

# EVENTS & ACTIVITIES GUIDE

Important Information  
about  
“Day to Day Life”  
at  
Sacred Hearts School, Bradford

BROUGHT TO YOU BY  
SACRED HEARTS SCHOOL  
PTO ORIENTATION COMMITTEE

# Welcome

Hello and Welcome to a New School Year!

We hope you find the information in the  
**EVENTS & ACTIVITIES GUIDE**

useful. It is designed to give you a brief explanation of the many events and activities that take place throughout the year. Often times, especially if you are new to our school community, names of events or even terminology that is used in “school-to-home” communication may not be familiar. Hopefully, through this guide you will be able to decipher the meaning behind the terminology or the purpose of each event or simply how best you and your family might take advantage of these events and become involved.

If you have any suggestions for the Guide, please let us know by sending a note into school addressed to the Orientation Committee. We are here to help our new families and to ease the transition back to school each year. You will hear from us from time to time throughout the year as well.

The PTO Orientation Committee

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*A Note of Thanks . . .*

*On behalf of the Administration, Faculty and Staff I would like to add our “Welcome” and to extend a note of sincere appreciation to the PTO Orientation Committee who spent many hours compiling information and formatting it, so as to provide all of you with this Guide.*

*As you can see, SHS is a busy place filled with spiritual, academic, extra-curricular, athletic, and social events and we are pleased that so many families find the time to participate actively in the overall life of the School.*

*Gratefully,*

*Mrs. Kathleen M. Blain, Principal*

## GENERAL SCHOOL INFORMATION



**BUS SERVICE** - Students are served by the Haverhill School District Transportation System and ride buses provided by Coppola Bus, Inc.. Information on the bussing service, schedules and policies can be obtained from either: Haverhill School Transportation Department Tel. 978-374-5773 ([www.haverhill-ps.org](http://www.haverhill-ps.org)) or from Coppola Bus, Inc. at 21 S Central St., Haverhill, MA 01835 Tel. 978-373-9891.

**CONTACT INFORMATION** - The school phone number is 978-372-5451. Mrs. Jo Ridgley, the Administrative Assistant or Mrs. Janet Lewis will typically answer the phone.

**COVENANT OF SUPPORT** - As members of SHS, all families participate in the success of the school not only with payment of tuition, but also by donating their time, treasure and talent. Specific requirements are set forth in the annual Covenant as distributed by the School Principal.

**DISMISSAL** - Children are dismissed from school daily in one of the following categories: Buses, Walkers, Valet or Sacred Heart's Children's Center. At the beginning of the year you will be asked to inform the office in writing as to how your child will go home each day. See the Parent/Student Handbook for complete dismissal procedures.

**DROP OFF** - Students may NOT be dropped off at the school prior to 7:50 a.m. unless participating in the "Early Start/Before School" program.

**EARLY START/BEFORE SCHOOL PROGRAM** - This is a before school program that runs from 7:20AM to 7:50AM every day. Start of the program coincides with the school calendar. There is a fee for this program. You may register or use this program on an as needed/drop in basis. A letter is sent home each school year describing this service and confirming the fee. Mrs. Susan Fici is the Coordinator of this program.

**EMERGENCY CONTACT SYSTEM** - Sacred Hearts School has contracted with "School Reach" as the emergency contact system. Parents are asked to submit up to two e-mail addresses and two phone numbers that can be used in the event of an emergency. Emergency information is communicated both via e-mail and via phone.

**EXTENDED DAY - Grades K-2** - An Extended Day program is offered for Kindergarten thru second grade at the Sacred Hearts Children's Center. Children participating in this program are escorted from SHS to SHCC at the end of the school day. Please contact Cindy Schaefer at 978-374-7161 for full program and registration information.

**EXTENDED DAY - Grades 3-8** - An Extended Day program is offered at SHS for Third through Eighth Grade. The Extended Day Handbook provides information regarding the program and associated fees. The Handbook can be obtained from the office.

**FROM THE PRINCIPAL'S DESK** -A weekly newsletter from Mrs. Blain, Principal that highlights events/activities, general information or messages of importance. Please read carefully. This newsletter is typically communicated via e-mail. There are occasional issues that are sent home "hard copy".

