



# Diocese of Allentown

## Parent – Student Handbook Sacred Heart School

**Enlightening Minds ♥ Enriching Souls ♥ Inspiring Hearts**



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## **INTRODUCTION**

Spiritual formation of students is the defining purpose of Sacred Heart School and the primary reason you choose to enroll your child/children. In addition to providing an elementary education of academic excellence, Sacred Heart School exists to witness to the Roman Catholic faith, to educate young people in its tenets, and to entrust the faith to future generations.

The spiritual formation you have begun at home and which we continue to foster at Sacred Heart School, in addition to the technical and academic skills we teach, help to fashion a new generation of God's people who will continue to build Christ's Church and a better world.

## **PHILOSOPHY OF SACRED HEART SCHOOL**

The administration, faculty, and staff of Sacred Heart School strive to create an atmosphere within a Christian school setting, whereby each student has the opportunity to use his/her God given talents to the best of his/her ability. We strive to nurture that ability by instilling within the students a love of God through adherence to the teachings of the Catholic Church. Hopefully, by professing a strong commitment to the beliefs of the church, the students will show witness to Christ's presence in the world. We endeavor to provide the opportunities that will facilitate each student's self-appreciation and respect for one another.

## **SACRED HEART SCHOOL'S MISSION**

Committed to passing on the traditions and teachings of our Catholic faith, Sacred Heart School promotes academic excellence, educating lifelong learners who aspire to meet the challenges of life and render service to others, to the honor and glory of God.

## **NON-DISCRIMINATION POLICY**

Sacred Heart School does not discriminate on the basis of race, color, gender, or national origin in its programs. The school does not discriminate against persons with disabilities if, with reasonable accommodations, the student can meet the program's requirements.

## **ADMISSION**

### **I. Application and Registration**

All parents/legal guardians seeking to enroll their children in Sacred Heart School must complete and timely submit an Application Form.

You will receive a letter confirming your child's acceptance into Sacred Heart School. Should alternative placement be recommended, you will be notified in writing as well.

Because Sacred Heart School is a parish school, parishioners will be given preference to admission. If there are vacancies, Catholics from other parishes and non-Catholics may apply. However, no child will be "dropped" from the rolls simply to "make room" once officially accepted in Sacred Heart School.

### **II. Kindergarten and First Grade**

#### **Age and Health Requirements**

1. Children entering Kindergarten or First grade must be five or six respectively by October 15. The Principal shall ascertain that every student, prior to admission to the school for the first time, has been immunized against such diseases as the Pennsylvania Secretary of Health may direct.
2. Children must be lavatory independent in order to attend Sacred Heart School.

#### **Academic and Conduct Requirements**

1. Any child seeking entry to Kindergarten or First grade shall complete the required testing before formal admission into the school.
2. Should behavior problems surface and impede the academic and or social progress of the student or class, and alternative educational program may be suggested.

### **III. Second through Eighth Grades**

### **Health Requirements**

The principal shall ascertain that every student prior to admission to Sacred Heart School has been immunized against such diseases as the Pennsylvania Secretary of Health may direct.

### **Academic and Conduct Requirements**

The principal shall review the information provided on the Application form and other information deemed appropriate to determine whether a student should be admitted to the school. Factors to be considered by the principal include, but are not limited to, the following: proof of promotion to the grade to which the student is seeking entry; results of mathematics and language arts testing; any prior academic or conduct records; the student's and parent's reasons for seeking admission to the school; and the prior identification of any behavioral problem or learning disability. If the student is admitted to the school, the principal shall place the student at the grade level that is in keeping with the student's competence.

At times, a student is admitted on a probationary status. A contract between Sacred Heart School, the child and the child's parents will delineate continued enrollment at Sacred Heart School.

Should behavior problems surface and impede the academic and or social progress of the student or class, an alternative educational program may be suggested.

## **REGISTRATION**

Parents of new students need to follow the policies outlined in the Admissions section of this handbook.

A nonrefundable fee of \$50.00 per child and \$75.00 per family must accompany each registration.

Tuition and fees from the current year are expected to be paid before registration for the next year becomes finalized. Failure to pay your account in full could result in disenrollment for the next year.

## **TRANSFERS**

When a student is about to transfer to another school, parents are to notify the office several days in advance with the following information:

- a) Reason for the transfer
- b) Name and address of new school

Records of students cannot be transferred until:

- c) A request from the new school is received stating that the student has been enrolled
- d) all school-owned textbooks and property have been returned
- e) all tuition, fees and accounts have been satisfactorily settled

## **TUITION**

Sacred Heart School is subsidized by Sacred Heart Parish. This is the primary reason why tuition is much lower than the actual per pupil cost.

Because parishioners contribute to Sacred Heart Parish, in fairness there are two tuition rates: Parishioner and Non-Parishioner.

**Tuition can be paid one of three ways:**

- a. One payment in July
- b. One payment in July and one payment in January
- c. Monthly payments using the FACTS program. Payments are taken directly out of your bank account on the 5<sup>th</sup> or 20<sup>th</sup> of each month. There is a fee charged before the beginning of each yearly payment cycle. FACTS may be contacted at 1-800-624-7092 or emailed at [info@factsmgt.com](mailto:info@factsmgt.com). All families must be enrolled in a FACTS Tuition Agreement.

Parishioners who would like to apply for financial assistance may apply through FCATS in January of each school year

Academic records of students who transfer will be withheld until all tuition is paid. Also, failure to pay tuition could result in disenrollment during the school year.

