Student/Parent Handbook

Sacred Heart School

2026-2027

Toddler – Grade 8

SACRED HEART SCHOOL
STUDENT-PARENT HANDBOOK
2026-2027

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REVISIONS TO HANDBOOK

The Sacred Heart School Student Handbook was revised in August 2026 by the Admin Team.
The Head of School retains the right to amend any section of the handbook.
Parents will be given notification if changes are made.

August 2026

SACRED HEART SCHOOL

MISSION, VISION, VALUES

MISSION

Sacred Heart School, a sponsored ministry of the Sisters of Divine Providence, is a private, Catholic learning community. The school welcomes students two years old through grade eight to a respectful community which is academically challenging, and rooted in the Gospel. Students develop critical thinking skills, engage in service to those in need, broaden their awareness of global perspectives, and make God's Providence visible.

VISION

Sacred Heart School's educational vision nurtures trust and confidence in God's faithful presence. The school provides its students with a rigorous curriculum supported by evolving teaching methods, advances in technology, and a diversified liberal arts program designed to inspire and educate the whole person.

CORE VALUES

The Sacred Heart School community believes that these core values identify, support and inspire us in all we do. Sacred Heart School holds the following core values:

Faith
To celebrate the school's Catholic faith, and the charism and vision of the Sisters of Divine Providence, while respecting the religious traditions of others

Scholarship
To foster a thirst for intellectual development, thus empowering the students to maximize their individual potential

Justice
To develop moral principles, guided by Catholic social teachings

Service
To cultivate a dedication and personal commitment to demonstrate compassion by serving the school, community, nation, and world for the greater good

SACRED HEART SCHOOL

OBJECTIVES

Sacred Heart School strives to ensure that each student:

- *Develops a personal relationship with God through instruction, prayer, and the Liturgy.*
- *Acquires knowledge of the Catholic heritage, understands the Church's role in a global setting, and is encouraged to commit him/herself to a personal mission within the Church.*
- *Nurtures personal growth through interaction with family, peers, and the larger community.*
- *Deepens personal awareness of the need to contribute towards justice and peace in the world and develops an understanding of the obligation to be a responsible member of diverse communities.*
- *Acquires the necessary skills to assume responsible participation in a democracy.*
- *Contributes to and helps to maintain a non-threatening atmosphere which generates a sense of joy in learning, social interaction, and school pride.*
- *Cultivates intellectual interest and completes the academic preparation for success in higher education and lifelong learning.*
- *Learns to think critically, speak clearly, and write effectively.*
- *Acquires knowledge and an appreciation of the visual and performing arts as integrating disciplines.*
- *Develops habits of good sportsmanship and a sense of self-respect through physical education and health programs, individual challenges, and team sports.*

HISTORY OF THE

THE SISTERS OF DIVINE PROVIDENCE AND SACRED HEART SCHOOL

The Sisters of Divine Providence, an international teaching and nursing religious community, were founded in Germany in1851 by Bishop Wilhelm von Ketteler and Mother Marie de la Roche to meet the educational and nursing needs of people in rural areas. This small community of German Sisters grew in number, and in 1876 they moved to America, establishing a foundation in Pittsburgh, Pennsylvania. Over the next 100-plus years, the Sisters staffed several hospitals and parochial and private schools in the Pittsburgh diocese and surrounding areas.

In 1947, the Congregation of the Sisters of Divine Providence was welcomed into the Archdiocese of Boston by Richard J. Cushing, Archbishop of Boston. The Sisters continued their ministry in education, became involved in catechetical instruction, administered a camp for girls, and managed food service programs at two Boston seminaries. As diverse as these ministries were, the Sisters have yielded their greatest influence as teachers in the Plymouth-Kingston area, an area that was predominantly non-Catholic. During their first two years in Kingston, the Sisters educated young pre-kindergarten and kindergarten age students on the grounds of Camp Mishannock. In the fall of 1949 the Sisters opened Sacred Heart Schools in Plymouth, Grades K-7; and over the next 14 years, the Sisters built both the High School and the Elementary School in Kingston. The Sisters realized a long-held dream in 2006, when they built a new, contemporary Early Childhood Center on the grounds adjacent to the Elementary School. The Early Childhood Center opened for Kindergarten in August of 2007, and for the Preschool/Pre-Kindergarten Programs serving 3 and 4 year old children, in September of 2008.

Effective July 1, 2011, the Sisters of Divine Providence incorporated the Early Childhood Center, Elementary School and High School into one unified school system: Sacred Heart School System, Inc. The Sisters implemented a new governance structure, including the creation of a Board of Directors, and hiring of the School's first President, to assure the continuation of the School's Catholic mission, the religious community traditions, and academic excellence into the future. The high school closed in 2020.

Today, this sponsored ministry of the Sisters of Divine Providence is an independent, co-educational Catholic School system located on Bishops Highway (Route 80) in Kingston. The school system serves 2 year old children through grade 8 on a beautiful, expansive campus that includes two school buildings, athletic fields and facilities.

It is a tribute to the support of Cardinal Cushing, the leadership of the Sisters of Divine Providence, the untiring work of the Sisters, and the collaboration of the lay teachers, administrators and staff, that Sacred Heart School stands as a unique testimony to the Providence of God and the willing and generous response of God's people.

SACRED HEART SCHOOL SPIRITUAL OUTREACH

Sacred Heart seeks to "inspire minds and foster faith." In support of parents as the first and greatest teachers of the faith, a Catholic school exists to help the family and the Church cultivate a rich and expansive sense of the joy of the Gospel in each new generation of Christian disciples. Through worship, prayer, sacraments, retreats, and charitable services, faith is deepened and the school community becomes ever more fully the Body of Christ.

Sacred Heart School's community of teachers provides ongoing avenues of spiritual growth and community outreach through a cycle of events and programs throughout the year. Monthly Masses mark the seasons and feasts of the Church; including holy days of obligation, morning prayers, prayer services for special occasions, and retreat days designed for class bonding and spiritual enrichment. All are expected to participate with their class.

SACRED HEART SCHOOL
ADMINISTRATIVE LEADERSHIP
2026 - 2027

Carla Harris
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SACRED HEART SCHOOL
2026-2027 CONTACT INFORMATION

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School Nurse	Mrs. Stephanie Itri	Nurse@sacredheartkingston.com

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Website: www.sacredheartkingston.com

SACRED HEART EARLY CHILDHOOD CENTER
2026-2027 CONTACT INFORMATION

Director	Mrs. Susan Butzbach	SButzbach@sacredheartkingston.com
Administrative Assistant	Mrs. Alexis Manter	AManter@sacredheartkingston.com

Address: 251 Bishops Highway, Kingston, MA 02364
Telephone: 781-585-2290
Website: www.sacredheartkingston.com

SACRED HEART SCHOOL BUSINESS ADMINISTRATION
2026-2027CONTACT INFORMATION

Chief Financial Officer	Mrs. Cynthia Crossman	CCrossman@sacredheartkingston.com
Payroll & Tuition Accountant	Mrs. Lora O'Keefe	LOkeefe@sacredheartkingston.com
Director of Auxiliary Services	Mrs. Amira Schumann	ASchumann@sacredheartkingston.com
Director of Curriculum & Academic Support	Mrs. Susan Burton	SBurton@sacredheartkingston.com

The purpose of this handbook is to promote an understanding of our school programs, policies and procedures, and the expectations that will help to ensure a successful educational experience for each student. As partners in this educational journey, we look forward to a year of spiritual development, academic excellence, and an atmosphere of care and respect for each other.