**FORMS** - During the first week of school, there is a great deal of information that comes home. There are some basic forms that must be returned to the school each year. These forms include:

- **EMERGENCY CARD** - Each family completes an emergency card, listing all children attending the school, current address, and emergency contact information for parents/guardians.
- **INSURANCE** - There is optional insurance that is offered by a third party provider to the students of SHS. Information is sent home and interested parents/guardians should complete the paperwork and return it directly to the insurance provider.
- **MEDICAL PERMISSION FORM** - A mandatory medical permission form is required for each student to be on file in the school office. This form allows the school to administer acetaminophen, ibuprofen; antacid tablets, cough medicine, and/or throat/cough drops to students. If this form is not returned, the school will not be able to administer these medications when needed.
- **PHYS. ED. PERMISSION SLIP** - All students at SHS are required to participate in the Physical Education Program. A Phys Ed Permission Slip will be sent home at the beginning of the year. It must be signed by a parent/guardian and returned to the school office.
- **C.O.R.I. FORM** - A mandatory criminal background check is required for all persons working or volunteering in the school. A separate form must be completed for each volunteer and must be submitted in person to the school office along with a photo I.D. The CORI is performed by the Commonwealth of Massachusetts and mandated by the Archdiocese of Boston.

**HOT LUNCH/MILK PROGRAM** - Milk may be purchased year round by all students, including Kindergarteners. Students in grades 1-8 may purchase hot lunch (milk included) all year. Kindergarteners do not participate in the hot lunch program. Payment in advance is required for both milk and hot lunch and may be paid weekly or monthly. See the Parent/Student Handbook for complete information.

**INFRASTRUCTURE/LEVELS:** The School has an "infrastructure" made up of three levels: primary level (Grades K-2); intermediate level (Grades 3,4,5) and middle level (Grades 6,7,8). Teachers meet from time to time within these levels for curriculum design, monitoring and articulation from grade to grade. Student activities are designed for age-appropriate topics by levels.

**MONTHLY CALENDAR** - A listing of school activities, liturgies, field trips, committee meetings, etc. sent out from the School Office. The purpose of the monthly calendar is to give an overview of the month. It is as up to date as possible at the time it goes to print. Over and above what is initially shown on the calendar, there are notices that go home pertaining to additional school or class specific events.

**PROTECTING GOD'S CHILDREN** - A mandatory one-time workshop for all persons working or volunteering with children at the school or within the Parish. This workshop is mandated by the Archdiocese of Boston. Dates and times are posted in the Church Bulletin as well as sent home by

the School Administration. Workshops are held at Sacred Hearts Parish as well as at surrounding local parishes on varying dates and times for your convenience. A certificate is issued upon completion and a copy of the certificate should be sent by the parent/guardian to the Office.

**PTO** - A Parent Teacher Organization formed to support and enhance the school community through fundraising, social events and curriculum enhancements consistent with the philosophy and mission statements of the school and parish. The PTO sponsors social events and fosters an environment in which both adults and children will have the opportunity to grow as a faith community.

**SCHOOL CONSULTATIVE BOARD** - An advisory council to the Pastor with a role of ensuring that SHS continues to fulfill its mission. The focus is on education, finance, development, building and grounds, as well as long-range planning. The Board consists of up to nine individuals appointed by the Pastor, with no more than one third made of current parents and at least two thirds made of non-current parents. Emphasis is placed on having members from the business community from varied backgrounds who believe in the mission of Catholic Education, who are practicing Catholics and who preferably attended a catholic school. The School Consultative Board is modeled in accordance with standards set forth by the United States Conference of Catholic Bishops Statement in June, 2005. The board members propose and recommend, but do not enact policy.

**SCHOOL CANCELLATION OR DELAY** - Notice of School Closing or Two-Hour Delayed Opening due to inclement weather, is announced on radio and TV. Please refer to local media outlets, the Haverhill Cable Station and the Haverhill Public School website: [www.haverhill\\_ps.org](http://www.haverhill_ps.org). **Note: Sacred Hearts School will be closed if Haverhill Public Schools are closed - there will NOT be a separate closing listed for Sacred Hearts School.**

**SCHOOL COMMUNITY DIRECTORY** - A directory of all students, faculty, administration and family information. *All* students are listed by grade. Additional family information such as addresses, phone numbers and emails are optional and can be included at the family's discretion. Directories are available to SHS families only and all information contained in the directory is strictly for the use of SHS.

**SCHOOL PICTURES** - Individual school pictures are taken in the early fall. Pictures are on a prepaid basis. All children will have their pictures taken for school records. School uniforms are not required and "retakes" are available. The Office will inform everyone with ample notice as to dates for all picture taking. Group (Class) Pictures are taken in the Spring. School uniforms are required for the Spring/Class pictures. Purchase of the class picture is optional.

**STANDARDIZED TESTING** - Beginning in the 2009-2010 school year, the Archdiocese of Boston Catholic Schools implemented the administration of the Stanford Standardized Testing. Students in Grades 1-8 are tested. The test is typically administered in March.

**TUITION ASSISTANCE** - A family wishing to apply for tuition assistance must make that request in writing to the Principal. Once received, a form will go home with additional information. A determination is made by the Principal and Pastor as to the amount of support to be given and a letter is then sent to the family informing them of the status of their request. Tuition assistance funds come primarily from proceeds of the weekly Bingo. In addition, St. Vincent de Paul contributes generously to the support of several families to insure the ability to attend SHS.

