSAL

Students should present a note to their homeroom teacher when requesting permission to leave class early. They should state the time that they are being picked up and it must be signed by the parent/guardian. This note will be sent to the office and kept on file. When a student leaves class

during the day for an appointment, he/she must be picked up in the school office and signed out by the responsible adult. Except in cases of emergency, as determined by the principal, a student may only be released from school with the prior written authorization of the student's parent/guardian. Students can only leave the school grounds with prior authorization from the principal.

PICKUP FROM AFTER SCHOOL ACTIVITIES

Students attending after school activities (including detention) must be picked up promptly when the activity is finished. The concluding time of the activity will be communicated ahead if time. **Any student not picked up at scheduled concluding time will be sent to the Extended Day Program.** Parents/guardians will be responsible for any extended day fees incurred due to late pick up.

LUNCH PROGRAM

Most Sacred Heart of Jesus School does offer a full service cafeteria. Students who do not order lunch will bring their own lunches.

Glass bottles are prohibited.

Lunch schedule is as follows:

Grades K through 3: 12:00 – 12:20 outdoor recess followed by 12:20-12:40 lunch

Grades 4 through 8: 12:00 – 12:20 lunch followed by 12:20-12:40 recess and 12:40-12:50 homeroom

POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call the school no later than 9:00am to report a student's absence. If no call has been received by 9:00am, the school (Secretary, Nurse) will make a reasonable effort to reach a 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, she/he must present to the school a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of three consecutive days requires a doctor's note.

Student absences for reasons other than doctor's appointments, illness, or family emergencies are unexcused absences.

After an absence, it is the student's responsibility to request all missed work from the teacher. When a student is absent for several days, contact the teachers as soon as possible to request missed school work.

If homework is to be sent home with another student, this should be indicated by a phone call. Work may be picked up in the office to provide homework assignments.

If a child is well enough to come to school, the child is expected to participate in all activities. There will be outside recess (weather permitting) for all children.

If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

FAMILY VACATIONS

It is generally not appropriate to take family vacations during the school year, however in the event this must be done please adhere to the guidelines. No teacher will provide work prior to the absence. All missed work will be the responsibility of the child to complete within one week of return. Missed tests will be given at the convenience of the teacher.

INCLEMENT WEATHER

Most Sacred Heart will follow the same procedure as the Wallington Public Schools. When weather conditions threaten the safety of children who are walking or riding to school, it may be necessary to do one of the following:

- Keep school closed
- Open either one or two hours late
- Close one, two, or more hours early

The Wallington fire siren will sound 4 blasts at 7:00 a.m. to signal “No School” all day.

The Wallington fire siren will sound 5 blasts at 7:15 a.m. to signal a delayed school opening due to inclement weather. Classes will begin a 10:00 a.m. and dismissal will be as normal.

In the event of bad weather you are asked to check the following for information:

WOR- 710 AM on dial
Cable TV—NEWS 12 NEW JERSEY-Morning Edition
WCBS—Channel 2
WNBC-Today in New York
School Website—www.mshschool.org

We will also have a parent phone relay. However, there may be times that you may not be reached by the relay, so checking for media announcements is very important.

PLEASE DO NOT CALL THE CONVENT OR RECTORY

Working Parents: Working parents are urged to make arrangements NOW for the care of their children when schedule changes are made (or to provide for the rare situation when it is necessary to close an individual school because of power failure, heating problem, or other circumstance). Children should know where to go if the parents will not be home.

Schedule Changes: Students will enter the school building from the parking lot entrance.

FULL DAY SESSIONS: 8:00 a.m. Opening Exercises
3:00 p.m. Dismissal
HALF DAY SESSIONS: 8:00 a.m. Opening Exercises
12:30 p.m. Dismissal
DELAYED OPENING: 10:00 am Opening Exercises
3:00 p.m Dismissal

When schools are closed for the day, the following will apply:

- All extracurricular activities, team practices, field trips, and non-school activities in the school building will be canceled.
- Adult evening classes, community-use activities, and recreation programs may be canceled.
- After Care will be closed all day.