STUDENT HONOR CODE

"As a member of this Sacred Heart community, I will demonstrate integrity and moral character. I promise to remain truthful and never take anyone's work as my own. We seek an environment in which we can come to learn and will promise to uphold the rules and regulations for the classes ahead. I will practice respect, acceptance, and love to all humanity. I understand that by upholding these principles, I represent Veritas et Caritas and live a life according to God in and out of the Sacred Heart community."

STUDENT RIGHTS AND RESPONSIBILITIES

Sacred Heart School is much more than a building constructed to involve students in a lifelong process of education, just as education is much more than academic subject material neatly divided into several different departments. Education is meeting and working with people in an enjoyable and productive manner. Sacred Heart is a group of people striving for a common goal—excellence in education and responsible citizenship.

Whenever people are involved in a dynamic situation, there are bound to be differences of opinion. Differences of opinion, when not resolved in a cooperative manner through discussion and compromise, can easily result in conflict. If a school is to succeed in educating, it provides for the resolution of disagreement in a mature fashion and manifests to the community that irresponsibility and violence have no place in our free society.

Self-development, self-expression, and self-discipline are major themes expressed in Sacred Heart's philosophy of discipline. The primary right of all students is the right to further their education in a peaceful, secure atmosphere. This is the purpose of discipline within the community. The attainment of this goal requires the full cooperation of the administration, the faculty, the student body, and the parents.

Student Responsibilities -The Balance to Rights

Equity and balance should always be present in the school and this can only be accomplished when the rights of students are equitable and balanced by the responsibilities that flow from the exercise of these rights. The rights of any individual are preserved only by the protection and preservation of the rights of others. The rights of an individual end where the rights of another begin.

- **Respect for one's self**

1. The exercise of rights presupposes the exercise of responsibility. The individual must exercise responsibility regarding his or her actions as they affect the student body and the total school community.
2. Experience develops responsibility.
    a. School leadership endeavors to provide each student with the opportunity to experience responsibility.
    b. Responsibility is related to maturity. The school takes care not to expose students to experiences requiring the exercise of responsibility beyond their level of maturity.
3. Each student has the right to an education, and from that right, flows the responsibility not to interfere with or threaten the education of other students. Each student must be aware that actions generate consequences, and that each person's actions must be in accord with school rules.
4. Each student should be responsible for having the best record of which he or she is capable.

- **Respect for others and their rights**

1. The rights of all are adversely affected by irresponsible actions of a few.
2. Responsibility includes personal concern for the effect of both spoken and written statements on the personal reputation of others.
3. Distinction must be made between liberty and license. Infringement upon the right of another is wrong.
4. The rights of individuals to pursue a particular course of action must be weighed against the result of the action as it affects the rights of the group.
5. Concern for the rights of others includes all those who make up the school community — students, faculty, administration, and parents — plus the supporting community at large.
6. Students attending school-sponsored events beyond school hours have the responsibility not to pursue actions that tend to disrupt or demoralize the event. Unacceptable actions by students after school hours can bring consequences to the students involved.

- **Respect for authority and the legal responsibility of those in authority**

The right to be heard carries with it the responsibility of accepting decisions that may be adverse. The right to be heard does not imply that there is a right to prevail.

- **Respect for property.**

School property exists so students can receive the best possible education. Responsible students will recognize and respect the sacrifice entailed in production and preservation of facilities for the benefit of current and future students.

It is the desire of this school to develop self-growth, to encourage each student toward responsible action — not to eliminate from our membership those who most need the understanding and guidance that will bring this about.

STUDENT ENROLLMENT

Sacred Heart School believes that a positive and constructive working relationship between the school and the student's parent/guardian is essential to the accomplishment of the school's educational mission. The school accordingly reserves the right to not renew a student’s enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interfere with the school's accomplishments of its educational purpose. Like you, we regret the necessity of taking such action, and believe it should only be done in those cases where a family's behavior toward teachers and administrators constitutes a major problem.

ADMISSIONS

Acceptance is based on available space, and the ability to meet the educational needs of the student. Grade level and group determinations are made on the basis of school records and testing. The school reserves the right to refuse students whose needs cannot be met by its program.

Sacred Heart School admits students of any race, religion, gender, color, national or ethnic origin. We do not discriminate in the administration of educational policies, admission policies or any school administered programs.

Early Childhood Center (Toddler – Pre-Kindergarten)

- Toddlers: 2 years old
- Preschool: must be 3 years of age by August 31st and toilet trained
- Prekindergarten: must be 4 years of age by August 31st.

The following documents must be provided:

1. Enrollment form, contract, registration fee and deposit

2. **Birth certificate** and **Baptismal record** (if applicable)

3. Copy of immunization record and health form, including current physical

4. Copy of any applicable developmental assessments or evaluations

5. Copy of most recent preschool evaluation for Kindergarten

Sacred Heart School (Grades K-8)

Kindergarten: must be 5 years of age by August 31st.

Parents/Guardians of candidates seeking admission must provide the following:

1. Registration form, deposit and registration fee, and signed contract.

2. **Birth Certificate**

3. **Baptismal Record** (if applicable)

4. Copy of immunization record and current physical

5. Copy of most recent report card

6. Copy of most recent standardized testing

7. Copy of Educational Evaluation (Individual Educational Plan) or 504, if applicable

8. Teacher Summary of Math/Reading progress and series

ADMISSIONS PLACEMENT TESTING PROGRAM

The standardized testing program includes:

Grades 1-5

Placement Testing is administered for the purpose of providing objective data to assist in placing students in the most appropriate levels for English and Math. The following tests are administered:

a. Gates-MacGinitie Reading Test
b. A math placement test

Grades 6- 8

Placement Testing is administered for the purpose of providing objective data to assist in placing students in the most appropriate levels for English and Math. The following tests are administered:

c. Mathematics Placement Test
d. Gates-MacGinitie Reading Test

CURRICULUM

The academic curriculum for grades Preschool – Grade 8 is based on continuity and skill building. The curriculum includes, but is not limited to:

1. Religion (all students participate in the school's religion program)
2. Language Arts (Reading, English, Spelling, Phonetics)
3. Penmanship
4. Mathematics
5. Social Studies
6. Science
7. Art
8. Music
9. Physical Education
10. Media (Educational technology, library, library science)
11. World Language (Spanish)
12. Learning Support and Enrichment Program (Math & ELA)

Additional school activities include:

1. Study Buddies
2. Homework Club
3. Band
4. Chorus
5. Sacred Heart Honor and Service Society
6. Soccer
7. Flag Football
8. Basketball
9. PA sponsored clubs: some examples are STEM club, no stress chess club, Lego club.