**WEBSITE** - [www.sacredheartsbradford.org](http://www.sacredheartsbradford.org) provides vital information to the school community and beyond.

# SCHOOL VOLUNTEER OPPORTUNITIES



PLEASE NOTE THAT AS A PART OF THE COVENANT OF SUPPORT, A MINIMUM OF 20 HOURS OF VOLUNTEER TIME PER FAMILY IS REQUIRED.

**BINGO** - Volunteers are needed year round to support weekly Bingo. The Bingo commitment is two to two and a half hours per month. All proceeds from Bingo directly benefit the school community in the form of tuition assistance (See BINGO under fundraiser section for additional information.)

**BOXTOPS FOR EDUCATION** - This job involves getting appropriate information out to the parent community regarding the benefits of saving the box-tops. It continues with counting the box-tops, keeping track of the donations and working with the Administration to determine what might be purchased from the points accumulated.

**CAFETERIA MONITORS** - This duty takes place anywhere from 11:00M to 12:30PM. It involves monitoring the students while they eat, passing out utensils/napkins and the like, assisting the younger students as needed.

**CAMPBELL SOUP LABEL PROGRAM** - The school community is asked to collect soup labels. The facilitator of this program is responsible for developing written information to be sent home, keeping an inventory of donations and working with the Administration regarding potential use of points earned.

**CATHOLIC SCHOOLS WEEK** - During Catholic Schools Week at the end of January/beginning of February there are a number of volunteer opportunities to support the many events that take place including working at the Open House (day or evening), serving on the Teacher Luncheon committee, and chaperoning field trips.

**CHESS CLUB** - Parents who love to play chess might be interested in helping with this after-school activity that runs in a 4-6 week block a couple of times a year.

**CHILDREN'S CHOIR ASSISTANT** - Parents of the Children's Choir are often needed to assist with supervision at weekly practice sessions held after school.

**CHRISTMAS PARADE FLOAT COMMITTEE** - The Committee is responsible for generating the theme of the float and representing *Sacred Hearts School* in the Annual Haverhill Santa Parade.

**CLASSROOM ASSISTANCE** - (as per individual teacher needs, mostly in the lower grades): Teachers often ask for clerical assistance or assistance for a large group activity. This may be on a weekly or sporadic basis.

**COACHES** - Coaches and Assistant Coaches of athletic teams work on a weekly basis with the students during their respective seasons. Coaches are required to attend an annual meeting with the Athletic Director in the Fall. Coaches must adhere to the policies and practices outlined in the Athletic Handbook. (see website)

**DESTINATION IMAGINATION** - This program is open to students starting in Grade 4. The program needs parents who are willing to coach the team of students in creative problem solving. It meets weekly from late Fall to early Spring.

**EIGHTH GRADE CLASS TRIP FUNDRAISING COMMITTEE** - The 8<sup>th</sup> Grade Room Parents spearhead the fundraising efforts of the 8<sup>th</sup> grade. Profits made from these events help defray the cost of the Class Trip. There are about two of these fundraisers over the course of the year.

**FALL FAIR COMMITTEE** - This is a large event that requires many volunteers. Planning begins in late August and there are a number of tasks involved. Assignments for specific tasks are delegated as the Committee is formed and talents and interests of the volunteers are discussed. A packet goes home in September that delineates the volunteer opportunities available.

**FIELD DAY COMMITTEE** - A large number of volunteers are needed for this event each June, including procuring equipment, planning activities, supervising sports events and serving lunch.

**GOLF TOURNAMENT COMMITTEE** - This is traditionally referred to as "The Principal's Cup". Volunteers are needed to plan this Spring event. Specific assignments are given as the committee is formed.

**HALLOWEEN FAMILY NIGHT:** This event takes place on a Friday evening close to Halloween. This evening is very popular. It consists of some fun family activities/games and dancing. Pizza and more is available for purchase in the Café. The festivities typically begin at 5:30PM and conclude at 7:45PM.

**HEALTH & WELLNESS COUNCIL** - This initiative is open to parents who are interested in developing curriculum enhancements regarding good health habits. The council meets monthly and prepares information and/or presentations on monthly safety and wellness topics for the students.

**LADIES CHOICE DANCE COMMITTEE** - On a Saturday evening usually in January or February, all of our young ladies in Grades K-8 are given the option of inviting their favorite escort to a night of light refreshments and dancing. This committee starts planning prior to Christmas, meets several times, plans decorations, sends invitations, sets-up prior to and breaks-down after the event.

**LIBRARY "PURGING"** - The Library undergoes periodic "purging". Books and materials are reviewed for use-ability, age, etc. The inventory is adjusted and the card catalog updated.

**MOTHER/SON EVENT** - chaperone this annual event held especially for boys and moms (see description under School Events)

**NURSE** - This job must be filled by a certified registered nurse and can be shared by two or three people in order to provide nurse coverage at the school each day from 10AM - 2PM.