When schools are closed one, two, or more hours early due to worsening weather conditions during the day, the following will apply:

- The announcement will be made by 10:30 a.m.
- Extracurricular activities, team practices, and non-school activities will be canceled.
- In general, community-use activities, recreation programs, and adult education classes may be canceled.
- After Care children must be picked up as soon as possible, but no later than two hours after the early school closing. Parents/guardians are responsible for listening to the radio or T.V. and checking the website for announcements.

IF YOU ARE UNDECIDED AS TO WHAT PROCEDURE TO FOLLOW REGARDING ATTENDANCE DURING INCLEMENT WEATHER, USE YOUR OWN DISCRETION.

SPIRITUAL AND MORAL DEVELOPMENT

Through Religious education, we assist students in coming to know Jesus in a personal way and in developing a loving relationship with Him. The outgrowth of this relationship is love, peace, and hope within the individual student and the school community. Religious education (including daily prayer) is part of the daily class schedule. The school day opens and closes with school-wide community prayer. **In reverence, all building activity ceases during school-wide prayer.**

RELIGION PROGRAM

We believe that the role of Catholic education, both at home and at school, is to provide experiences that will nurture the faith development of our students, parents, and faculty toward a close, personal relationship with Jesus Christ.

Religion programs and texts are approved by the Archdiocese of Newark and are used in Pre-Kindergarten through Grade 8.

LITURGICAL PARTICIPATION

The entire school participates in monthly celebration of the Eucharist. Each class has an opportunity to plan the celebration as well as participate more fully as readers, singers, musicians, and altar servers. Children have the opportunity to participate in processions during special liturgies throughout the year. When school is in session on Holy Days, the student body participates in the liturgy during school hours.

Students are also provided with the opportunity to receive the Sacrament of Reconciliation monthly.

Para-liturgical celebrations are held at various significant times of the year, in addition to being part of the classroom instruction.

Parents, families, and friends are invited to all liturgical and para-liturgical celebrations.

SERVICE

In the pastoral letter, “To Teach as Jesus Did”, the American Bishops outlined three areas which the Catholic school must address. These areas are the MESSAGE of Jesus, the COMMUNITY of the Church in which the Catholic school exists, and the SERVICE which Jesus modeled and which He indicated was the way in which all might know. He had been sent by the Father. In keeping with this letter, students at MSH are encouraged and expected to be of service in imitation of Jesus. Many opportunities for service are provided according to the age level of the students.

Curriculum

Most Sacred Heart of Jesus follows the graded course of studies established by the Archdiocese of Newark.

CURRICULUM/INSTRUCTIONAL PROGRAM

The Diocesan Curriculum Guidelines, published by the Archdiocese of Newark Catholic Schools, are the basis for our instructional programs.

The curriculum includes:

- Religion
- Reading
- Language Arts (Phonics, English, Literature, Spelling, Handwriting)
- Mathematics
- Social Studies (New Jersey History, American History, World History)
- Science
- Health and Safety
- Physical Education
- Music
- Art
- Technology Education
- Italian
- Library

Diocesan time allotments are followed for each area of the curriculum. Some flexibility is allowed in the weekly schedule in view of the total coverage over a semester period.

Supplementary materials and resources such as tapes, videocassettes, transparencies, filmstrips, and records are utilized to enhance instruction.

Students are grouped heterogeneously within the class. Kindergarten through Grade 3 are self-contained classes. Within the classroom, students may be divided into smaller groups and given additional assistance to meet their individual needs and learning styles. In Pre K and Kindergarten, teacher aides assist the classroom teacher as necessary. A modified departmental program begins in Grade 4 and increases as the students progress to the 8th Grade.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities assist in the development of the whole child. Below are the extra-curricular activities offered at Most Sacred Heart of Jesus School:

Student Council	Reading Buddies	Summer Enrichment
Boys'/Girls' Basketball	Field Trips	Program
Bowling	Yearbook	Science Fair
Choir	Altar Servers	Spelling Bee
Junior High Dances	Book-It!	Art Contests
Christmas Show	Monthly Assemblies	Poster Contests
Clubs	Academic Bowls	Poetry Contests
Spring Show	Safety Patrol	Essay Contests

SERVICE PROJECTS

The experience of Christian community leads naturally to service. Below are some of the service projects that our students complete:

St. Jude's Math-a-Thon
Food / Clothing Drives
Mission Money
Gifts of toiletries to hospitalized veterans
Gifts of baby items to unwed mothers
Christmas teddy bears to hospitalized children
Delivering holiday baskets to parish seniors and shut-ins
Fruit baskets to local community service workers (police, etc)
Monetary collection at Halloween for the homeless
Singing for the senior citizens
Lenten Rice Bowls
Confirmation Service Hours (8th grade students)

HOMEWORK

Homework is ordinarily assigned daily, but usually not on weekends or the eve of holidays and other special occasions. Long-term assignments may extend over the weekends if not completed during the week. Assignments are an outgrowth of class work and are intended to:

- Supplement learning
- Review independently what was taught in class
- Provide an opportunity to use research skills
- Develop good study habits
- Involve the parents in the child's academic work

The amount of homework a child may have on any given day will vary depending on:

- the age and grade level of the child
- the nature of the assignment
- the amount of work the child completed in the school that day
- the speed in which the child completes his/her work

The following is a general guide:

Kindergarten	10-15 minutes daily
Grades 1 through 3	15-30 minutes daily
Grades 4 through 6.....	30-60 minutes daily
Grades 7 and 8	60-120 minutes daily

Not all assignments are written. All students should review math and read daily. As students progress they should study vocabulary and concepts presented in content areas.

Parents should provide a suitable environment for study and homework; show interest and give encouragement; but should not complete home assignments for their children. An occasional check on the papers children intend to hand in the next day is recommended. If a parent feels that the homework is excessive, he/she is invited to discuss the matter privately with the teacher.

Teachers do not routinely plan or provide make-up work in advance for any extended family vacations taken at times other than those stated on the school calendar. It is the student's responsibility to inquire about the work missed when he/she returns, and to make it up within a given amount of time as stated by the individual teacher.

Late and missing assignments may result in the teacher requiring the student to come to class before school, remain in class during recess, or after school. Late assignments will be accepted at the discretion of the teacher for full or partial credit.

STUDENT SUPPORT SERVICE

The state of New Jersey provides special services to students in need. These services include:

- Speech/Hearing
- English as a Second Language
- Compensatory Education in Reading/Math
- Evaluation
- Classification

Students are referred to these services by teacher/principal. Parents are informed of the need for these services and are required to sign consent forms before support services can be given.

EVALUATION OF STUDENTS

REPORT CARDS

The approved Diocesan report cards (Grades 1 through 8) are distributed three times a year. Parents should take special notice of the Personal Development grades. **Report card envelopes must be signed and returned to the homeroom teachers no later than one week after being sent home.**

Pre K and Kindergarten have individualized report cards.

INTERIM REPORTS

Interim reports are issued to parents midway between grading periods for every child in Grades 1 through 8.

Interim reports, report cards and progress reports will not be provided in advance for students anticipating an absence.

RETENTION AND PROMOTION

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- Indifference or lack of effort on the part of a capable student
- Academic failure
- Physical or social immaturity
- Frequent or long absences

HONORS

Students in grades 4 through 8 are encouraged to work for the Report Card Honor Roll.

Eligibility Rules are as follows:

Principal's List	A+ (97-100) in major subjects plus all "S's" or "O's" for Personal Development.
First Honors	A+, A, B+, or 1B for Academic grades plus all "S's" or "O's" for Personal Development.
Second Honors	All A+, A, B+, or B for Academic grades plus all "S's" or "O's" for Personal Development.

RECORDS

Parents have the right to review the student records:

- Academic
- Academic standardized test results
- Health records
- Emergency sheet

Government records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Comp. Ed., Speech, and English as a Second Language, are the property of the Public School Board of Education. MSH school is not permitted to distribute this information to anyone; not even the parent/guardian. Parents must request these records directly from the Public School District.

Discipline Code

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline to discipleship. Children must first learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

Our discipline code must be based on RESPECT. In attempting to formulate a constructive process to guide and develop the attitudes of students, it is essential that parents and teachers form a cooperative partnership. It is our responsibility to continue to nurture within ourselves and our children a respect for every human being as created by Jesus Christ.