HEALTH AND SAFETY

1. Students will not be admitted without proper immunizations.
2. Physical examinations are requested annually.
3. Medication can only be dispensed through the Nurse's office.
    a. Written authorization must be provided by both the physician and the parent/guardian.
    b. Prescriptions must be brought to school in the prescription bottle.
4. Parents/guardians are asked to refrain from sending children who are ill to school. The school will use its discretion in calling parents/guardians to come for a child who appears to be ill. **Students with a fever may return to school after being free of a fever for 24 hours without fever reducing medication.**

5. Head lice checks must be conducted frequently by parents/guardians. Students found with head lice will be sent home for treatment.
6. In the case of injury/illness, parents/guardians will be notified. In the event that parents/guardians are not available, the Principal/Nurse will make the most reasonable decision for the child's welfare.

HEALTH SERVICES

General concern for the good health of the student is evident in the many programs and services generated at the school. A full-time Certified School Nurse is available to assist in the health needs of the student. The Nurse must be kept informed of medications taken at home for specific conditions (*e.g*., Attention Deficit Disorder, Asthma, Diabetes, Depression) and injuries (*e.g*., sprains or fractures) requiring temporary exclusion from Physical Education.

In order for students to be excused from physical education classes for more than a few days, a doctor's note should be submitted to the school Nurse. In order for the excused student to return to physical education classes, the school requires written permission from the physician to be submitted to the school Nurse.

Physical examinations are required of all students. The State Health Form must be returned to the Health Office no later than September 1st.

At Sacred Heart School, we are committed to the health, well-being, and academic success of all our students. We know that clear vision and good hearing are vital for learning.
Please be advised that Sacred Heart **does not** perform routine, school-wide vision and hearing screenings on-site during the school year.

Therefore, we kindly ask that parents and guardians ensure their child receives a comprehensive vision and hearing examination from a qualified pediatrician, optometrist, or audiologist, annually. Detecting potential vision or hearing issues early is crucial, as they can significantly impact a child's ability to learn, focus, and participate in classroom activities.

A. Immunizations

All students entering the school must provide complete up-to-date copies of their immunization records. Massachusetts Law requires that students be excluded from attendance at school until it is known that they have received the required immunizations. Students can be exempt from immunizations for Religious reasons. Records must be kept current. In addition to the 1999 law, varicella, hepatitis B (three doses) and DTAP immunizations are required. Students entering into seventh grade also need two doses of MMR.

B. Medication Guidelines

The Massachusetts Department of Public Health, promulgated March 26, 1993, regulations governing the administration of prescription medications in public and private schools. In compliance with these, the following guidelines have been adopted:

It is generally accepted that the School Nurse will assume responsibility for dispensing necessary medication ordered by a physician. The School Nurse may administer OTC's provided that she/he has an assessment of the following information: the student's current medication profile; the student's history of allergies; parental consent; and appropriate documentation of the medication.

It is general practice to *discourage* the taking of medication in school. For example, medication administered three times a day should be given at home (early a.m., 3:30–4:00 p.m., and at bedtime) unless specifically requested otherwise by the M.D.

Medication, including the psychotropic drugs (Ritalin, Dexedrine, Haldol, and Lithium) can be administered *only* under the following conditions:

> With a *written order* from a physician which must detail the name of the drug, dosage, and time interval that medication is to be taken, and diagnosis and reason for the medication to be given in school. Any change in dosage or time must be made in writing by the M.D. to the school. **Please request the M.D. to use the medication order form whenever possible.**

Also, this medication requires that the school receive written parent/guardian consent for medication administration. *Additional forms available from the Health Office.*

Medication must be in a container labeled by the pharmacy or physician. A baggie or other type container is not acceptable. It is advisable to request the pharmacist to provide a separate, properly labeled container for school when a prescription is filled.

School personnel must refer all requests for administration of medication to the School Nurse. In the Nurse's absence; a dispensing procedure will be established by the Nurse with the Principal for each student in question. A daily record must be kept of all medication administered and the name of the person dispensing the medication.

Inhalers— are to be kept in the Nurse's Office. Often, inhalers are frequently needed during an acute episode or prior to exercise (gym) when it is not convenient to go to the Nurse Office. In circumstances such as these, and with the direction of the school nurse, students may be allowed to keep their inhaler on them. This will be determined on a case by case basis. The student's physician needs to provide a written order approving self-administration. **The medication order form and parent consent form need to be completed.** *Inhalers should also be labeled with the student's name as they are often found after lunch and in classrooms.*

EMERGENCY INFORMATION

Emergency information is provided by the parent/guardian at the beginning of each school year. An up-to-date emergency card is kept on file in the office and parents are responsible for notifying the office of any changes in parent/guardian contact information, including address, home/work telephone and cell phone numbers, email address, and physician contact information.

EMERGENCY CARE POLICY

In an effort to assure that our school is a safe and healthy environment the following policy needs to be followed. Faculty should refer all ill students to the nurse. If the student is unable to come to the Health Office, call the front office. Give the following information:

- Clear directions to the student's location.
- The student's name and nature of the illness or injury. All head injuries need to be reported. The seriousness of a mild bump may not be immediately apparent and may worsen with the passage of time.
- At all times, parents will be notified when a child is hurt at recess, gym, and/or the classroom.

EMERGENCY INJURIES AND CONDITIONS

Emergencies may be classified into three major categories:

1. Life threatening or potentially disabling. Since they can cause death or disability within minutes they require immediate intervention, medical care, and usually, hospitalization.
2. Dangerous, potentially life threatening or potentially disabling: Because these may soon result in a life- threatening situation or may produce permanent damage, they must be treated as soon as possible.
3. Non-life threatening: these are defined as any injury or illness that may affect the general health of a person, for example, fever, stomachache, headache, cut, etc. The person should be evaluated as soon as parents can be notified or within a few hours at maximum.

In either a life threatening or potentially disabling situation, faculty should follow these general guidelines:

- Do not leave the injured person alone.

- Do not move the ill/injured person unless he or she is in more danger if left in that location.
- Do remain calm- do not overreact or exaggerate the situation, but do acknowledge the seriousness of the event.

When emergency services for life-threatening or potentially disabling situations are needed, direct a responsible person to call the Emergency Medical Services (EMS) by dialing 911. The person placing the call should:

- Describe the emergency succinctly and as accurately as possible.
- State the name of the caller, school and exact address.
- Specify exact location within the school of the ill/injured person. Tell EMS which entrance is best and have school personnel meet them.
- Notify the nurse if she is not with the victim.
- Notify the Principal of the situation and that EMS has been called.
- Parents/Guardians need to be notified.
- The school nurse, adjustment counselor or an administrator should accompany a student in the ambulance and stay with them until a parent/guardian arrives.

School personnel should not delay calling an ambulance while awaiting permission or arrival of a parent in cases of serious situations. Many situations require a judgment call, but it is prudent to call EMS in any serious accident.

CRISIS SITUATION- PROTOCOL

The school has developed a crisis protocol for emergency situations. Each room has been equipped with a copy of the plan. This plan is ongoing and will be reviewed periodically by the school community.

SCHOOL HOURS

- Toddlers, Preschool and Pre-Kindergarten hours begin at 7:40 a.m. and end at 2:30 p.m. An early dismissal at 11:30 a.m. is scheduled approximately once a month for a faculty meeting. The school office is open from 7:30 a.m. to 3:30 p.m. Students may arrive in the morning beginning at 7:25 a.m. and are to report directly to their classroom.