**FINANCIAL RESPONSIBILITIES**

It costs well over the tuition amount charged per year to educate one student in our school. We depend on the continued generosity of Sacred Heart Parish's subsidy. Payments can be made either in full, on a semi-annual basis, or monthly through FACTS Tuition Management. Each family is required to sign a financial agreement with the school. If tuition is more than 90 days late, Sacred Heart School reserves the right to seek legal action and/or turn the balance over to a collection agency. All resulting fees will be the parents' responsibility. School records, including report cards, will not be released until tuition and outstanding fees have been paid in full. In the case of an 8<sup>th</sup> grader, the student will not be permitted to graduate unless tuition is fully paid before graduation. The Application, book and technology fees are non-refundable.

The fee schedule for the school year is as follows:

Registration Fee:	\$50 one child (Non-refundable)	\$75 family rate
Book Fee:	\$100 per child (Non-refundable)	
Technology Fee:	\$ 150 per child (Non-refundable)	
Tuition:	please see website <a href="http://www.sacredheartreading.com">www.sacredheartreading.com</a>	

**FUND RAISING ASSESSMENT POLICY**

Each family is required to fundraise \$550.00 each school year. Fundraising may be done through the SHOPS/Scrip program and or the Annual Fund. It is the responsibility of the Home & School Association to raise funds each year to cover a portion of the total school budget. Therefore, we must have total parent participation in all fundraising endeavors.

**TEXT BOOKS**

There is a \$100 book fee per child per year. With this fee, a child receives all the copybooks and assignment books needed during the year and a homework book. In addition, this cost helps defray the

cost of those texts and workbooks not covered under our government allocation. Religion texts are also covered under this fee.

It is the student's responsibility to see that all books are covered and need to be carried to and from school in some type of book bag.

All textbooks and workbooks must be handed in at the end of the school year. Students will be expected to reimburse the school for any damaged or lost books.

## **CURRICULUM**

- Sacred Heart School is fully accredited by the Middle States Association of Colleges and Schools.
- Sacred Heart School follows the curriculum set by the Office of Education for the Diocese of Allentown in accordance with the standards of the Commonwealth of Pennsylvania.
- Kindergarten-This is a full-day program. Students are given a foundation in social, spiritual and academic skills.
- Grades One-Five are self-contained classrooms.
- Grades Six, Seven and Eight are departmental in religion, language arts, science, mathematics and social studies.
- Physical Education, Art, Music, Library Science and Computer Science are offered to all grades each week.
- Our foreign language program offers Spanish in grades Kindergarten through Eighth.
- In all grades, primary emphasis is placed on religion as a content area subject as well as an integrated part of the entire curriculum.
- Throughout the year, students in various grades have the opportunity to participate in a wide range of academic competitions. Examples of these would be Mathletes, both Diocesan and local Spelling Bees, Reading/Berks Science and Engineering Fair, Declamation and Diocesan and other art contests.

## **RELIGIOUS FORMATION**

Every student enrolled in Sacred Heart School will participate in the religious education program designed by the school.

Sacred Heart School exists to teach the Catholic faith. Within the realm of religious education, the moral and spiritual development of Christian values are promulgated.

Religious education is not limited to class work. It is integrated throughout the school day and takes many forms. Examples include classroom prayer, school Masses, Paraliturgical prayer services, Stations of the Cross and Marian devotions.

## **ACADEMIC POLICIES**

### **Religion**

Sacred Heart School uses 2 textbook series approved by the Office of Catholic Education. Parents are encouraged to become familiar with the text and to discuss religious topics with their children. This sharing of Faith, coupled with its practice on the parents' part, will give children a living experience of the Church and her teachings. Parents are expected to become actively involved in the preparation of their children for reception of the Sacraments. Attendance of parents at special programs is required.

### **Intermediate Unit Programs**

Programs in Reading, Mathematics, Counseling, Academic and Psychological Testing are provided by the Berks County Intermediate Unit. Information regarding these programs may be obtained from the classroom teachers.

### **Instruction Support Team**

The Instructional Support Team (IST), addresses the challenge of helping students function to their best ability. The IST team consists of the principal, who coordinates the program, the BCIU psychologist, the remedial math and reading teacher, and a classroom teacher. Generally, the team meets weekly and acts upon teacher referrals. Parents may also solicit the help of the IST program and are encouraged to be part of the process.

### **Library**

Our school library is staffed by a librarian and volunteer aides. All students have weekly library periods. Students are responsible for the care of our library books and must pay for any books they lose or destroy.

### **Technology Education**

Students in Grades Kindergarten-8 receive weekly technology instruction. The Technology Lab is also utilized at various times by classroom teachers to enhance classroom instruction.

### **Standardized Testing Program**

Sacred Heart School administers the Iowa Assessments to grades two through seven in March. The Cognitive Abilities Test (CoGat) is administered to grades three, five and seven in March.

### **Homework**

A student at Sacred Heart School has the responsibility of doing homework to reinforce subjects taught in school. These assignments are to be completed neatly and timely. Projects may be assigned and due on a future date. These assignments need to be worked on consistently over the length of time permitted to ensure a job well done.

Homework assignments should be accomplished by the student independently; however, parental assistance may be needed occasionally. If your child is either spending an excessive amount of time or needing an excessive amount of help, please contact the teacher.