1. Each student will demonstrate respect for self and others. Students will:
 - a. Use appropriate language at all times, speaking kindly and respectfully to and about others. Disrespect, foul language and written/verbal abuses are not acceptable.
 - b. Greet teachers, guests and other school officials by name, using the proper title for religious, priests, or other dignitaries.
 - c. Stand out of respect when a visitor, teacher, principal, or other school staff enters the room.
 - d. Knock on office and classroom doors before entering, remaining outside until asked to enter.
 - e. Recognize that adults have the right of way in the hallways, going through doorways and when on the playground.
2. Students will refrain from deliberate disruption in the classroom or on school property. Students will:
 - a. Raise their hands to speak or leave their seats.
 - b. Walk at all times when inside the building.

- c. Proceed quietly in the halls.
 - d. Keep silent when being addressed over the Public Address system. (P.A)
3. Students will practice good sportsmanship in the schoolyard. They will:
 - a. Play in assigned areas.
 - b. Stay on the playground, not re-enter the building unless accompanied by an adult or someone designated by an adult.
 - c. Stop playing when the bell rings and quietly walk to their lines.
 - d. Refrain from rough play, pushing or hitting. Violence of any sort (verbal or physical) will not be tolerated.
 4. Students will demonstrate respect for property. They will:
 - a. Keep desks and classrooms clean and orderly.
 - b. Use school and classroom materials with care and report any damage to an adult.
 - c. Cover all textbooks and keep them free of graffiti.
 - d. Clean their eating area (table and floor) when finished eating.
 5. Students will be prepared for class each day. They will:
 - a. Have all assignments organized, neat and completed on time. Studying is an essential part of assignments.
 - b. Have all necessary books and supplies for each class.
 - c. Take home necessary books and supplies for each class for homework that has been assigned.
 - d. Take home any notes, fliers, etc. in the envelope provided.
 - e. Follow all aspects of the dress code as indicated in the student dress code section.

CODE VIOLATIONS AND CONSEQUENCES

Any form of discipline should be a means of helping a student to modify or change his/her behavior and to help him/her develop self-discipline. It is understood that a moderate number of verbal daily reminders for children Kindergarten through Grade 3 are considered to be a natural part of the learning process in becoming a member of the school community.

Students who lack self-discipline or who violate the rights of others can expect some type of disciplinary consequence. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction, and the severity of the case. **The school may impose any disciplinary action, without prior recourse to less severe disciplinary action, considering the nature of the student's infraction and surrounding circumstances.** Repeated infractions will result in more serious consequences. Corporal punishment is never permitted.

Consequences may include:

- Warning to student (verbal or written)
- Conference with student and parent
- Written note from student to parent

- Written note from teacher to parent
- Time out period
- Denial of privileges (dances, field trips, social events)
- Financial restitution for damages done to school property or belongings to another.
- Detention
- Probation
- Suspension
- Dismissal
- Expulsion

Any notes sent home require a parent/guardian signature and must be returned to the teacher the following day, before the student is readmitted to class.

DETENTION

When a student is assigned before or after school detention, the parent/guardian will be notified of the date and time by means of a detention form. The parent/guardian signs the form; the student returns the signed form the following school day. Parents/guardians are responsible for pick-up (for after school detention) of the student. Students who are not picked up on time will be sent to the Extended Day program. Parents/guardians will be responsible for any extended day fees incurred due to late pick up.

SUSPENSION

Suspension from school is issued according to individual circumstances for each serious infraction of school regulations. The number of days for suspension depends upon the severity of the offense. Students may receive in-school or out-of-school suspensions. Schoolwork is assigned for suspension. Work missed during suspension is made up and grade points are deducted.

All assigned work is due on the day that the student returns to class, unless otherwise specified by the teacher. Upon return, the student will have 48 hours in which to make up all tests and quizzes. The teacher is not responsible for re-teaching material taught during the suspension period.

Whenever a student is suspended, the parents/guardians will sign a formal agreement in which they signify their understanding of the problem, and agree to work with the school in correcting the situation. If, in the principal's judgment, the student's actions warrant removal from the school community for a period of time, the parents/guardians are notified immediately. Written notice of the school's actions will follow. Students who have received an out-of-school suspension cannot be readmitted until a parent meets with the principal and agrees to cooperate with the school.