- Grades K-8 students are expected to be in school from 7:40 a.m. until 2:30 p.m. An early dismissal at 11:30 a.m. is scheduled approximately once a month for a faculty meeting. The school office is open from 7:30 a.m. to 3:30 p.m. Students may arrive in the morning beginning at 7:15 a.m. Students are permitted to stay in the building after school hours only for an approved and supervised school activity or meeting.

After-School Program hours are 2:30 to 5:30 p.m. for students enrolled in the program.

ATTENDANCE

Regular and on-time attendance is critical for a student's success in school.

Absence: If a student is to be absent from school, the parent is asked to call the office by **8:15 a.m**. Upon the student's return to school, **a written note is required to excuse an absence**.

K-8 Students are responsible for securing and completing work missed during an absence. Parents of students experiencing a prolonged illness of more than two (2) days may obtain missed school work by calling the office before 10:00 a.m. and arranging for pick-up at 2:45 p.m. Missed assignments should be completed within two days of the student's return to school, unless the teacher determines that additional time is necessary.

Repeated or excessive absences are a cause for concern and will be addressed with the parent.

Tardiness: K-8 students arriving after 7:40 a.m. are considered tardy, whether the tardiness is due to an excused or unexcused reason. Students who are tardy must enter school using the front door and report to the secretary's office. The student must obtain a late pass prior to going to class. Please make every effort to get students to school on time.

Excessive tardiness disrupts class time and instruction, and is unacceptable. Students arriving tardy will be held in the lobby until Morning Prayer is concluded to avoid disruption in the classroom and hallways. If you are not here by 7:40, parents must park in the big teacher lot and walk their students to the front door to check in.

Appointments: Medical, dental, and other appointments are to be made after school hours. However, should it be necessary to make an appointment during school hours, the student is required to bring a note to this effect and may leave the building only with an authorized person who will meet him/her at the office.

Excessive Absenteeism: Parents will receive a letter, and one placed in your child's school folder, indicating that he/she has exceeded 10 days absent from his/her academic education.

ATTENDANCE AND CO-CURRICULAR PARTICIPATION

Students participating in athletics or other co-curricular activities must be present in school no later than thirty minutes after the official start of the school day and must remain in school for the remainder of the day in order to participate in those activities (competition, practice, rehearsal, recital, dances, etc.). In cases where a student has a doctor's appointment or needs to attend a funeral for a family member or close family friend, the Principal has the right to waive this rule. The Principal's approval should be requested in advance.

Parents please note: a parent note does not constitute an "excused/documented tardy" as written above. Only the Sacred Heart administration can deem an absence or incident of tardiness as "excused/documented."

VACATION

Prolonged vacations during scheduled school time are strongly discouraged. **Teachers will not provide individuals with advance assignments.** Completing worksheets cannot replace instructional time. Parents and students are expected to assume responsibility for class work, assignments and tests missed by completing make-up work as assigned by the teacher.

EARLY DISMISSAL

Early dismissal of a Preschool-8 student is allowed, provided a written request is given to the teacher upon the student's arrival in the morning, and approved by the Principal. Early dismissals are **not permitted** between 2:00 and 2:30 p.m. to avoid interfering with the dismissal**.** Any and all changes in dismissal require a **WRITTEN NOTE** from the parent/guardian. **Please do NOT call for dismissal, unless it is an emergency.**

WEATHER-RELATED OR EMERGENCY CLOSING

In the event of a school cancellation or delayed opening, families will be contacted by phone through our automated calling system. Do not call the school. Local Boston television stations will provide the announcement as well as our school social media accounts.

If an unanticipated early dismissal is necessary, the procedure is as follows:

1. Enactment of the Rediker auto alert system (email, voice, and/or text)
2. An update to social media accounts (Facebook, Twitter, and Instagram) will be made if feasible.
3. Local news channels will be alerted for weather emergency cancellations

Parents should establish an alternate plan for their child/children in the event of an emergency dismissal

DRESS CODE

Sacred Heart School's policy is designed to reflect the needs of students, parents, faculty, and administration to promote the academic atmosphere of the school and to assist all students in developing self-confidence, self-respect, and self-discipline. In accord with the school's philosophy and purpose, it is intended to promote "honesty, accountability for one's actions, responsibility to task, and responsibility to others."

In general, students are expected to be neat, clean, and presentable. Hats, bandanas, or other headgear are not to be worn in the school building. Students are expected to arrive dressed appropriately and remain so throughout the day. Skirts, shorts, and skorts must not be more than 3 inches above the knee.

DRESS CODE VIOLATIONS

If a student is in violation of dress code, he/she is to be sent to the Principal's office and the parent will be notified. Please be sure your child's uniform is clean and neat. The only acceptable clothing must be purchased through Donnelly's or the PA uniform sale.

UNIFORMS - STANDARD AND WARM WEATHER

A Sacred Heart regulation uniform with appropriate school logo is to be worn at all times with the exception of a student's birthday or a "No Uniform Day". Students must be in uniform on a Mass day or a field trip day, even if it is their birthday. Parental cooperation is essential in this matter. **Please label all clothing and personal items with your child's name**.

Sneakers may only be worn with warm weather uniforms, with gym uniforms, and on no uniform days. Standard uniforms require dress shoes. Boat shoes and loafers are acceptable.

PURCHASING UNIFORMS

Uniforms for boys and girls are purchased through Donnelly's Clothing.

50 Sharpe Drive
Cranston, RI 02920

Telephone: 401-942-5202 or 800-498-0045

Website: www.DonnellysClothing.com

Store Hours: Monday – Saturday 10am – 5pm ***by appointment only***. Closed Sundays.

All uniforms must be purchased through Donnelly's Clothing.
www.donnellysclothing.com/sacrekingma
or from our used uniform inventory - watch for sales from our Parents' Association

Sacred Heart Early Childhood Center Uniforms
Preschool and Pre-Kindergarten

Warm Weather Uniforms Worn August through Friday before Columbus Day Weekend and the Monday after April vacation until school ends	Cold Weather Uniforms Worn Tuesday after Columbus Day Weekend through April Vacation
• Navy Blue micromesh gym short (with school logo) • Grey t-shirt (with school logo) • White cotton above the ankle crew socks • Non-marking athletic sneakers • No Crocs, **sneakers only**	• Navy Blue sweat suit with school logo • White cotton above the ankle crew socks • Non-marking athletic sneakers • No Crocs, **sneakers only**

Sacred Heart School - Regulation Uniforms

Girls Uniforms K - 8			Boys Uniforms K - 8		
	Warm Weather Uniforms Worn August through Friday before Columbus Day Weekend and the Monday after April vacation until school ends	**Cold Weather Uniforms Worn Tuesday after Columbus Day Weekend through April Vacation**		**Warm Weather Uniforms Worn August through Friday before Columbus Day Weekend and the Monday after April vacation until school ends**	**Cold Weather Uniforms Worn Tuesday after Columbus Day Weekend through April Vacation**
K-8	• Short Sleeve Navy Blue polo shirt with school logo • Donnelly's Khaki Skort • Above the ankle white crew socks • Sneakers: non marking soles (No sandals, Crocs, etc.)	• Donnelly's Blue Plaid Skort • Long or short sleeve navy polo with logo • Navy ¼ Zip (optional)* • Navy blue knee socks or tights • Conservative sturdy school shoes (black, navy, or brown) • No glitter, Uggs, ankle boots • Sneakers are only permitted on gym days	**K-8**	• Short Sleeve Navy Blue polo shirt with school logo • Donnelly's Khaki Shorts • Above the ankle white crew socks • Sneakers: non marking soles (No sandals, Crocs, etc.)	• Donnelly's Grey Pants • Long or short sleeve navy blue polo with logo • Navy ¼ Zip (optional)* • Conservative sturdy school shoes (black, navy, or brown) • Sneakers are only permitted on gym days