Generally, each teacher has a homework policy. Incorporated into those policies are Homework Notices. For every three homework notices, a minor demerit is given.



## REPORT CARDS

Report cards are issued to students in grades one through eight three times per year (trimesters) during the school year. Kindergarten receives a report card three times a year beginning in the second trimester.

In grades three through eight, exact numerical grades are given in major subject areas. A letter marking code is given for conduct, effort, and minor subject areas.

Kindergarten through grade two use a letter marking code.

## PROGRESS REPORTS

Progress reports will be mailed to the parents of students who are not maintaining satisfactory progress in an academic subject or in behavior. These reports are sent midway through the trimester in order to afford the student ample time and opportunity to improve.

## HONOR ROLL POLICY

The Honor Roll will include Grades 6, 7, 8 ONLY. It will consist of Distinguished, First & Second Honors.

***Distinguished Honors will include 95-100 in core curriculum areas;  
S in Conduct, Effort, Arts/Skills, Christian Values***

***First Honors will include 90-94 in core curriculum areas;  
S in Conduct, Effort, Arts/Skills, Christian Values***

***Second Honors will include 85-89 in core curriculum areas;  
S in Conduct, Effort, Arts/Skills, Christian Values***

## PROMOTION/RETENTION

Satisfactory completion of each grade is expected of each student enrolled in Sacred Heart School.

Sixth through eighth grade students who fail a subject are required to attend summer school or receive summer tutoring as a condition of readmission the next school year.

Students in grades one through five could be required to receive additional summer instruction as a condition of readmission for the next school term.

The decision to retain a child is an individual decision based upon grades, test scores, student capability and professional judgment.

The teacher initiates the retention process by discussing the possibility of retention with the child's parents and the principal.

## ATTENDANCE

Each student enrolled in Sacred Heart School should be present whenever school is in session. If a child is to be absent, **please call the school office at 610-373-3316 by 8:15. This is for your child's**

**safety.** Upon returning to school, please use the school's excuse form and indicate why your child was absent from school.

Irregular attendance interferes with learning. Whenever possible, appointments should be scheduled after school.

A student is considered **late** if not in the school gym by **8:00 AM**. Students who are late need to report **with their parent** to the office for a late slip. Habitual tardiness or absenteeism will be referred to the principal for further investigation.

### **VACATION POLICY**

If a parent decides to take his/her child out of school for vacation during the school year, all missed work must be made up upon return to school. When plans for vacation are made, the child's teacher and principal should be informed in writing, in advance of the planned trip. A form is available in the school office and online for this purpose. Teachers should not be asked to prepare special assignments in advance of the planned vacation. Parents assume the responsibility for missed work or failure. If special tutoring sessions are necessary due to the absence from class, arrangements must be made with the teacher. There is a \$25.00 per session fee, payable at the beginning of each session.

### **COMMUNICATION**

In keeping with Church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, a parent having a problem with a teacher would go directly to that teacher before going to the principal.

### **COMMUNICATION ENVELOPES**

Each week, the youngest in each family receives an envelope from the school office. Please take out the contents, examine them and ***RETURN THE ENVELOPE TO SCHOOL THE NEXT DAY.*** SHOPS, tuition payments, forms, etc. may be put into the envelope when they are returned. There is a replacement fee of \$2.00 for lost envelopes.

### **RELEASE OF A CHILD**

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in Sacred Heart School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file. School visits by non-custodial parents are not permitted during the school day.

Copies of Report Cards may be issued to the non-custodial parent upon request.

### **SCHOOL PHONE**

The school telephone is to be used to transact school business only. No student may be called to the phone during the school day. We ask that students be responsible and check for their supplies and needs each morning. Generally, permission will not be given for students to call home to have forgotten

items brought to school. Items that parents bring to school during the day are to be left with the secretary.

Parents are asked to refrain from making last minute dismissal arrangements for the children through the school office unless it is a very serious and unusual occurrence.

Dismissal arrangements should be sent in writing to the classroom teacher.

### **SCHOOL VISITATION**

All parents or visitors must report to the school office where the purpose of their visit must be stated and a visitor's sticker will be given. We do welcome you to our school but parents and visitors may not approach the classroom or teachers while class is in session. This is done for the safety of the students in the classroom and prevents disruption of the educational program. Teachers are unavailable for spontaneous conferences before school or during the school day. Please call the office to make an appointment. Classroom visitation will be considered upon specific request and is subject to the approval of the administration. This policy applies to psychologists, researchers, college students, parents, etc.

We do welcome parent volunteers and encourage you to contact your child's teacher to participate in classroom and/or school activities. All volunteers must have appropriate clearances on file in the school office.

### **PERSONAL BELONGINGS**

Please write your child's name on all outer clothing, hats, scarves, mittens, lunch bags, and belongings. The school is not responsible for individual or personal items that are lost. A lost and found box is kept in the foyer for student/parent convenience. Items not claimed within a reasonable time will be given away.

### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and other electronic devices (including, but not limited to devices such as Game Players, MP3 players, iPods) are not permitted for use at Sacred Heart School. If your child must bring a device for after-school purposes, it must be given to the homeroom teacher at the beginning of the school day, and will be returned at dismissal. Cell phone use is not permitted in the hallway or on school grounds by students. If a child is caught using a cell phone or other electronic device on school property it will be confiscated and held in the school office until the end of the day. A second cell phone or electronic device violation will result in the device being confiscated and parents contacted. If your child must make or receive a phone call during the day, the office phone is to be used.