**OFFICE ASSISTANT** - This is a weekly (1-2 day/week) position that involves a commitment to work in the office answering the phone, doing clerical work and assisting with day-to-day tasks.

**ORIENTATION COMMITTEE** - This group works with the Administration on providing materials and events to welcome new families to SHS including the Welcome Coffees. There are a few planning meetings throughout the year.

**PACE REPRESENTATIVE** - Parent Alliance for Catholic Education has meetings about three or four times a year. One or two volunteers are needed each year to serve as PACE representatives from SHS. Tasks include attending PACE meetings, taking notes and disseminating information to the school community.

**PTO POSITIONS** - Co-Chairs (2), Secretary, Treasurer, Room Parent Coordinator (2), Room Parents for each classroom. These positions require attendance at monthly meetings and duties inherent with the position held. Ability to communicate well with parents and faculty is necessary.

**PRINTER RECYCLING PROGRAM** - This job involves getting information home regarding the program, checking the box at school and processing the used cartridges.

**ROOM PARENTS** - Every classroom has at least two room parents who act as liaison between the teacher and the parents for the purposes of special events and activities for the class.

**RECESS DUTY** - It is extremely helpful for teachers to have the assistance of some moms or dads to supervise the playground or gym (on a rainy day) at lunch time from 11:25AM to 12:20PM. There is always a staff member with the children, but it would be helpful to have additional personnel.

**SUBSTITUTE TEACHER** - Are you a certified teacher? We are looking for teacher certified men or women who are willing to be on our substitute list.

**SCHOOL CONSULTATIVE BOARD/ PARISH FINANCE COMMITTEE/PARISH COUNCIL MEMBERS/FACILITIES MAINTENANCE COMMITTEE** - These are volunteer appointee positions within Sacred Hearts Parish. Service on committees will count towards the twenty hour requirement.

**SCHOOL STORE** - The School Store requires some ordering, stocking, keeping track of inventory. The Store will be open on Fridays starting in October. The tasks involve time at school and/or some time at home.

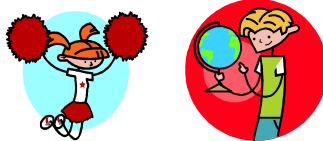
**SCHOLASTIC BOOK ORDERS** - This is a home job. Some classrooms order monthly books from Scholastic or other companies. This job would entail tallying the information, mailing the order and insuring that materials are delivered to the students in an accurate way.

**ST. PATRICK'S PARTY** - The Sacred Hearts Educational Endowment Committee hosts an annual St. Patrick's Day Dance in early March. Proceeds from this event go directly to the Endowment Fund. All are welcome and encouraged to attend this event for all of the "Irish at heart".

**TECHNOLOGY COMMITTEE** - Formed to assist the Technology Director with strategic planning. The Committee meets throughout the school year. Parents with expertise in the technology field should contact the Technology Director for further information.

**"WORK DAYS" FOR CAPITAL IMPROVEMENTS** - Several parent work days or evenings are planned throughout the year to help with a number of projects in and outside the building. (Examples include: stripping wallpaper, painting, planting, etc.)

## STUDENT & SCHOOL EVENTS/ACTIVITIES



**ACADEMIC BOWL** - Middle school students have the opportunity to participate in a city wide (Haverhill/Bradford) "Senior Level" academic competition. Fifth graders may participate at the "junior level" competition. Complete information and eligibility requirements are distributed during the school year to the participating grades.

**ADVENT PAGEANT** - All grades participate in this evening of celebration. Each class has a prepared presentation (typically a song/dance/skit) that they perform for family and friends. The fourth grade class performs a reenactment of the Nativity Scene. Students are asked to wear their “Sunday Best” or their school uniform.

**ART FAIR** – A variety of student artwork is displayed and parents are invited to attend this event which takes place in the Spring.

**BACK TO SCHOOL NIGHT/PARENT INFORMATION NIGHT** - This is a “parents only” (no students or siblings) event held in the Fall. A general session is held in the Gym and there is then an opportunity to meet your child(ren)’s teachers.

**BREAKFAST CLUB** - Students in grades 3-8 are invited to participate in this program which includes attending 7AM mass in the Chapel each Friday morning during Lent. Mass is followed by a light breakfast in the Church Hall. A permission slip is required for attendance and a nominal fee is assessed.

**CATHOLIC SCHOOLS WEEK** - A week long celebration of Catholic Schools. The week includes a special Community Day, an Open House, and special activities and outings for the students as well as Teacher Appreciation Day. The activities for the week are determined by the Principal. Additional Information is disseminated from the Office, PTO and Room Parents. Parent participation is needed to serve as greeters, tour guides, chaperones and the like.