***No other sweatshirts or jackets may be work during the school day.**

Gym Uniforms for Boys and Girls Kindergarten through 8th Grade

	Gym Uniform Warm Weather	Gym Uniform Cold Weather
K - 5	• Navy Blue micromesh short (with school logo) • Grey t-shirt (with school logo) • White cotton above the ankle crew socks • Non-marking athletic sneakers	• Navy Blue sweat suit with school logo • Grey t-shirt (with school logo) • White cotton above the ankle crew socks • Non-marking athletic sneakers
6 - 8	• Navy micromesh shorts with logo • Grey t-shirt (with school logo) • White crew socks • Non-marking athletic sneakers	• Navy/White medalist track pant with school logo • Navy/White medalist track jacket with school logo • Grey t-shirt with logo • White crew socks • Non-marking athletic sneakers

Sacred Heart School - Shoe Guidelines

School shoes should be conservative and well fitting.
Loud colors and sparkles are not allowed.
No open toed shoes/sandals.

Allowed:

NOT Allowed:

Warm Weather Uniform: worn August – Columbus Day Weekend, and the day after April school vacation to the end of school in June
Standard Uniform: worn October - April (starting the day after Columbus Day until the April school vacation break)

The following MAY NOT be worn:

- Clogs, flip-flops, sandals, crocs, ballet slipper style shoes, or boots (no Uggs)
- Sneakers from Columbus Day – April vacation, except on gym days
- Heels higher than 1 inch
- Work boots/hiking boots
- Fashion sneakers
- Winter/snow boots during class (*bring shoes to change*)
- Make-up (includes glitter)
- Acrylic, Gel, or any artificial nails, including press on nails
- Large hair bows
- Jewelry is restricted to small earrings, a watch and a ring
  Expensive jewelry should never be worn in school.
- Smart Watches/Apple Watches

Haircuts

Conservative styles are required. For boys, hair may not be worn longer than the bottom or the ear. No unnatural hair colors, no shaved/carved designs.

UNIFORMS - PHYSICAL EDUCATION (Grades K-5)

Students are expected to wear their gym uniform on gym days. Boys and girls in Grades Kindergarten **-** 5 will wear the following regulation uniform on gym days:

Standard Gym Uniform

Worn October - April (starting the day after Columbus Day until the April school vacation break)

Navy blue sweat suit (with school logo)
Navy blue long sleeve or short sleeve tee-shirt (with school logo) for warmer weather, with sweatpants
White cotton above the ankle crew socks (Low-cut athletic socks that do not cover the ankle are not permitted)
Non-marking athletic tie sneakers (High top sneakers, Velcro-fastened sneakers and sneakers with wheels are not permitted.)

Warm Weather Gym Uniform

Worn August – early October (until Columbus Day), and the end of April (after April vacation) to the end of school in June

Navy blue micromesh gym shorts (with school logo)
Grey blue tee-shirt (with school logo)
White cotton above the ankle crew socks (Low-cut athletic socks that do not cover the ankle are not permitted)
Non-marking athletic tie sneakers (High top sneakers, Velcro-fastened sneakers and sneakers with wheels are not permitted.)

UNIFORMS - PHYSICAL EDUCATION (Grades 6-8)
Students in grades 6-8 wear the following regulation uniform:

Standard Gym Uniform
Worn October - April (starting the day after Columbus Day until the April school vacation break)

Navy Blue Track pants (with school logo)
Navy Blue Track Jacket (with school logo)
Grey short sleeve tee-shirt (with school logo)
White cotton above the ankle crew socks (Low-cut athletic socks that do not cover the ankle are not permitted)
Non-marking athletic tie sneakers (High top sneakers, Velcro-fastened sneakers and sneakers with wheels are not permitted.)

Warm Weather Gym Uniform
Worn August – early October (until Columbus Day), and the end of April (after spring break) to the end of school in June

Grey tee-shirt (with school logo)
Navy athletic shorts (with school logo)
White cotton above the ankle crew socks (Low-cut athletic socks that do not cover the ankle are not permitted)

In the interest of safety, no jewelry may be worn on gym days

CODE OF CONDUCT AND DISCIPLINE POLICY
Students who are enrolled in Sacred Heart School are expected to strive for and display exemplary and responsible behavior in the classroom, cafeteria, at an assembly, on the playground, and on field trips. Good manners, courtesy and respect are expected in relationships with adults and peers. Respect and care of school and personal property is also expected. Harassment or threats of any kind are unacceptable and will not be tolerated. Sexual harassment, as defined by the diocese, is unlawful and will not be tolerated.

Sacred Heart School is committed to an educational process that is focused on the education of the whole student. We strive to develop not only the mind, but strong moral character as well. Wholehearted and generous participation is a prerequisite for all involved in the educational process. Reasonable rules and regulations help to foster an academic setting and promote quality community life for all. Self-discipline is an important goal for our students, and consistent guidelines are necessary for them to learn to be responsible and accountable for their behavior.

The purpose of our discipline policy is to ensure a safe and respectful environment for all of our students. Effective discipline requires consistency; with parents, students, teachers and administrators all working together to share the responsibility for enforcing discipline, to maintain an environment that will foster excellence in learning as well as the spiritual and moral growth of each child. The purpose of any disciplinary action is always meant to be corrective, not punitive; and to help the student understand and accept the responsibility and consequences for making poor choices. When unacceptable conduct and infractions occur, parents/guardians will be notified, and age appropriate disciplinary action will be taken.

Primary responsibility for disciplining students in school lies with the classroom teachers. The school administration will be involved in cases of severe and/or a pattern of disciplinary problems, or when requested by the teacher because of special or unusual circumstances.

FIGHTING
Christian concern and love for one another demand that we respect one another as human persons. Differences of opinion, personal harassment or other situations that result in physical violence or psychological harassment are considered extremely serious and are dealt with accordingly. Where reasonable doubt exists as to the aggressor, all of those involved will receive the same punishment. At no time should a student use his/her hands to harm another child. Suspension will be an option for this behavior.

WEAPONS
Weapons of any kind are not permitted at any time on school grounds or at any school activity or event regardless of location. This includes any type of gun (such as air rifles, BB guns, paintball guns, water guns, or other instrument capable of firing a projectile at increased velocity), knives (regardless of blade length), or any other instrument whose purpose is to inflict bodily injury. Violation of this policy may result in suspension or dismissal from school.

LOOK-ALIKE WEAPONS OR DRUGS
Possession of a look-alike weapon or drug or the attempt to misrepresent any item as a weapon or illegal substance, whether in earnest or as a joke, will be subject to disciplinary action up to and including suspension.

RESPECT FOR OTHERS
Public displays of romantic affection are inappropriate in a school setting. Personal information, personal feelings, and rumors about others should be kept private and not disclosed on social networking sites. Cyber-bullying will not be tolerated.