### **WEAPONS POLICY**

Sacred Heart School has a zero-tolerance policy on weapons, or items that can be used as weapons, in the building. Violation of this policy may result in an alternative educational program being suggested.

## LUNCH PROGRAM

Sacred Heart offers a daily hot lunch program. Students have option of buying a school lunch or bringing their own lunch. Lunch menus are sent home monthly. Milk and Ala Carte items may also be purchased on a daily basis.

## EMERGENCY CARDS

Emergency cards are given for each child at the beginning of the school year. They are to be **filled out completely and returned** to the school promptly.

## EMERGENCY CLOSINGS

In the event of inclement weather, please tune to any of the following:

**RADIO:** WEEU – 830 AM WRFY – Y-102

**TELEVISION:** WFMZ – CHANNEL 69

**INTERNET:** [www.wfmz.com](http://www.wfmz.com)

Sacred Heart follows the decisions of the Wyomissing School District during hazardous weather.

Families will be contacted via School Reach at the phone number provided. Closings will be posted on the school website.

### **Transportation during inclement weather:**

If you are a bus rider living outside the Wyomissing School District, you must follow your district's time schedule. If, for example, Sacred Heart is on a one hour delay and your district is on a two hour delay, your child will arrive two hours late and will not be marked tardy.

If your district is operating on time and Sacred Heart is on a delay – do not send your child on the bus. You must provide transportation for your child as no one will be available to supervise children who arrive before the time of Sacred Heart's delayed opening.

In the event we need to close school early due to inclement weather: **DO NOT CALL THE SCHOOL OFFICE.**

1. Listen to the radio or TV or check the Internet or website for what Sacred Heart and Wyomissing school district will be doing.
2. If your school district is dismissing early and SHS is not – follow your school district.
3. Plan ahead for what your child should do in the event of an early dismissal.

## CHANGE OF FAMILY INFORMATION

Any change of address or telephone number during the year should be reported promptly to the office, to the homeroom teacher and to the school nurse. Be certain that the school has a second telephone number to be used when a contact cannot be reached with the home telephone. **Please keep email information up-to-date.**

## **HEALTH SERVICES AND INFORMATION**

The State of Pennsylvania requires the following:

Medical Examinations – Kindergarten & 6<sup>th</sup> grade

Dental Examinations - Kindergarten, 3<sup>rd</sup> & 7<sup>th</sup> grades

Parents may choose their own physician and dentist for these exams or may choose to use ones provided by the Wyomissing Area School District.

Other health screenings provided by the school include:

Vision/Height/Weight – All grades every year

Hearing – Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 7<sup>th</sup> grades

Scoliosis – 6<sup>th</sup> & 7<sup>th</sup> grades

The Wyomissing Area School District provides Sacred Heart School with a part time school nurse. In case of emergency, parents are called immediately. If the emergency warrants, an ambulance will be called.

Students who must take prescription medication and/or O.T.C. medication during the school day are required to have a signed note from parents indicating dosage and time of dosage. By School Law the office may only receive medications in the original prescription container. Do not send medication in any other container. All medication must be brought to the school office.

The school office does not give out any medicines that are not sent from home. If you realize your child has occasional headaches, or is lactose intolerant, you are permitted to send in O.T.C. medicines that will be held in the health room until such a time as your child may need them. These medications must be clearly labeled with the child's name, the dosage and the circumstances when the medicine may be administered and the parent's signature.

If any child contracts a communicable disease or head lice, please contact the school office.

Personal hygiene, along with a neat appearance, is a positive sign of maturity and good health care. Parents should help reinforce this concept with their children.

## **DRUG ABUSE RESISTANCE EDUCATION**

Students in Grade 5 are involved in a drug and alcohol educational program funded by the Commonwealth and conducted by the Officers from the Wyomissing Area Police Department.

## **FIELD TRIPS**

Sacred Heart School recognizes the educational significance and value of field trips to enhance classroom lessons and group activities. Students must realize that field trips are privileges, and they can be denied participation if they fail to meet academic or behavioral requirements. This decision may be made by the teacher and/or the principal.

Chaperones are under the direction of the teacher in charge. Chaperones are asked not to bring other siblings or children along with them. This is a liability issue. All chaperones must have appropriate clearances filed in the school office.

Parental permission is required for students to participate in field trips. There may be a fee required for participation on a field trip, which will be indicated on the permission slip.

## **GYM**

Gym classes are held weekly on Mondays and Tuesdays. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship or conduct/language inappropriate for Sacred Heart School will be dealt with in a manner considered appropriate by the Instructor and/or the Administration. Students must wear the gym uniform to school on gym days.

## **DRESS CODE**

Students in Kindergarten through grade eight are to wear the official school uniform. School uniforms help put everyone on an equal footing. The school uniform, as well as the gym uniform, may be purchased at McGinn School Apparel 12 South 5<sup>th</sup> Ave., West Reading 610-939-1503. Certain articles of "Spirit Wear" are acceptable for gym.

A good appearance is an important part of the school uniform. Shirts/blouses must be tucked in at all times. Belts must be worn with shorts or pants. Shirts/blouses may not be baggy. The waist band/belt must be visible unless the uniform sweater is worn.