**FALL FAIR** - The Fall Fair is a major fundraising event held in October of each year on a Friday and Saturday. (See Fundraising section for more information.)

**FIELD DAY** -Students in grades K-7 participate in this day long event held at N.E.C.C.O. (Northern Essex Community College). Eighth graders and parents volunteer their time to help with games, food and fun for all. Students are bussed both to and from this event.

**GEOGRAPHY BEE** – Sacred Hearts School students in Grades 4-8 participate in the National Geography Bee. Classroom Bees are conducted and the top two winners participate in the School Bee. The winner of the School Bee moves on to the Regional Competition via a written test. The National Geography Bee is sponsored by the National Geographic Society.

**HALLOWEEN DANCE** - This is a family event hosted by the PTO. Children and adults (if they would like) are asked to dress in costume (hand held props are not allowed). There is a DJ, dancing, a pumpkin contest and a craft table for the younger children. The “dance” usually takes place the Friday before Halloween in the school gym. There is a small admittance fee to the event capped to a “family max”.

**LADIES CHOICE DANCE** - This is a dance that is usually held in January or early February to celebrate the end of Catholic Schools Week. The girls of SHS ask a father, grandfather, uncle etc. to join them at a dance hosted by the school. Girls wear their “Sunday best” and there is music, snacks and the girls usually go home with a small token from their special evening. Watch for the flier to come home around early January.

**LEGO LEAGUE** - This club is open to students in Grades 5 thru 8. Learn how useful and fun technology and science can be and learn that research can help you better understand a problem and create an innovative solution. Meets after-school in the Computer Lab.

**MAY PROCESSION** - Held during May, this procession to honor Mary is celebrated by the entire school. Second graders wear their First Communion outfits and Eighth graders wear their graduation caps & gowns for the procession.

**MOTHER/SON EVENT** - This event allows the boys in grades K-8 to escort someone special (mom, aunt, grandmother, etc.) to an entertaining/recreational event. In 2006 it was a scavenger hunt and picnic, 2007 was a trip to the Lowell Spinners. The time of year for this event varies.

**Non-Uniform Day:** From time to time, a “non-uniform” day is declared. Sometimes the non-uniform day has a theme, e.g., green and white day for St. Patrick’s Day. Sometimes students are asked to pay \$1 for the privilege of having a non-uniform day and the monies collected typically go to a charity.

**OPEN HOUSE** - Typically during Catholic School’s Week, an Open House for both parents and students is held one evening. Additionally, there is an Open House for prospective students/parents to visit and observe the school.

**PARENT INFORMATION NIGHT/BACK TO SCHOOL NIGHT** - This is a “parents only” (no students or siblings) event held in the Fall. A general session is held in the Gym and there is then an opportunity to meet your child(ren)’s teachers.

**RECYCLING CLUB:** The School participates in a recycling program sponsored by the Abitibi Recycling Company that will not only serve to be educational, but will also bring some funds to the Principal’s Discretionary Account. Students in Grades 7 participate in the service to the school.

**SCHOOL NEWSPAPER** - Students of grades 6, 7 and 8 may chose to work on the school newspaper published at various times during the school year. The newspaper covers events and activities of interest, profiles students and teachers, student accomplishments, and provides other fun information

**SCIENCE FAIR** - An exhibition night that takes place in the spring.. Students in Grades 3-8 participate and display their projects. Students in Grades 6-8 will have their projects judged.

**Spring Musical Production** - Students in Grades 5 and up are invited to participate in a musical production that is held in the Spring. This production is directed by Mrs. Kelly and will require after school rehearsal time and commitment. It gives students an opportunity to display their theatrical talents by putting on a live performance.

**STUDENT LEADERSHIP** - Students in 6th, 7th and 8th grade are eligible to participate. Specific details regarding the Leadership Program are distributed to all interested students in September.

**TALENT SHOW** - At the end of the school year, students in Grades 1-8 are offered the opportunity to display their talent at the annual “SHS Talent Show”. This show is held during regular school hours, but family members may attend. Please note, this event is not a competition and there are no prizes, it is simply for FUN!

**WELCOME COFFEE** - On the first day of school for grades 1-8 (these grades start before the Kindergarteners) a Welcome Coffee is held. Parents are welcomed to an informal “meet and greet” with other parents after the students have gone into their classrooms. Members of the Orientation Committee are available to answer any questions and act as liaisons to the school. A separate event is held for incoming Kindergarten parents on the day they start school.

## FUNDRAISING



THE KEY TO ALL OF OUR FUNDRAISERS IS THE VOLUNTEER PARTICIPATION! PREPARATION AND HARD WORK ON ALL OF THESE EVENTS BEGIN LONG BEFORE THE ACTUAL EVENTS! WATCH FOR FLIERS ON ALL EVENTS THROUGH OUT THE YEAR!