RESPECT FOR SCHOOL PROPERTY
Deliberate destruction of building, equipment, furnishings, or grounds will require repair and adequate recompense. Vandalism of school property or the property of members of the Sacred Heart community is a serious offense. Students who commit such an offense will be required to pay for the repair or replacement of the damaged property and be subject to disciplinary action at the discretion of the administration. Accidental damage should be reported to the teacher or Principal so that repair can be made.

TECHNOLOGY ACCEPTABLE USE POLICY
Overview
Sacred Heart School offers educational technology instruction and Internet access for student use, as part of the school curriculum. Access to the school's computer network and Internet will help students to learn and practice necessary technology literacy skills and will enable students to explore a wealth of educationally appropriate information and resources. This is an exciting educational privilege, not a right, and carries with it responsibilities for all users. Technology resources are provided with the understanding that they are to be used for educational purposes only, and in a responsible, ethical and legal manner at all times. Inappropriate use will result in an immediate termination of computer and Internet access, and will be cause for disciplinary action.

Technology Fee
This annual fee goes toward licensing agreements, wired and wireless access in the building, Network Security, Endpoint Security, support services, GoGuardian, as well as other apps we push out including NWEA, technology in the classrooms and library resources.

Chromebook Acceptable Use Policy
Sacred Heart School strives to provide the best possible learning environment and tools for their students. Sacred Heart utilizes the Chromebook as a learning tool. This contract lists the rules, requirements, and regulations that students are to follow. Please keep in mind that breaking any of these rules will result in disciplinary action. Please give these terms and conditions high importance, take care of your Chromebook and use your Chromebook for your educational studies while at Sacred Heart.

Applications
The school is free to deem any applications inappropriate and/or not allowed on school devices. Applications must be age appropriate.

Downloading and Managing Space
All devices can be personalized, although students need to manage the space appropriately to ensure ample room for educational apps and tools and book. Remember photos and music can take up a lot of room. School-related topics and materials, especially e-texts must be prioritized over personal use.

Games
Downloading of games is prohibited on all Sacred Heart School devices.

Consequences
Any violations of these rules and regulations will result in punishment as designated by administration according to the misdemeanor.

Acceptable and Unacceptable Uses of the Computer and Internet
Students are encouraged to use the computers and the Internet for activities to increase knowledge, seek information and resources, access libraries, practice skills, communicate, collaborate, and engage in learning activities. If there is any question about whether an intended activity is acceptable, students should ask their teacher.

Students may not use any electronic devices or social media for the following activities, which include, but are not limited to:

1. Students will not attempt to access password protected systems or servers for which they do not have an assigned password.
2. Students will not attempt to access personal or confidential information unless authorized to do so. The rights of others must be respected: no confidential information should ever be disclosed.
3. Students will not impersonate other individuals or misrepresent themselves in any way when using the school's technology resources.
4. Students will not use computers, computer networks, data or other technology resources to bully; harass, stalk, threaten, defame or otherwise cause harm or damage to another person, institution, or company, within or outside the Sacred Heart community.
5. Students must comply with copyright laws and the provisions for license agreements that apply to software, printed and electronic materials, graphics, multimedia, and all other technology resources licensed to and purchased by Sacred Heart School or accessible over network resources provided by the school.
6. Students will not create, install or disseminate software (e.g. viruses, unlicensed programs, trojan horses) or communications (e.g. chain letters) that may disrupt technology and informational resources. Students will not cause destruction or alteration of others' documents or files, and/or the addition, deletion or re-naming of icons.
7. The use of inappropriate or offensive language; illegal activities, and transmission of or searches for obscene material is strictly prohibited.

Privacy
Computer and Internet access is provided as a tool for students' education. Sacred Heart School has the right to monitor, inspect, copy, review, and store at any time, without permission and without prior notice, anything students do on the computer, including email, and any Internet sites accessed by a student. All information files are the property of the school and the use of the computer should not be considered students' private files. The school can and will remove from the computer anything a student does that is inappropriate.

Liability
Sacred Heart School, to the best of their ability, provides technology resources for student use, but cannot guarantee availability at all times. The school will not be responsible or held liable for any failure, loss, or damage that may occur due to technical or other difficulties. The school cannot guarantee the accuracy or quality of information obtained through the Internet, or the security and privacy of electronic transmissions.

Internet Guidelines

Students are to use the Internet in school under the active supervision of a teacher, who will make every effort to ensure that students are directed to sites with only age-appropriate material and topics.

- Inappropriate Websites - Sacred Heart School uses filtering software to block access to inappropriate content on all computers with Internet access. Students are restricted from accessing subject matter that is obscene, pornographic, violent or harmful. Despite every effort for supervision and filtering, however, the school cannot guarantee that students will not have access to inappropriate materials. Students and all members of the school community should report all inappropriate sites not blocked by the filters to a teacher and/or to the administration for appropriate action, and must take responsibility to avoid these sites.

- Personal Safety/Confidentiality – In using the computer and Internet, students should not reveal any personal or private information about themselves such as their full name, home address or telephone number. Students should never arrange to meet with someone they "met" on the Internet. Students should never give out their passwords to anyone except their teachers and parents.

- Electronic Mail – All students in Preschool through grade 8 will be issued a gmail account. These accounts are limited to correspondence between student and teacher and cannot accept or send email to or from any other account. No other student access to email will be allowed on school computers.

As part of the educational process toward gaining skills in becoming more independent, responsible users of the Internet, students may have the opportunity to use blogs, wikis, podcasts or other web tools for school-related projects and activities, but must do so only with teacher supervision. If using these tools, students are expected to act safely by keeping all personal information out of their posts. Students must agree to not share their user name or password with anyone except their teachers and parents, and to treat blog spaces as classroom spaces. Speech that is not acceptable for class is not acceptable for a blog or wiki.

- Computer and Internet Etiquette - Students must follow all of the rules of proper and appropriate computer and Internet use, including polite language, avoiding any offensive material, and not forwarding any messages or information without the permission of the other person. Students may not share passwords or disrupt computer use by others, print excessively, monopolize technology resources, or use excessive amounts of shared data storage space.

Cell Phones and other Personal Electronic Devices

Cell phones and smart watches are not permitted in school. All cell phones and other mobile personal communication devices must remain off and be kept in student backpacks during the school day (including recess). If a student's cell phone rings or is used by the student during school hours, it will be removed and held in the Principal's office for parents to retrieve, and appropriate disciplinary action will be given. The school is not responsible for loss or damage to any cell phone or personal communication device.

SEARCH

It is the right and responsibility of the school administration at any time to conduct a search of a student's desk or personal belongings if there is reasonable cause.

HOMEWORK

Homework is a necessary follow-up to schoolwork and an important component of the school's academic program. It reinforces learning and allows for independent practice of skills, research time, study, or reading. Homework is assigned Monday through Friday. Long-term projects and reports may extend over weekends and holidays. Guidelines for anticipated daily homework time frames are:

Kindergarten	10 – 15 minutes		
Gr. 1	10 – 30 minutes	Gr. 5	45 – 60 minutes
Gr. 2	20 – 30 minutes	Gr. 6	60 – 90 minutes
Gr. 3	30 – 60 minutes	Gr. 7	60 – 90 minutes
Gr. 4	30 – 60 minutes	Gr. 8	60 – 90 minutes

Neatness, legibility and promptness are expected when handing in assignments. Failure to complete required homework assignments will adversely affect a student's grade. **Assigned homework or books forgotten at school may not be retrieved after dismissal.**

STUDENT EVALUATION

Progress reports are a communication tool for teachers and parents.