DISMISSAL

Conduct that is disruptive to the learning atmosphere and/or contrary to Catholic principles is justification for the principal, after consultation with the pastor, to dismiss a student at the close of the school year. The principal will notify the parents/guardians of a student's subjected dismissal following an incident or series of incidents serious enough to precipitate this action.

Written notification to the parents/guardians and an opportunity to meet with the principal is provided. Students who are dismissed may apply for readmission after one full year.

EXPULSION

In some cases, the principal and pastor may deem an action by the student so severe that it would result in immediate expulsion. This decision is the right and responsibility of the principal and pastor.

Expulsion from school may occur when there is a grave infraction of school rules, the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual, and/or the student's continued presence in the school has the probability of being a serious hindrance to the safety or welfare of the school community.

When expulsion is deemed necessary, the principal, after consultation with the pastor and the Superintendent of Schools, will meet with the student and the student's parents/guardians about the student's action. Written notice of the decision to expel the student will be provided to the parents/guardians. Students who have been expelled may not be admitted to another Diocesan school for a minimum of one year from the date of expulsion.

Since it is impossible to foresee all circumstances that may arise, this clause empowers the faculty and administration to take disciplinary action for any behavior, whether on or off school grounds, that violates the spirit and philosophy of Most Sacred Heart Of Jesus School or is detrimental to the reputation of the school, even though not specified here.

BUYING AND SELLING OF ITEMS IN SCHOOL

No student may buy or sell items in school for personal profit or for organizations outside of school. All buying and selling of items must be cleared through the school administration.

INAPPROPRIATE ITEMS TO HAVE IN SCHOOL

Students are not permitted to bring to or have at school items such as: walkman, CD players, radios, tape recorders, remote control devices, video games, skateboards, roller-skates, roller-blades, heeilies, sharp objects, beepers, pagers, cell phones, laser pointer devices, smoke bombs, or smell bombs.

The possession (on school grounds or at any school function off grounds) of real or toy knives, real or toy guns, matches, lighters, or any device that causes an explosion-including, but not limited to, devices requiring a fuse for ignition of any chemical, are serious offenses and will immediately render a student subject to suspension or expulsion.

Possession and/or distribution of inappropriate materials which would cause injury to the individual or others, or possession of printed materials, deemed objectionable in nature by school administration, is considered a serious infraction and will be handled on an individual basis.

FIREWORKS/FIREARMS

Possession or use of fireworks and/or firearms as a potential danger to life and limb subjects the student to suspension or expulsion.

TOBACCO PRODUCTS/SMOKING

Possession of tobacco products and/or smoking warrants a suspension and parent notification.

NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS

A student shall not possess, use, transmit, sell, conceal, or be under the influence of alcoholic beverage, intoxicant, any substance which when taken internally or inhaled causes a change in a person's behavior. A student shall not possess any of the drugs defined by state law on school grounds, at school sponsored or school related events off school grounds, or at any other time the student is subject to the authority of the school.

A student may not possess, use transmit, sell, manufacture, or conceal any drug or drug abuse paraphernalia on school grounds or at any other time the student is subject to the authority of the school.

A student may not possess imitations of controlled substances or illegal drugs at any time the student is subject to the authority of the school.

The use or sale of drugs on or near school property is unlawful under New Jersey State law.

The penalty for violating any of the above will be automatic expulsion and referral to law enforcement agencies and/or referral for a professional assessment to determine the appropriate program of rehabilitation, if one is needed.

SEARCH AND SEIZURE

Search by school officials does not need to be based on probable cause. Legality of the search depends on reasonableness and all circumstances of the search.

The action must be justified at its inception and there must be reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating the law or the rules of the school.

The search must be reasonable in its scope. The measures adopted must be reasonable related to the objective of the search and cannot be excessively intrusive.

The school reserves the right to conduct random locker searches.

SEXUAL HARASSMENT

No student may sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome and physical contact of a sexual nature, or unwelcome verbal or physical conduct of the sexual nature.

“Verbal or physical conduct of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which are not necessary for school purposes”.

Any student who believes that he/she is being sexually harassed shall report such information immediately to the principal. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the principal after consultation with the Superintendent of Schools.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment, made in good faith.