**BINGO** - Bingo is held each Tuesday. This effort requires numerous volunteers. If interested in volunteering, please contact Mrs. Beth Sosa via a note to the Office. Since 1973, Bingo has served not only the Sacred Hearts Parish community, but Haverhill and surrounding communities as well. From the onset, it has had a faithful following from the local community. For those new to the school, Sacred Hearts Bingo offers not only the traditional "Bingo" game, but also door prizes, raffles and pull tab tickets. Many patrons take advantage of the hot and cold meals that are served in the cafeteria. Bingo was originally established to address the issue of rising tuition costs. This continues as the primary purpose. It is the chief source for Tuition Assistance.

**CALENDAR RAFFLE** - This fundraiser is your answer to some simple yet exciting Christmas gifts/stocking stuffers! Prizes are awarded each day in the month of January. Each prize is worth at least \$50. Each SHS Family is required to sell 15 Calendar Raffles (at \$10 each) as part of their Covenant Commitment. This is a MAJOR fundraiser. Monies from this Fundraiser go directly to the operating budget of the school.

**FALL FAIR** - This annual event takes place in October and is spread out over two days (Friday from 4pm to 8pm and Saturday from 10am to 2pm. Room parents coordinate a raffle basket for each classroom to donate and tickets are sold at the Fair. The Fair offers something for everyone - many craft items are for sale, raffle tickets, used books and toys, and a kids craft corner and so much more. Family meals are available both days (dinner and desserts are served on Friday night; coffee and donuts as well as lunch are served on Saturday).

**PRINCIPAL'S CUP GOLF TOURNAMENT** - Calling all golfers, SHS has an event for you. A day long golf outing at a local course with proceeds to benefit the school. Golfers of all skill levels are invited to participate.

**ST. PATRICK'S PARTY** - This fundraiser is sponsored by the SHS Educational Endowment Committee and is held in the school gym. It is a fun and festive night for friends to enjoy dinner and dancing and celebrate the Irish heritage.

**YANKEE CANDLES** - Order forms will be sent home with your child(ren) usually in September. In addition to candles, other food and gift items are offered for sale. Items are generally delivered in time for the Christmas giving season. This money gives the PTO their primary source of income to fund various events and activities throughout the year.

*In addition to the school sponsored fundraising previously mentioned, additional opportunities that are "ongoing" during the year include:*

**ABITIBI RECYCLING PROGRAM** - Sacred Hearts School participates in paper recycling in each classroom in cooperation with Abitibi Recycling Company. Bins are provided in each classroom to encourage recycling. Paper is deposited in the large bin located in the Church parking lot on a weekly basis. Participation in this program is open to the entire parish.

**BOXTOPS FOR EDUCATION** - clip out and collect the pink “box tops” off of specific items and send them in to the school periodically during the year. Visit the website [www.boxtopsforeducation.com](http://www.boxtopsforeducation.com) for additional opportunities to raise money for the school. Please send the labels in a zip top bag with your child’s name and grade when requested by the program coordinator.

**CAMPBELL’S SOUP LABELS** - clip out and collect the labels from eligible products and send them in to the school during the year. For each label collected, the school receives money. Please visit the website <http://www.labelsforeducation.com/default.aspx> for a list of eligible brands and products (it’s not just soup anymore!) Campbell’s also offers “bonus” labels during the year for special events.

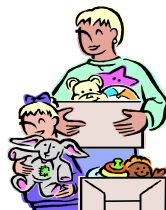
**PAPA GINO’S** - Flyers are sent out periodically during the school year. A date and time is set aside by Papa Gino’s allowing SHS to receive a portion of the profits from all dine-in and take-out orders made by family and friends. A copy of the flyer must be presented at the participating location. Dates and locations can vary during the year.

**SCHOOLPOP.COM (FORMERLY SCHOOLCASH.COM)** - Register online at [www.schoolpop.com](http://www.schoolpop.com) to find hundreds of name brand merchants that will contribute a percentage of your purchases to the school. There is no extra cost to you! Shop online to see the special merchant deals. When you click on a merchant link, you are taken to the merchant’s website and the resulting purchase automatically contributes to SHS. If you download the shopping buddy, it will remind you! Don’t forget to register online and choose SHS ID #0152517 as your school/organization.

**SCRIP PROGRAM** - “Scrip” is another term for money. When you participate in the Scrip Program you purchase gift cards to stores or vendors where you regularly shop. These stores/vendors include grocery stores, restaurants, clothing stores, movie theaters and gas stations . . . just to name a few. These are the SAME cards that you would purchase if you went directly to the store, so they also make great gifts. A monthly order form is sent home. For every card purchased from a Scrip vendor, SHS earns a percentage of that card (averaging 5%). It may sound impossible, but through this program parents can support the school WITHOUT spending any additional money!