### Hair Styles/Grooming

Students' hair is to be neat and clean and groomed conservatively. Students are expected to come to school in a state of cleanliness. **Altering of hair color in any way**, as well as extreme hairstyles/cuts is not permitted. Boys' hair should not touch the collar and must be above the ears and eyebrows.

### Jewelry

Although jewelry is not a part of the school uniform, **post earrings** of a small and conservative nature style are permitted to be worn by girls (ONE EARRING ONLY IN EACH EAR). Boys are not permitted to wear earrings. No ankle bracelets, pins or buttons are to be worn. **Only one wrist bracelet may be worn.** (This can be the plastic type in support of a specific cause, or a conservative one. Please, no charm bracelets or anything with dangles or of an extremely large style.) One wristwatch and one ring may be worn, as well as a religious medal or cross on a chain which is to be worn **INSIDE** the shirt/blouse.)

### Out of Uniform

- If at any time during the year an exception in uniform is necessary, a note of explanation **MUST** be sent to the child's teacher who will forward it to administration. This note should indicate the reason the student is out of uniform
- **Make-up and colored nail polish are not to be worn to school.**
- Jumpers and kilts should come to the knee, or fingertip length
- On dress down days, students may wear clothing that is modest and presentable.  
At Sacred Heart School, we are happy to offer "Dress Down Days" as rewards for achieving certain goals, as a special birthday treat, or as occasional fundraisers. Certain days are designated as "dress down" days. Some days follow specific themes for dress. In order for students to participate, they must follow the directive as published for that particular theme day.  
In the event a student does not dress per the theme of the day, he/she must wear the regular school uniform.

For non-themed dress-down days:

Dress down regulations: no skirts shorter than uniform skirt regulation, no tight fitting clothing, including leggings, jeggings, and yoga pants, no low cut tops, no tank tops, or crop tops. Jeans must fit properly without holes or tears. Rules for jewelry and makeup are in effect.

Students whom the school's administrator deems are dressed inappropriately will receive a uniform violation notice, and may be required to leave school and return in the proper school uniform.

- It is the teacher's and principal's discretion as to the appropriate dress on field trips.
- Students and parents are expected to follow the uniform code. Students who violate the dress code will be asked to correct the violation and will be issued an uniform violation notice. Flagrant violations of the code could result in suspension from class.
- Summer uniforms may be worn from the first day of school until mid-November (check current calendar for date) and from mid-April until school closes. Regular uniforms must be worn from November -March.
- ***Although the regular uniform may be worn when the summer uniform is in effect, the summer uniform may not be worn during the regular uniform time.***

#### BOYS REGULAR UNIFORM:

Navy blue pants, blue button collar oxford shirt, plaid school tie, dark colored socks. Socks must be visible above shoe. Black or dark brown tie shoes or loafers with non marking soles, no moccasins, slippers or work boots. Shoes must have a closed back (no clogs) and may not have a heel higher than one inch Navy or hunter green sweater (Vest, V-neck Pullover). Sneakers are not to be worn with long pants. Plain black, navy blue or brown belt. Sacred Heart Uniforms must be purchased through McGinn School Apparel.

#### **Boys, Grades 7 & 8 ONLY:**

7<sup>th</sup> & 8<sup>th</sup> Grade boys have the option of wearing either the Sacred Heart uniform OR the Berks Catholic High School uniform. The BCHS uniform consists of – (summer uniform) the choice of a Berks Catholic white or black banded polo shirt or white oxford shirt with Berks Catholic tie. (regular uniform). BCHS banded polo shirts may be worn without tucking in. Khaki slacks, or gray slacks (from Flynn and O'Hara), belt (brown, black or cordovan leather or fabric), socks and leather school shoes (see shoe restriction in SHS section). Boys have the option of wearing a Berks Catholic sweater. SHS and BCHS uniform pieces may **not** be "mixed and matched." For information about purchasing Berks Catholic uniforms, please visit their website at [www.berkscatholic.org](http://www.berkscatholic.org).

#### BOYS SUMMER UNIFORM:

Navy blue shorts, white polo shirt with Sacred Heart Insignia, white ankle socks (socks must be visible), low top non marking sole sneakers. Sacred Heart polo shirt may be worn with long pants. Plain black, navy or brown belt. Sneakers must be tied appropriately at all time ("bar-laced" sneakers must be tied at the top of the shoe). Belt must be worn.

#### GIRLS REGULAR UNIFORM:

##### *Grades Kindergarten-fourth:*

Plaid jumper or navy blue pants, Powder blue long or short sleeve shirt with Peter Pan Collar, navy tights or knee high socks, Black, dark brown or navy tie or buckle shoes with non marking soles, navy or hunter green button down sweater. Shoes must have a closed back (no clogs) and may not have a heel higher than one inch.

Grades Fifth-Eighth:

Plaid kilt, skirt or navy blue pants, blue long or short sleeve oxford cloth shirt with button down collar, **navy tights**, Black, dark brown or navy shoes with non marking soles, no moccasins, slippers or work boots optional navy or hunter green sweater (Cardigan or V-neck Pullover).

Girls, Grades 7 & 8 ONLY:

**7<sup>th</sup> & 8<sup>th</sup> Grade girls** have the option of wearing either the Sacred Heart uniform OR the Berks Catholic High School uniform. The BCHS uniform consists of (summer uniform), the choice of a Berks Catholic banded polo shirt or white button down oxford shirt (regular uniform - the oxford shirt must be worn.) HBCS banded polo shirts may be worn without tucking in must be. Berks Catholic skirt (3 options) of appropriate length or khacki pants, **patternless black opaque tights**, and leather school shoes (see shoe restrictions in SHS section.) Girls may wear a Berks Catholic sweater. SHS and BCHS uniform pieces may not be “mixed and matched.” For information about purchasing Berks Catholic uniforms, please visit their website at [www.berkscatholic.org](http://www.berkscatholic.org).