Student Personal Development Guidelines Grades K-8

Point Reduction

♥Respect

- Disrespect to a teacher, an adult or another student 5
- Disrespect for the rights and property of others, including the right to learn 5
- Physical violence to teachers or students 5
- Harassment and Bullying 5
- Bringing materials disruptive to instruction (including cell phones) 5
- Vandalism, destroying school or other student's property 5
- Causing a disruption or discord 3
- Inappropriate language, written or spoken 3
- Forging a signature 3
- Disobedience to school or class rules 2
- Copying or lending homework 2

♥Responsibility

- Failure to perform assigned duties (such as patrol) 2
- Failure to return papers with required signature 1
- Failure to submit an absence excuse 1
- Tardiness 1

♥Safety

- Truancy suspension
- Leaving school grounds without permission suspension
- Threatening or seriously endangering the safety of others suspension
- Behaving in a manner that endangers self or others 5
- Chewing gum 1
- Running in the school building 1

♥Personal Appearance

- Wearing an incomplete, inappropriate, or untidy uniform. 1
Skirts are to be no shorter than 1 inch above the knee. (see dress code)
- Wearing make up, including but not limited to eye makeup, lipstick, blush, and nail polish. 1
- Wearing jewelry (see handbook) 1
- Wearing inappropriate or shaved hairdos (see handbook) 1

GENERAL SCHOOL POLICIES

SCHOOL LOCKDOWN

In the event of an emergency that requires a lockdown, all doors will be locked and blinds closed. No one will be permitted to enter or leave the school building. The lockdown will continue until the school receives an “All Clear” signal from emergency personnel. Please do not call the school during a lockdown so the phone lines will be available to emergency personnel.

PARENT VISITS/VOLUNTEERS

All parents, whether visiting or volunteering, need to check in at the school office. A sign-in sheet is available at the front desk. Please sign name and purpose of visit, and take an ID tag. Please note that classroom visits are not allowed for safety reasons unless pre-approved by the staff. Any forgotten items should be left in the school office, labeled with name and grade.

SCHOOL TELEPHONE

The office telephone is for official business. Permission to use the phone is granted by office staff only in case of emergency.

PHOTOGRAPHS

Individual and class pictures are permitted at the discretion of the teachers for special occasions.

CLASS PARTIES

Class parties and activities are permitted at the discretion of the teachers for special occasions.

GRADUATION

Pre-Kindergarten and Kindergarten graduations will be a simple ceremony, followed by light refreshments.

The 8th grade graduation ceremony, with the conferring of diplomas, will follow a liturgy. An awards ceremony will be held downstairs in the auditorium following the graduation. Parents who have no other children in the school will be acknowledged. Refreshments will be served following the award ceremony.

FIELD TRIPS

Field trips are educational excursions that are pre-planned learning experiences, related to the curriculum, and followed up by evaluation. Written parental permission must be obtained prior to the excursion. Usually, two field trips per year are permitted. Fees associated with field trips are paid by parents/guardians. Field trip fees are not refundable.

Usually, a private bus is hired. When private vehicles are utilized, the driver and/or vehicle owner must have liability, medical and uninsured motorist coverage along with a current valid driver's license. Evidence to this effect must be presented to the principal for review. Drivers must complete the designated form and receive the principal's approval prior to the use of private vehicles.

Teachers will determine the number of chaperones needed. Each child will be assigned by the teacher to the designated chaperone. No child is permitted to leave his/her assigned group. In case of emergency or illness, special arrangements can be made upon approval of the teacher in charge of the trip. Chaperones are to remain with students in the designated area at all times, and must refrain from smoking while in the presence of children at any school-sponsored field trips or events. Chaperones must travel on the bus with their assigned children.

The school reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or could jeopardize the personal safety of self or that of the group.

Field trips will be offered periodically throughout the year for each grade level. Each trip will supplement and enrich the school curriculum. The individual teacher will organize all trips with the approval of the principal. A signed permission slip and emergency form for each child will be required for all activities outside Most Sacred Heart of Jesus School grounds. All fees for field trips will be paid by the students, H.S.A., or a combination of both, depending on the cost, as decided by the administration and H.S.A. If a bus is provided for the field trip, the students must take the bus.