**TARGET STORES** - Any time you use your Target Visa or Target Credit Card, they will donate a percentage of the purchase to SHS (Be sure to designate us as your school choice.

## COMMUNITY SERVICE/OUTREACH PROJECTS



IN KEEPING WITH THE MISSION OF SACRED HEARTS SCHOOL AND IN SUPPORT OF OUR CATHOLIC IDENTITY, WE STRIVE TO PROVIDE SUPPORT TO MEMBERS OF OUR PARISH AND THE EXTENDED COMMUNITY THAT ARE IN NEED.

**ADOPT-A-FAMILY** - In cooperation with Sacred Hearts Parish St. Vincent de Paul Society, each classroom is encouraged to “work” to earn money to “adopt” a family for Thanksgiving. Through this Program, \$25 can provide meals for those in need during the holiday season. Students are asked to think of ways to “earn” money in exchange for performing some simple task/chores around the house.

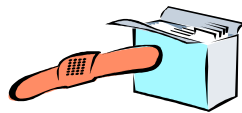
**CIRCLE OF SUPPORT** - The Circle of Support is an ongoing committee that works with the School Administration and Student Leadership to provide support to members of our parish and extended community that are in need. Service projects vary each year and have included “adopting” a family for the year, providing backpacks and school supplies for Hurricane Katrina victims, supporting Cradles to Crayons, collecting supplies for members of the military.

**LOVE LUNCHES** - Students collect food donations and then make bagged lunches for the hungry in Haverhill/Bradford. The schedule for participation will be published to parents.

**FOOD PANTRY** - Classrooms participate in monthly food drives to support the parish St. Vincent DePaul food pantry.

**SAINT VINCENT DEPAUL SOCIETY** - This organization provides outreach and service to those in need. Sacred Hearts Parish is fortunate to have an extremely active chapter of this Society. Sacred Hearts School works with St. Vincent DePaul whenever possible to serve those in need in the local are.

## HEALTH , WELLNESS AND SAFETY



IN CONJUNCTION WITH THE HEALTH AND WELLNESS COUNCIL AND PRINCIPAL, STUDENTS, FACULTY AND PARENTS ARE ENCOURAGED TO SUPPORT A HEALTHY AND SAFE ENVIRONMENT FOR ALL STUDENTS.

**ALLERGIES** – SHS takes food and other environmental allergies very seriously. Please see the Parent/Student Handbook for the school’s policies and procedures for this area.

**AED (AUTOMATED EXTERNAL DEFIBRILLATOR)** - Members of the Administration Faculty and Staff are trained annually on proper use of the AED (automatic external defibrillator). The AED is stored in the cafeteria.

**BABYSITTING COURSE** - offered to students 11 years old and older, this American Red Cross course will certify attendees in the particulars of safe and smart babysitting. A small fee is required to cover the cost of materials.

**CPR & FIRST AID COURSES** – 7<sup>th</sup> graders become certified in the Red Cross CPR program, and 8<sup>th</sup> graders become certified in Red Cross First Aide. Programs are taught by a Red Cross volunteer and cost for materials is covered by the PTO.

**FOOD ALLERGIES** - A number of our students have potentially life threatening food allergies. The most common allergies are “nut” related. As a result, SHS has adopted a nut-free policy for in-class morning snacks. Each lunch period has nut-free tables for students with allergies. Parents with concerns over any other allergies should communicate directly with the School Administration.

**HEARING AND VISION SCREENINGS** - All students in grades K-8 participate in routine hearing and vision screenings administered by the school nurses. Results are strictly confidential and held only in the student’s file. Parents are contacted with results only when follow-up by a doctor is required.

**SECURITY** - The safety and security of our students, staff and campus is of primary concern. To that end, all exterior doors are locked from the outside at all times unless monitored by a staff member. Entrance to the school is only allowed via the main door located on Chestnut Street. This door is closest to the School Office and is monitored by cameras as well as a buzzer entry system. If you are entering or exiting the building, **DO NOT** allow anyone in. Each party coming to the school must be given permission to enter from the Office. Security of our children is everyone’s job.

## EXTRA CURRICULAR ACTIVITIES



**BANKING PROGRAM** - Grade 4 students are invited to participate in this savings program that was designed in collaboration with Haverhill Savings Bank. Students learn the value of saving money and are escorted weekly to the Bank (across the street from School) to make their respective deposits in a savings account.

### **BOY SCOUTS/GIRL SCOUTS (INCLUDING CUB SCOUTS, DAISIES & BROWNIES)** -

Several troops are currently active within the school. They are ongoing as long as volunteer leaders are available. Meeting days and times vary. Watch for information on these programs to be sent home to participating grades during the fall.

**CHILDREN’S CHOIR** - Students in K-8 are eligible to participate. The Children’s Choir is active during the school year at school and parish liturgies. They sing at the 9:00 a.m. Sunday Mass unless otherwise posted by the Children’s Choir Director. Weekly practices are held for approximately one hour after school. Further information is sent home at the beginning of the school year by the Children’s Choir Director.