GIRLS SUMMER UNIFORM:

Navy blue shorts, white polo shirt with Sacred Heart insignia, white ankle socks, and low top sneakers. Sacred Heart polo shirt may be worn with kilt or skort

BOYS AND GIRLS GYM SUMMER UNIFORM:

Gym uniforms are worn to school the day of gym class.

Red SH gym shorts, Sacred Heart tee shirt or Walk-a-thon tee shirt, **white** socks, sneakers.

GYM REGULAR UNIFORM: Gym uniforms are worn to school the day of gym class: Red SH gym shorts, SH tee-shirt or Walk-a-thon tee shirt, white socks, sneakers, gray sweat suit OR red track suit with Sacred Heart logo. Certain items of “Spirit Wear” are acceptable on gym days. See order form in office.

NOTE FOR BOTH BOYS AND GIRLS:

The jumper, kilt, skort, shorts, sweater, Peter Pan blouse, tie and polo shirt must be purchased at McGinn. The navy blue long pants may be purchased at McGinn or at the store of your choice.

**WHEN QUESTIONS ARISE, THE ADMINISTRATION WILL HAVE FINAL SAY**

## **TRANSPORTATION**

BUS TRANSPORTATION

Bus transportation is provided by the public school district in which you reside, and is sponsored by the state. Applications for this service are sent home every school year. A form must be returned for each child who is to take the bus. At no time may a child ride a bus other than the one for which he/she is registered without permission. We feel that safety in transportation is the most important element. Safety must be coupled with student self-discipline. There must be mutual respect between pupil and driver. All the school districts require full cooperation.



To ensure safety on school buses, proper behavior is a must! Students are not allowed to leave their seats while the bus is moving. Yelling, rowdy behavior and littering reflect poorly on the student and Sacred Heart School; therefore, continued misbehavior will result in suspension of bus privileges.

The following regulations have been outlined by the Bureau of General and Academic Education of the Department of Education, Commonwealth of Pennsylvania:

1. Always wait for the bus to stop before getting on or off.
2. Once seated in the bus, remain seated until it has stopped completely.
3. Never tamper with windows; never put hands, arms, legs or any part of your body out of the window.
4. Do not tamper with any part of the bus or its equipment.
5. Do not disturb or otherwise annoy the driver.
6. When leaving the school bus, cross the street only when the signal that all is clear is given.

Students who are disruptive on a school bus will be disciplined according to the policy of each home school district. The principal of Sacred Heart School will work in conjunction with each school district's transportation director and bus driver if disciplinary procedures are warranted.

If you have a problem with bus transportation, please contact the Transportation Office of the public school district in which you live.

#### **CAR RIDER INFORMATION**

- Students who are brought to school by car should be dropped off only in the parking lot behind the school.
- **DO NOT PARK OR DROP OFF IN THE SCHOOL BUS ZONE, DIRECTLY IN FRONT OF THE MAIN DOORS DURING MORNING DROP OFF. (7:30-8:00AM)**
- At dismissal, parents are to enter the parking lot from the west, back into a parking space, wait until all children are in their cars, and wait again until the safety guard lowers the Stop Sign.
- Please exit the lot to the east, toward Seventh Street.
- **Students should not be picked up in the front of the school. This is strictly for school bus use only.**

#### **ARRIVAL/DEPARTURE**

Students may enter the building between 7:30 a.m. and 8:00 a.m. and report to their classrooms. Prayer and Pledge of Allegiance begins at 8:00am

The dismissal bell rings at 2:45 p.m. Car riders are walked to back door leading to the parking lot. Walkers are dismissed from the 7<sup>th</sup> Avenue exit and bus riders are dismissed from the main exit. **Changes in dismissal must be sent in writing, or a phone call made to the office by 2:15. No dismissal changes will be accepted after 2:15.**

#### **USE OF SCHOOL GROUNDS**

On regularly scheduled school days, Sacred Heart School becomes responsible for students when the building opens at 7:30 am and dismisses at 2:45 pm. The school is not responsible for supervision of

students before or after the above stated times. Parents/guardians are responsible for ensuring that they and their children are not on the premises at times other than those stipulated for school-sponsored activities. Parents are advised, for the safety of their children, to follow the times as stated above. If a student is participating in a scheduled and supervised activity before or after school hours, including detention, specific arrangements must be made for drop-off and/or pick-up at the designated times.

Please note: This does not apply to After School Care students.

### INVITATIONS

Personal invitations to parties may be distributed in school only if all the students in the class are invited, or all the girls –if it is a girls party; all boys- if it is a boys party.

### AFTER SCHOOL CARE

After School Care is available to Sacred Heart School students from dismissal until 5:30 PM.