- All students receive progress reports in October
- If a child is in jeopardy of receiving a poor grade in class, a progress report will be sent home.

Report Cards

- Report cards (Grades 1-8) are issued 3 times per school year.
- Preschool, Pre-Kindergarten, and Kindergarten report cards are issued 2 times per school year.

Standardized Testing:

- Northwest Evaluation Association Measure of Academic Progress (NWEA) is administered in grades 1-8 in September, January, and May.
- Kindergarten is tested in January and May.

PARENT-TEACHER CONFERENCES

- Conferences for grades K-5 are generally scheduled twice per year, once in October and an optional one in March.
- Conferences for grades 6-8 are generally scheduled twice per year, once in October and an optional one in March.
- Conferences may be arranged at other times when necessary. To consult with a teacher, an appointment may be made by sending a note to the teacher with the student, or by calling the school office.
- Should any problem arise regarding a student and his/her environment, parents should not hesitate to contact the teacher.

GENERAL INFORMATION

ACCIDENTS
Every accident in the school building, on the grounds, at any practice session, or at any event sponsored by the school must be reported immediately to the person in charge and to the administration. Parents will be notified immediately. Students are required to have on file **Emergency Contact Information** which contains at least two phone numbers that can be used to locate parents or guardians, and the name and number of a relative or neighbor who can be contacted in the event that neither parent can be reached.

CHANGE OF ADDRESS/PHONE
Parents must notify the school offices of any change of address or telephone number so that mailing lists and other data will be kept current. Parents can also make changes in Plus Portal.

COLLECTIONS AND FUNDRAISING
Students are not permitted to collect monies or materials for their own purpose or for any organization outside of the school. Students must have permission from Administration to collect money for any Sacred Heart activity. All requests for fundraising on Sacred Heart property must begin with a written request or application to Chief Executive Officer.

VISITORS TO THE SCHOOL
During school hours, parents/guardians, volunteers and visitors must use the front entrance, check in at the office, and sign-in using the visitor log in the lobby, before visiting any classroom or other area of the school. Volunteers and visitors must also wear the name badge provided. All volunteers must have a current Criminal Offender Record Information (CORI) and SORI verification on file, or must be accompanied while in the building, by a school employee. All volunteers must adhere to Code of Conduct for visitors.

CUSTODY
If parents are separated or divorced, the school presumes that both parents have access to their children and their records, unless a legal document, such as a court order, is on file in the office, which revokes these rights. A duplicate copy of the child's report card and any other relevant data will be mailed to the non-custodial parent **provided there is a written request**, which must be renewed annually.

RECORD REVIEW/PRIVACY RIGHT
The Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (18 years of age) the right to inspect and review the student's education record maintained by the school. Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. Generally, the school must have written parent permission to release information from the student's educational record; however, FERPA allows schools to disclose the student's educational record without written consent to other parties, under certain conditions, such as to other schools to which the student seeks to transfer or intends to enroll.

The following procedure is used for parents to request a review of the student's educational record:

1. Call the office to request an appointment with the Principal.
2. State the purpose of the meeting.
3. The school will respond to the request within two business days.

PROTOCOL FOR RAISING CONCERNS AND GRIEVANCE POLICY
A partnership between parents, teachers and administrators working together is the best assurance of the student's success. It is integral to the school's philosophy that a spirit of harmony exists among parents/guardians, teachers, and students. Any concerns should be shared so they can be addressed.

The following steps will serve as a useful procedure in solving school problems that may arise:

1. The teacher is the first person to address with a classroom concern. The student should discuss the situation directly with the teacher involved and vice versa.
2. If the parent has a concern, an appointment should be made to meet with the teacher involved. It may be appropriate in some situations for the student to also be included in the meeting.
3. If a solution is difficult to achieve, Mrs. Butzbach or Mrs. Harris may be contacted to help. Usually, a meeting with them, along with the parents and teacher together will occur. In some situations, the student may also be included in the meeting.
4. If further mediation is required, the situation will be brought to Sister Donna Marie.

BIRTHDAYS/SOCIALS
Parties by parents/guardians should be planned outside of school hours. Birthday cakes and food are not permitted. Please help us keep all children safe from a wide variety of food allergies by not sending in food for distribution to others. Birthday/social invitations are not given out at school. Addresses and phone numbers of Sacred Heart School families are not publicized by the school, or given out over the phone. A family directory is published by the Parent Association. Inclusion in this directory is with parent/guardian permission.

SHARED FOOD
Due to many allergies and dietary restrictions, students may not share food at any time. If a student forgets their lunch, they should report to the office. Students may not bring in treats on birthdays or holidays to share. Teachers will not use food in the classroom for lessons or rewards. Exceptions will be made for teachers with prior approval from the Principal for special treats and parents will be notified ahead of time.

GUM CHEWING
Gum chewing is forbidden anywhere in the school buildings or on school grounds at any time. This includes field trips or any school-sponsored activity.

LUNCH
Students bring their own lunch from home and eat in the cafeteria. Once a month, "Pizza Lunch" is provided by the Parents' Association and students may purchase slices of pizza for a fee. If a student forgets to bring their lunch to school, a parent will be called and asked to bring a lunch.

RECESS
Recess allows for a spirit of recreation among students and teachers. Therefore, all children have outdoor recess. Parents/guardians are asked to cooperate by not requesting that a child be excused from recess. If a child needs to remain in the building, a doctor's note is necessary, and the student must report to the nurse's office. In order to play outside for recess, students must have appropriate clothing (jackets), especially during the winter months. Children must play within the designated area, seek permission to re-enter the school building, and use playground equipment provided by the school. Socialization and interaction with one another is essential, therefore, students may not bring personal electronic games and toys to recess.

SAFETY DRILLS
Safety drills are held several times during the year. For fire drills, everyone must leave via designated exits and silently walk to pre-arranged areas. Those not in a classroom must leave by the nearest exit. Lights are turned off and classroom doors are closed upon leaving the building. For lock down drills, students and teachers lock doors and position themselves so as not to be seen from classroom windows. Drills are brief and matter of fact.

TELEPHONES
The school phone is for school business. Teachers are not called from the classroom for phone calls from parents, except in cases of emergency. Students may use the office telephone only in an emergency. Students will not be permitted to call home for forgotten homework, clothing, or library books. **Children will not be called to the telephone during school hours**. If an emergency arises and a parent must contact a child, please call the school office for assistance.

Students who bring cell phones to school must leave them turned off and in their backpacks during school hours. They are not to be used during school time, or during recess. Smart watches are not permitted.

SUPPLIES
Students should check with teachers for required supplies. Supplies should be limited to teacher provided supply lists.

