

REGULATIONS FOR STUDENTS

PLAGIARISM POLICY

Sacred Heart School values academic integrity. It is as integral to the education process as the acquisition of skills and the accumulation of knowledge. The faculty assumes that any work submitted by a student represents his or her own work. Because plagiarism is a serious form of cheating, it will not be tolerated at Sacred Heart.

It is the teachers' responsibility to present and reinforce what students should do to avoid plagiarism. Sacred Heart School will follow the guidelines set by the Modern Language Association as presented in the MLA Handbook for Writers of Research Papers, which states that you have plagiarized if:

1. You took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were all your own.
2. While browsing the Web, you copied text and pasted it into your paper without quotation marks or without citing the source.
3. You presented facts without saying where you found them.
4. You repeated or paraphrased someone's wording without acknowledgment.
5. You paraphrased someone's argument or presented someone's line of thought without acknowledgment.
6. You bought or otherwise acquired a research paper and handed in part or all of it as your own.

If it is determined that a student plagiarized, the student will receive no credit with no option to make-up the work. In each instance the teacher will contact the parent/guardian and explain the situation and submit a discipline referral form to the Main Office.

- First offense - student will receive a "0" for the assignment and parent notification
- Second offense – student will receive a "0" for the assignment, parent notification, and two day suspension from school.
- Third and subsequent offenses – student will receive a "0" for the assignment, parent notification, five day suspension from school, and enrollment will be placed under review. This offense may result in expulsion.

A student may make an appeal according to school policy.

CHEATING POLICY

It is an expectation that all Sacred Heart students will develop a strong sense of honor and integrity, behave ethically, and act responsibly.

Implicit in the above statement is the fact that trust is an important component in the educational process. Cheating violates this trust. Consequently, the work that a student hands in must be his/her own. For instance, students are expected to complete assignments individually unless otherwise directed by the teacher. Furthermore, the unauthorized provision of information to another individual, whether in a testing situation, homework assignment, etc., also constitutes a violation. In this case, the person who provides the information will be considered just as guilty as the person who uses it. The dishonest use of technology resources also falls under this policy. For example, downloading material from the Internet and submitting it as the student's own work, using translation websites, downloading essays or parts of essays, book summaries, and plagiarized material inserted in a research project are all serious breaches of the academic code of ethics.

In each instance the teacher will contact the parent/guardian and explain the situation to the Principal.

- First offense - student will receive a "0" for the assignment and parent notification
- Second offense – student will receive a "0" for the assignment, parent notification, and 1 day in-house suspension

CLIFF/SPARK NOTES

Sacred Heart School discourages the use of Cliff Notes, Monarch Notes, Spark Notes or any resource designed to assist a student to avoid reading an assigned text or document.

Such references can too easily lead to students not reading the texts themselves. All sources listed above if brought to school are to be confiscated by all teachers who will notify the Middle School Coordinator. A student using any of these sources will receive a zero for class work relating to that assignment and be subject to further disciplinary action by the administration.

MIDDLE SCHOOL ATHLETICS

The faculty and administration of Sacred Heart School view interscholastic athletics as an important part of the total educational process. We feel that the combination of strong academic and athletic program helps the student-athlete reach their full potential.

In addition to physical development, team sports work towards the development of personal self-esteem, individual accomplishment, confidence, leadership, responsibility and accountability. Guided by this philosophy, the Sacred Heart encourages hard work, dedication, loyalty, and sportsmanship.

Sacred Heart's goal for each student/athlete is the development of a strong set of Christian values and a responsible work ethic, which students can carry into the classroom and throughout their lives. Young people need to learn, to think, and develop sportsmanship. School should guide them, through athletics, to allow that to happen as comfortable as possible.

All sports offered are contingent upon the number of participants. Any Sacred Heart student in grades 6 -8 may try-out for any team sponsored by Sacred Heart School.

UNIFORMS

The Sacred Heart School athletic uniform is given to students to wear with pride and respect.

Uniforms are issued to all athletes who are selected to participate in the Sacred Heart School interscholastic athletic program.

Uniforms will be issued when all of the following criteria have been met:

1. Team rosters have been determined.
2. All paper work has been completed by parents and students and returned to the athletic office.

UNIFORM RETURN POLICY

Athletes who leave a team for any reason before the end of the season must have the uniform in the Athletic Director's office the following school day. At this time, the athlete must receive a receipt verifying the return of the uniform.

All other uniforms must be returned to their coach following the athlete's or team's last game.

The school will bill those athletes the replacement cost of any uniform that is lost, stolen or damaged. Students are responsible for the uniforms they are issued. (Athletes should not lend their uniforms to other athletes).

UNIFORM CARE

Parents and students should read and follow the instructions located on the uniform tag for the washing and care of all uniforms. If no instructions are found, please wash in cold water with like colors and hang dry on rust proof hangers. Athletes are responsible for all uniforms that have been shrunk, discolored, or otherwise damaged in the wash. **DO NOT DRY CLEAN!**

ATHLETIC PARTICIPATION FEE

There will be a \$125 dollar participation fee assessed per season to all athletes (grades 6-8) participating in Middle School Sports.