- Certain students are “regulars” i.e. they attend the ASC program on a regular basis five days a week. Day-by-day “drop-ins” may report to the program only if the student is registered for ASC and a parent calls the office, or sends a note to the office that day. Students may not opt to attend on their own. They must have parental permission.
- If a student is scheduled for ASC and does not report, the person in charge reports this immediately to the office and attempts will be made to call the parents.
- If your child is a “regular” ASC student and will not be attending on a specific day, a note must be given to his/her teacher as to their dismissal for that day. Parents are responsible to pick up their child no later than 5:30 pm. If persons other than parents are authorized to pick up the children, the ASC person in charge is to be notified of the name of the designated adult.
- There is **no** After School Care on **early dismissal days**.
- Payments are made directly to the school office. **You will receive a bill for the previous week in your weekly envelope. You may pay in person or mail in your payment.** Delinquent payments will be referred to the principal for further investigation and could result in future use of the ASC program being denied until payments are up-to-date.
- The cost for sending your child(ren) to the ASC program is based on a sliding scale and is determined by hours, days, and number of children you have enrolled in the program. The cost scale will be sent home at the beginning of each school year and is available on the school website. **Please note:** Parents will be charged \$10.00 for every 15 minutes after the 5:30 p.m. closing. If a parent is late 3 or more times in a 30 day period, this may result in their child being dropped from the ASC program.

### ALTAR SERVERS

All altar servers are in the fifth through eighth grades. This unique service to the Lord is encouraged and is to be commended. If, for any reason, he/she cannot make the assigned time, he/she must find a replacement. If your child cannot make the 8 am weekday Mass, please call the school and we will assign someone. If you have any questions, please call the rectory.

## **CYO**

The Catholic Youth Organization provides our 3<sup>rd</sup> through 8th grades with athletic and cultural events as listed below: \*

- Boys and Girls Basketball Teams
- Boys Baseball
- Girls Softball
- Girls Volleyball
- Track
- Spelling Bee
- Kitchen Kapers
- Declamation
- Art Contest
- Boys and Girls Cross-Country

\*events dependent on coach availability and student interest

Participation in CYO is open to parishioners of Sacred Heart Church who are enrolled in either the school or Parish Religious Education program. Non-Catholics and Non-parishioners who are enrolled in Sacred Heart School may participate. Should interest and coaching be available, certain activities could be opened to students in the lower grades.

## **HOME AND SCHOOL ASSOCIATION**

As parents, you have been chosen by God to be the primary educators of your children. Keeping this in mind, the Home & School Association attempts to assist parents in this goal. All parents are invited to be active members of this association, especially through attendance at each general meeting. The focus of these meetings is to provide spiritual and educational adult enrichment. The Home & School Association also acts as a liaison between families and faculty & administration. The Association plans and assists in school events, such as Back to School Night, Christmas Bazaar, Catholic Schools Week activities and helps with fundraising efforts.

## **CODE OF CONDUCT**

### ***DISCIPLINE CODE***

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show considerations and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

An orderly school environment requires a clear definition of individual responsibilities as it relates to students and parents. A code of discipline must categorize unacceptable behaviors, provide appropriate disciplinary responses, and strive to create a spirit of consistence and fairness which fosters an attitude of positive cooperation among all members of the school community.

A **DEMERIT** will be given for such things as continued lateness to class, gum chewing, running in the hall, etc. Three minor demerits will result in a one-hour detention. A **PINK SLIP** is given for a minor infraction. Three pink slips result in a demerit.

A **MAJOR DEMERIT** will be given for areas of infraction which come under the general heading of **DISRESPECT**-talking back to a teacher, harassment, defacing school property, etc. One major demerit will result in a one-hour detention. Three major demerits will result in suspension. Four major demerits will place the student on probation. If probation proves unsatisfactory, the student will be dismissed from Sacred Heart School.

- It is impossible to designate a given infraction and give it the same weight under all circumstances. Under any given set of circumstances, a faculty member has the right to administer a minor demerit to a student. Only the principal has the authority to issue a major demerit.
- All demerits, regardless of their severity, are cumulative throughout the school year. Demerits will affect the conduct aspect on the report card as determined by the faculty and the nature of the infractions. A student who has served detention will not be eligible for Honors that quarter.
- Circumstances could warrant that a student be immediately suspended or withdrawn from school. These circumstances are of such a nature that the welfare of the school community, as determined by the principal, calls for such action.
- Detentions will be held at the discretion of the teacher - monitor. Faculty members will rotate this duty. Students are to report to the assigned faculty member of that particular week. Students who fail to report to detention on their assigned date will be referred to the principal.
- Students in Grades One through Four will serve recess detentions.
- In the lower grades, the use of demerits, etc. will be modified to be grade appropriate as determined by the teacher and principal.
- The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

A **HOMEWORK NOTICE** is given to students who do not turn in assignments in the time period specified. Three homework notices equal one demerit. If a homework notice is not returned to school, signed by a parent, on the next school day following that on which it was issued, it becomes a demerit.

A **UNIFORM VIOLATION** is issued to students out of school uniform. Three uniform violations equal one demerit. If a uniform violation is not returned to school, signed by a parent, on the next school day following that on which it was issued, it becomes a demerit.

## **RESPONSIBILITIES OF STUDENTS**

The responsibilities of students include:

1. Making an earnest effort to do his/her best work on a consistent basis.
2. Accepting responsibility for his/her own actions.
3. Attending school daily and being on time and prepared for classes and school functions.
4. Being aware of written rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
5. Following the uniform dress code as outlined in the school handbook.
6. Exercising proper care when using school facilities and other equipment.
7. Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
8. Knowing that disrespectful and indecent language written or spoken will not be tolerated.
9. Making positive contributions to Sacred Heart School that will generate an atmosphere of respect, responsibility and reverence.
10. Recognizing and respecting the rightful authority of faculty and staff in matters of instruction, discipline, and behavior during school-sponsored activities.