HOME SCHOOL ASSOCIATION

The HSA:

- Is a link of communication between home and school.
- Provides opportunities for parent education.
- Selects and completes possible school fundraisers as needed and approved by the principal and pastor.
- Assists the Volunteer Program in providing volunteers for various school needs.
- Supports present and future school programs.

School Board

The School Advisory Board members serve a school by offering time and talent to enable the school to pursue its mission of Education in the Catholic Church.

The Board provides:

- Vision
- Diversity of talent
- Information
- Service
- Support
- Enthusiasm

The functions of the School Board are:

- To recommend means to finance a viable quality education.
- To recommend policy through the Principal to the Pastor.
- To develop marketing strategies.
- To suggest areas where policy would be helpful.

EXTENDED CARE PROGRAM

Before School Care is provided from 7:00a.m.- 7:50 a.m. All students who are dropped off before 7:50 a.m. must pay a \$5.00 fee. The before care program is being provided for the safety of the students.

After Care is defined as supervised care for school age children after school. Our After Care Program is designed to provided:

- Physical Activity
- Supervised homework
- Free Reading Time
- Snacks

PHILOSOPHY

Our philosophy is to provide a safe environment for students whose parents must work. Our mission is to provide a “home away from home” before and after school hours.

FEES

- \$5.00 per day of Before Care
- \$5.00 per hour until 6:00 p.m.
- \$3.00 for every 15 minutes after 6:00 p.m.

HOURS/DAYS OF OPERATION

7:00-7:50a.m./ 3:00 – 6:00 p.m.-- Monday through Friday

There will be no After Care on holidays, when school is closed, or during bad weather. Parents will be notified in person, on the monthly calendar, or in a letter sent home any other time that After Care will not be provided.

ACTIVITIES

- Weather permitting – outside play
- Videos on occasion
- Computer time on occasion
- Homework supervision

UNIFORM

Students may change into play clothes after their formal dismissal from school.

DISCIPLINE

Students are expected to follow the same discipline expected at school, that is:

- Respect
- Courtesy
- Honesty
- Fairness

- Quiet during homework time

FORMS

All student forms must be completed. Emergency forms must be completed in the event that an injury occurs and the student needs special care. Notification of any extraordinary allergies or illness should also be stated.

PICK-UP PROCEDURES

Students should be picked up at the Pre-School entrance. A list of persons able to pick up your child should also be provided. Students must be picked up by 6:00 p.m. Constant late pick ups may result in the child losing extended care privileges.

ELASTIC CLAUSE

Because it is impossible to foresee all problems, which arise, this clause empowers the faculty and administration to take disciplinary action for any behavior, which violates the spirit and philosophy of Most Sacred Heart of Jesus School even though not specified.

ACCEPTABLE USE AGREEMENT for TECHNOLOGY

Most Sacred Heart of Jesus School

The use of computer services at Most Sacred Heart of Jesus School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include: use of personal and school computers and peripherals, the Internet, campus and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Most Sacred Heart of Jesus School holds specific expectations for students at each grade level regarding their use of computers before, during and after school in the computer lab, library or classroom. The following **Rules of Conduct** apply to information services.

Students:

- May use only the user name and password assigned for their class.
- May not reconfigure or tamper with the network system in any way, or attempt to access or alter files without permission.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must cite properly all information that is acquired from electronic sources and used in their assignments.
- Are held responsible for all activity conducted while he/she is using any school computer.
- May not run non-instructional computer games on any school-owned computer, server or network system.
- May not use non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/ administrator.
- Must comply with any other additional guidelines as stipulated by the school.

Failure to comply with these standards or acceptable use of Most Sacred Heart of Jesus' technology will result, in the very least, in suspension or withdrawal of network privileges.

Grades 3-8: I, _____ (print name), have read and understand the **ACCEPTABLE USE POLICY** for Most Sacred Heart of Jesus School and agree to abide by its terms.

Signed: _____ **Date** _____

Grades Pre K-8: As the parent of guardian of _____, I have read the **ACCEPTABLE USE POLICY** for technology at Most Sacred Heart of Jesus School and understand that this access is designed for educational purposes. I recognize that it is impossible for Most Sacred Heart of Jesus School to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network.

Signed _____ **Date** _____

Students will not be allowed to use any computers with internet access until this form is signed and returned.