An athlete is considered a member of an athletic team the day rosters are posted.

Athletic fees will be collected by the Finance Office through FACTS Tuition Management.

Payment of an athletic participation fee does not guarantee that a student will receive playing time that will be satisfactory to the student-athlete or his/her family.

Conduct

Behavior at home or away is governed by standards set by Sacred Heart School Student-Parent Handbook. Violations may result in loss of athletic eligibility.



SACRED HEART SCHOOL 2020-2021 BULLYING PREVENTION AND INTERVENTION PLAN

Sacred Heart School takes the issue of bullying very seriously, and in compliance with the Massachusetts state law, "An Act Relative to Bullying in Schools," passed in May 2010, a Bullying Prevention and Intervention plan has been implemented. It is expected that all members of our school community, students, faculty, administration, staff, parents and volunteers will demonstrate respectful, responsible, and caring behavior, Sacred Heart School will continue to create and maintain a safe, positive, and supportive environment for all students. Bullying, cyber-bullying, and retaliation will not be tolerated in our school buildings, on school grounds, or during school-related activities. Sacred Heart School will investigate any allegations of bullying, cyber-bullying, and/or retaliation, and will take prompt action as necessary.

I. Policy Statement

We believe that character and moral values are taught by example in a climate that is supportive, caring, and just. The community spirit of Sacred Heart School thrives in an atmosphere of intellectual and spiritual development. By developing each student's intellectual curiosity, self-discipline, and creative thinking, we build self-confidence and an appreciation of each person's abilities and accomplishments in a partnership of mutual respect.

Interaction between students, teachers, and parents/guardians within the school setting affords an opportunity for each student to experience growth socially and emotionally. In this atmosphere the individual student will grow in self-respect and acceptance of others. Students are encouraged to see and understand their personal responsibilities within the school and the larger community.

As a Catholic school, Sacred Heart strives to build a Christian community based on Gospel values. Because we recognize and respect the dignity of each person, we seek to provide an environment free of bigotry and intolerance, including discrimination or harassment based on race, religion, national origin, appearance, or gender.

The School will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Bullying and cyber-bullying are prohibited on school grounds and at school sponsored events, activities, functions, and programs. Bullying and cyber bullying also are prohibited at school bus stops, on school buses and other vehicles owned, leased, or used by the school, and through use of technology or an electronic device owned, leased, or used by the school.

Sacred Heart School will investigate promptly and take prompt action to end any instance of these behaviors and restore the target's sense of safety. In addition, bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

II. Definitions

Several of the following definitions are copied directly from Massachusetts General Laws. M.G.L. c. 71, § 37O, as noted below.

Aggressor is a student who engages in bullying, cyber bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property,
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyber bullying.

- Cyber bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
- Cyber bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, custodians, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

III. Reports of Bullying, Cyber-Bullying, or Retaliation

Reporting by Staff

A staff member will report immediately to the school administration when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the school administration does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

Reporting by Student, Parents or Guardians, and Others

The school expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school administration. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the school administration.

IV. Responding to a Report of Bullying

Investigation

Prior to fully investigating the school administration will ensure the safety of the alleged target and/or protect the target from possible further incidents. The school administration will also ensure that all parties understand the definition and prohibition of retaliation.

An impartial investigation of the complaint is conducted by the school administration. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons, (aggressor), against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

Depending on the circumstances, the school administrator conducting the investigation also may choose to consult with other teachers, school nurse, and other members of the administrative team.

To the extent practicable, and given his/her obligation to investigate and address the matter, the school administration will maintain confidentiality during the investigative process.

Discipline

Following interviews and any other investigation undertaken, as the administration deems appropriate, the administration will determine whether and to what extent the allegation of bullying, cyber-bullying or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the administration will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

Discipline will be administered according to the school's handbook. All discipline must be balanced with the requirement to teach appropriate behavior. If the school administration decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the school administration, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

Sanctions may include:

- Detention
- Office Detention
- Loss of privileges to participate in school activities
- Suspension
- Dismissal

If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Notifications

The amount of information provided in any of these conversations may be limited by confidentiality laws protecting student records.

Notice to Parents or Guardians

The school administration will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the school administration cannot report specific information to the target's parent or guardian about the disciplinary action delivered to the aggressor.

Notice to Law Enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the administration has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the administration will notify the local law enforcement agency.

Notice to Another School or District

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the administration will promptly notify by telephone the Head of School or designee of the other school(s) of the incident so that each school may take appropriate action.

V. Closing Statement

This Plan is intended

- to prevent bullying and cyber-bullying among our students,
- to encourage students and their parents to have confidence in Sacred Heart's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other Sacred Heart policy; and
- to implement appropriate discipline and other corrective measures when they are found to be warranted.