**DESTINATION IMAGINATION (D.I.)** - This is an academically based after school program that was introduced to SHS during the 2005-2006 school year. Its main purpose is to promote teamwork, creativity and problem solving skills. The children work on a project together, under the direction of a team manager, and then demonstrate their work at the regional tournament. For more information please visit the following web site [www.shsdi.org](http://www.shsdi.org).

**GOLF TEAM** - This program takes place in May/June weather permitting and is open to Grade 8. The program takes place at a local par 3 course.

**HOMEWORK CLUB** - Once the school year is underway and perhaps sports have started, the middle level teachers may offer a quiet hour or so after school to allow students to get their homework done

in a quiet “study hall” atmosphere. A separate flyer goes home regarding this program. It is open to students in Grades,6,7,8.

**SCHOOL BAND PROGRAM** - This program is offered to students in grades 3-8, the program is run by an outside music education company Paul Effman Music. Instruments are available for rent or purchase, and lessons are taught during the school day.

**SHS SPORTS PROGRAM** - Students become eligible to participate in the Sacred Hearts School Sports Program when they enter 4th grade. Currently the program offers Basketball, Cheerleading and Cross Country/Track programs. Fliers are sent home by the Athletic Director as the programs begin each season. See the Student Handbook for complete details and eligibility.

*Please note: During the course of the year, additional flyers are sent home from the office with “non-school” sponsored sporting events open to the local community (ie: YMCA programs, Baseball, Football, etc.). These are for informational purposes only and not “sponsored” by SHS.*

## KINDERGARTEN SPECIAL EVENTS



**SEVENTH/EIGHTH GRADE “BUDDY”** - Kindergartener’s are paired at the beginning of the school year with a student “buddy” from the seventh or eighth grade. They will participate in various in-class activities as well as partner with the older students during School Liturgies.

**KINDERGARTEN GRADUATION** - Each year, Kindergartners have their own special graduation day. The ceremony usually takes place in the church or the chapel 1-2 days before the end of the school year. This is the last day of school for all the kindergarten students. Make sure you bring your cameras. Look for notices regarding this celebration in early June.

**KINDERGARTEN INFORMATION NIGHT** - This is held in June each year to welcome the next year’s Kindergarten families to the school. Teachers are introduced and general information about the upcoming school year is provided. This is a “parents only” night, no children please.

**KINDERGARTEN ORIENTATION** - During the week before the start of Kindergarten, the Kindergarten students and families have the opportunity to visit the classroom and meet the teachers. This is a great way for families to get acclimated to their new environment.

**MOTHER’S DAY TEA** - This is a special day where Kindergarteners welcome their moms into the classroom to celebrate. The teachers will notify you of the exact date and time.

**NEW STUDENT SCREENING** - In late March/early April the Kindergarten teachers conduct a day of screening for their incoming Kindergarten class. This screening is conducted in the Kindergarten classrooms. As a result, the current Kindergarteners have a day off from school. Look for notices in late February/early March to announce the day. Students in grades 1-8 have “school as normal”.

**WELCOME COFFEE** - On the first day of Kindergarten, parents are welcomed to an informal “meet and greet” of other parents in the gym after the Kindergarten students have gone into their classrooms.

## SECOND GRADE SPECIAL EVENTS



**FIRST COMMUNION** - This Sacrament is typically celebrated in May. Dates and times to be announced.

**FIRST RECONCILIATION** - Dates and times to be announced.

Preparation for both sacraments includes classroom time as well as scheduled meeting with parents. The schedule is coordinated between the School and the Religious Education Office and includes a Retreat Day.

## EIGHTH GRADE SPECIAL EVENTS



**CLASS NIGHT** - At the end of the school year, a special evening is set aside for eighth graders and their parents to celebrate the time they have spent at SHS.

**CLASS TRIP** - Each year the eighth grade students take a special trip to celebrate the end of their school year. This is traditionally a several day trip to Washington D.C.

**FUNDRAISING** - Special events and fundraisers are held by the eighth graders during the year to offset the cost of their Class Trip.

**GRADUATION** - The 8<sup>th</sup> Grade Graduation Liturgy takes place in the upper Church. The Liturgy is followed by the Distribution of Diplomas and Awards. The entire community is invited to attend. Priority seating is given to the families of the Graduates. The date varies with the school calendar of that year. Typically Graduation falls within the first two weeks of June and is held on either a Thursday or Friday evening at 6PM.

**RETREATS** - Eighth graders participate in a spring retreat day. The day is typically spent in the Chapel and Church Hall. It is a day designed to provide for reflection and discussion on a number of topics, including moral decision making, transitioning to high school and popular culture as a potential challenge to Christian values.