## **RESPONSIBILITIES OF PARENTS**

The responsibilities of parents include:

1. Teaching your child self-respect, respect for others, and respect for rightful authority.
2. Instilling a positive and enthusiastic attitude in your child in all areas of his/her education.
3. Recognizing that faculty and staff are due the same consideration and respect that parents expect from our teachers and that parents expect from their children.
4. Building a mutually supportive working relationship between yourself and your child, his/her teachers, and the school.
5. Understanding and cooperating with the rules of the school concerning student conduct and familiarizing your child with school regulations and procedures.
6. Contacting or responding to the appropriate school personnel when situations arise which affect your child's progress in school.
7. Encouraging your child to take pride in personal appearance.
8. Insisting on prompt and regular attendance.
9. Providing a space conducive for study and completion of homework assignments and being available for assistance and monitoring.
10. Recognizing that unrealistic pressures to achieve can be detrimental to a child's development.
11. Being aware that faculty and staff assume the parental role while your child is in school.

The discipline code applies to students and parent/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community whenever the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Sacred Heart School.

## **Volunteers**

The number of parent volunteers, who help us each day, blesses our school. Your cooperation is required in the following areas:

1. **Dress Code:** Please dress in a respectful and professional manner when helping our students. You serve as a special role model to them. Office casual dress would be considered appropriate and we ask that you refrain from wearing workout wear.
2. **Please sign-in at the office when you arrive.** During your stay you are asked to display your visitor label, so you are readily identifiable to anyone who sees you. Please complete your label with your first name and last name and the date. When you leave, please sign out in the office
3. **All volunteers must sign** a copy of the Diocesan Code of Conduct Child, Abuse Policy. These will be available in the school office. If you already signed one during the last year's term, it is not necessary to do so again. Please check with administration if you're unsure.
4. The Diocese of Allentown and State of Pennsylvania **require the following clearances:**
  1. Mandated Reporter Training
    1. [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
  2. Fingerprint Authorization Form
    1. Call/email Mrs. Focht for instruction. [gfocht@sacredheartreading.org](mailto:gfocht@sacredheartreading.org) 610-373-3316
  3. PA Child Abuse / PA Criminal History Check (PATCH)
    1. [www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov)
  4. The Diocese of Allentown also requires all volunteers to attend a program entitled "Protecting God's children". This program is **mandatory**. Dates and times are available on the Diocese website. [www.allentowndiocese.org](http://www.allentowndiocese.org)
  5. Any volunteers driving students to field trip etc. MUST complete the following driver program:
    1. <https://allentown.cmgconnect.org>

**The administration reserves the right to amend this handbook.  
Such amendments will be in written form and distributed to parents.**

### **School Contact Information**

School Phone                      610-373-3316

School Fax                         610-373-7299

After School Care Cell         610-406-3780

Principal's Email – Mrs. Joan McNeil [jmcneil@sacredheartreading.org](mailto:jmcneil@sacredheartreading.org)

Secretary's Email – Mrs. Gabriella Duffy [gduffy@sacredheartreading.org](mailto:gduffy@sacredheartreading.org)

Advancement Director – Mrs. Beth Gasperack [bgasperack@sacredheartreading.org](mailto:bgasperack@sacredheartreading.org)

## Teachers' Email

Kindergarten - Ms. Katie Rohrbach	<a href="mailto:krohrbach@sacredheartreading.org">krohrbach@sacredheartreading.org</a>
1st Grade- Mrs. Jayme Crimmins	<a href="mailto:jcrimmins@sacredheartreading.org">jcrimmins@sacredheartreading.org</a>
2nd Grade - Mrs. Lindsey Gable	<a href="mailto:lgable@sacredheartreading.org">lgable@sacredheartreading.org</a>
3rd Grade - Mrs. Kate Fanning	<a href="mailto:kfanning@sacredheartreading.org">kfanning@sacredheartreading.org</a>
4th Grade - Mrs. Gina Burke	<a href="mailto:gburke@sacredheartreading.org">gburke@sacredheartreading.org</a>
5th Grade -	
6th Grade -	
7th Grade - Mrs. Dipsy Etanislao	<a href="mailto:detanislao@sacredheartreading.org">detanislao@sacredheartreading.org</a>
8th Grade - Mrs. Jennifer Munter	<a href="mailto:jmunter@sacredheartreading.org">jmunter@sacredheartreading.org</a>
Technology -	
Art - Mrs. Robin Bisaccia	<a href="mailto:rbisaccia@sacredheartreading.org">rbisaccia@sacredheartreading.org</a>
Music -	
Library - Mrs. Kimberly Redmond	<a href="mailto:kredmond@sacredheartreading.org">kredmond@sacredheartreading.org</a>
Spanish -	
Gym - Mrs. Karen Baney	<a href="mailto:kbaney@sacredheartreading.org">kbaney@sacredheartreading.org</a>

### **Available Services:**

Before & After School Care

Elementary Reading and Math Support – B.C.I.U.

Gifted Programs supported through home school districts

Health Services in conjunction with Wyomissing School District

Hot Lunch & Ala Carte Program

Instructional Support Team

Psychologist – B.C.I.U.

SHOPS & Scrip Programs

Uniform Exchange