Please note that conduct need not meet the legal definition of bullying to violate the school's expectations for appropriate behavior. Conduct that violates other policies or is inconsistent with the school's mission or educational purpose will also result in disciplinary action.

Stricter standards of behavior may apply under Sacred Heart School policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, Sacred Heart reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the school determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

Bullying can only be stopped or prevented by a coordinated effort among students, teachers, administrators and parents/guardians. Parents/guardians must accept responsibility for the out of school behavior of their child, take steps to control their child and cooperate with the school when the child is subject to a bullying complaint.

This plan and the incident reporting forms will be posted annually on the Sacred Heart School website. A statement is also included in the Sacred Heart School Student Handbook.

Sacred Heart School will provide annual overview of the school's plan for all staff.

TUITION AND FEES 2021-2022

At Sacred Heart School, we believe our tuition payments are an investment in your child's education and the formation of their spiritual foundation. When students are enrolled, families accept the responsibility of tuition and are financially obligated to pay their tuition in a timely manner. When tuition and fees payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, **it is the responsibility of the family** to contact the School's Business Office as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment.

All families with students enrolled in Preschool through Grade 8 may check their tuition and fees balance online through the FACTS program <https://online.factsmgt.com/>

Delinquent Tuition

30 Days Past Due

1. At 30 days past due under the agreement established by the Enrollment Contract or through an accepted alternate plan for payment, SHS will email or communicate a past due notice.
2. It is the responsibility of the family to contact the Finance Office within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.
3. A \$30.00 late fee will be added to the family account balance.

60 Days Past Due

In addition to the above, the following actions will be taken:

1. Administrative leaders will be informed of delinquent account balance.
2. Official transcripts will be withheld and Rediker (at the High School) will be disabled.

90 Days Past Due

In addition to all of the above, **steps will be taken to create an exit plan for the student's withdrawal from the school.**

End of School Year Balance

1. Students will not be permitted to return for the following academic year until the balance is paid in full.

Delinquent Account Policy Enforcement

Sacred Heart School reserves the right to pursue legal action against, or require a promissory note from, the parent/guardian for failure to honor the Enrollment Contract signed by the parent/guardian. If the parent/guardian refuses to act in good faith, Sacred Heart School reserves the right to refuse to accept future enrollment requests from the family and may turn the delinquent balance over to a collection agency. Sacred Heart reserves the right to withhold report cards and transcripts until delinquent balances have been paid.

NOTICE TO SACRED HEART SCHOOL OCCUPANTS, PARENTS AND EMPLOYEES

This notification is required by the **Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763** of Title II of the Toxic Substance Control Act, in accordance with EPA regulations, this school has been inspected for friable materials which contain asbestos. Friable asbestos containing material may cause health problems.

Asbestos management plans have been developed for Sacred Heart School. These plans are available and accessible to the public at each individual facility, as well as at the LEA Administrative Offices.

A walkthrough is conducted bi-annually, by the maintenance staff and the LEA persons, notes are taken of any cuts or friable asbestos and it is repaired immediately.

A record of the inspection, a diagram of the location(s) of friable asbestos containing materials, and a copy of relevant EPA regulations are available in the Facilities Office. All asbestos containing material has been encapsulated and is maintained according to stated plans. Any asbestos containing material that has been removed is recorded and filed with the required paperwork. A complete inspection was performed by Corvino Environmental Associates, Inc. in June 2013. This inspection report is on file in the Facilities Office. The next inspection is Fall 2017.

For further information, interested persons should call [1-800-424-9065](tel:1-800-424-9065) (544-1404 in the Washington, D.C. area).

Sacred Heart School designated LEA Person: Sister Lydia Steele (Chief Executive Officer)
Sacred Heart School Asbestos 16 Hour Disturbance Training: Sister Lydia Steele (Chief Executive Officer)
Sacred Heart School Asbestos 16 Hour Disturbance Training: Mr. Ron Maurice (Maintenance Staff)
Sacred Heart School Asbestos 8 Hour Disturbance Training: Mr. John Ayala (Maintenance Staff)

Sacred Heart School ▪ 329 Bishops Highway ▪ Kingston, MA 02364-2098

Annual Notice – 2020-2021

EPA Form 7730-3



**STUDENT/PARENT
HANDBOOK AGREEMENT
2021-2022**

We acknowledge that we have read the Student/Parent Handbooks, with our children and understand and accept the Mission Statement, and agree to comply with all school rules, regulations, and policies.

Furthermore, we have considered the implications of the standards set by Sacred Heart School and agree to support Sacred Heart School in following and enforcing the aforementioned.

Please list student(s) name(s) and grade(s):

Student Name

Grade

Student Name

Grade

Student Name

Grade

Parent/Guardian name (please print)

Parent/Guardian name (please print)

Parent/Guardian Signature

Parent/Guardian Signature

Date _____

Date _____

The Student/Parent Handbook is available on the Sacred Heart School website and in hard copy upon request.