PARENT PARTICIPATION
Positive family cooperation and support of our school always has a positive effect on the students' attitude toward school and learning. Parent participation and support is essential to the success of our educational programs and our fundraising efforts. Children benefit most when parents:

- attend school meetings and conferences
- become involved and support school-sponsored activities
- keep an open line of communication
- contact teachers regarding student progress and any concerns
- refrain from negativity and gossip, especially concerning other children, parents and families, teachers and administration.
- school volunteers are not allowed to take photographs/videos of students and are prohibited from posing any photos/videos on social media.

Parents' Association
There are multiple ways for parents to be involved in school activities. At Sacred Heart School, most of the school volunteer activities are coordinated through our parents' association. Parents may serve as an officer, committee co-chair, or committee member. Parents may volunteer in support of Parents' Association-sponsored activities and/or school-sponsored activities.

Reminders

- Volunteers and visitors to Sacred Heart School are required to enter the school at the front door, and to sign in with the office. Volunteers should wear a volunteer badge throughout the entirety of the visit and use it to check out when they leave.
- Parents who volunteer in school are required to maintain policies regarding student and family privacy and confidentiality, and are asked to exercise appropriate discretion outside the school. See volunteer code of conduct.
- Every volunteer is required to complete a Criminal Offender Record Information (CORI)/SORI form each year. CORI/SORI forms will only be handled by the administration of the school. This is a requirement for all Catholic Schools, public schools, and organizations providing activities for children.

CORI POLICY (Criminal Offender Record Information)/SORI
In order to maintain a consistently safe environment for the children, anyone 18 years of age and older will not be given unmonitored access to the school building or grounds at any time unless the CORI form has been submitted. Individuals who have not had a CORI check completed must not have unsupervised contact with the children.

Volunteer activities for which a CORI check is required include, but are <u>not limited to</u>:

1. assisting teachers in individual classrooms
2. pizza lunch and/or other lunch activities
3. library assistance
4. FUN DAY, etc.
5. Facilitating after-school clubs
6. All outside vendors

Two forms (one for each parent/guardian) are sent home with the opening day packet. **This is the only time these forms will be sent home requesting this information.**

1. A photo copy of each person's **current driver's license** or other current photo ID is required with each CORI form.
2. Additional forms (i.e. for grandparents or other relatives) may be obtained by calling theschool office.
3. All CORI forms must be submitted by September 9th.

CORI checks completed through other organizations are not "transferable" and DO NOT fulfill the obligation of Sacred Heart School to the Archdiocese of Boston.

Please note: All Sacred Heart Faculty, Staff, and Sisters, as well as all Vendors also have a CORI check completed, and anyone visiting the school is accompanied by a Sacred Heart staff member for the duration of the visit.

WALKS

At times, the property surrounding the schools provides a wonderful opportunity for either Science observations or a brief brain break. Students are always accompanied by teachers during walks.

FIELD TRIPS

Field trips are an important link between the classroom and the community and can be an integral part of the core curriculum. Well-designed field trips are opportunities for enrichment, discovery, and reinforcement of what has already been learned in the classroom. Classroom teachers plan field trips that will be memorable and educational, and classroom activities are often assigned in preparation for the upcoming field trip.

To ensure the safety of the students, chaperones, and teachers, the following guidelines have been established:

1. Field trips are utilized primarily for unique outcomes that cannot be attained in the classroom setting.
2. Costs for the field trip are the responsibility of the student.
3. Each student's parent or guardian must sign the school's permission slip before each trip. The form includes pertinent student information that applies to the field trip.
4. The student Code of Conduct and all applicable school regulations are in effect while students are participants on a field trip.
5. Students will wear school uniforms on all field trips. The uniforms worn (standard, seasonal, or physical education) will depend on the field trip destination.
6. All children are required to ride to and from all field trips on the school bus. Siblings are not permitted on field trips.
7. All chaperones will be provided with a list of names of the students in their groups and must count students periodically.
8. Any photographs taken during a field trip must be sent to the teacher and not shared on social media.

Guidelines for Chaperones

1. Cell phones should be used during the field trip only for emergencies.
2. Have in hand the list of students in your group.
3. Know where your group is at all times and keep a close eye on the group.
4. Report any accidents or misbehavior to the teachers on the trip.
5. Know where the First Aid Kit/Station is on the bus or at the place being visited.
6. Gift shops will not be visited.
7. Chaperones are prohibited from purchasing food/drinks for any students.

PHOTOGRAPHS

It is the practice of Sacred Heart School to photograph the students engaged in school activities. These photographs are used in school publications such as the school newsletter, social media, memory book, brochures, flyers, the school website, and other marketing materials. Classroom teachers may also occasionally post photos of student activities on their class webpage. Students will not be identified by name on the school website or teacher class webpage. Student photographs and names, on occasion, will appear in the area newspapers with regard to school activities, in accordance with the newspaper policy regarding photo identification. Most of the community

newspapers also publish a website on the Internet, so it is possible that if a student is identified by name in the newspaper, the photo and name identification may also be published on the newspaper's website. Sacred Heart School and Early Childhood Center will make every effort possible to ensure that published photos and videos always portray the students in a positive and tasteful manner that reflects the mission and identity of the school.

Parents and students are asked to sign the agreement page (with Photo Release) giving permission for the school to use photographs of their child for the above stated purposes. This agreement is between the school and families, not for school volunteers and parents.

AFTER-SCHOOL ACTIVITIES

Once students are dismissed from school, they are not allowed to stay in the school building or use the school playground unless engaged in an approved, school-related activity, e.g., soccer in the gym, etc.
Participation in soccer and in after school clubs is available to students in PK – 8.

Soccer

Coaches are responsible for student supervision during the designated time after school. **Siblings do not attend these practices without a parent or parent-designate present.** Coaches are not responsible for supervision of siblings.

Playground use outside of school time is not permitted; the after-school program uses the facilities.

AFTER-SCHOOL PROGRAM

Sacred Heart School offers an After-School Program for students toddler to grade 6. The After-School Program is held at the Early Childhood Center and at the Elementary School. The hours are from 2:30 to 5:30 p.m. There is a separate registration and payment process for the After-School Program. Students who participate in the After-School Program are also expected to abide by the school's Code of Conduct, and any applicable policies and procedures as outlined in this handbook.

EXPECTATIONS REGARDING STANDARDS

This handbook provides guidelines and expectations to ensure parental support and equity for all students. The application of standards helps to provide certainty in an environment of feeling safe, and being happy and engaged in an academic setting.

Sacred Heart Early Childhood Center
Policies and Procedures
These are policies specific to the ECC

Health Care Policy:
When your child is not feeling well, we trust that you are the best judge of their health. We expect that families will use sound judgement and not bring a sick child to school. For the sake of your child's comfort and health of other children and teachers, please keep your child home if any of the following conditions exist:

- Fever above 100.4
- Strep throat
- Diarrhea
- Vomiting
- Contagious conditions such as lice and conjunctivitis
- Flu and Covid
- Undiagnosed rash

If your child becomes ill or injured while at school, we will immediately call you and ask that you or your delegated emergency contact come pick up your child within 1 hour of the time of the phone call. Your child will be made comfortable and supervised in a cozy area, usually in the office, until you or your emergency contact arrive.

Reasons we may call you to come pick up your child:
- Fever 100.4 or higher
- An injury
- 2 or more watery stools within 3 hours
- Vomiting

Although we understand that it is difficult for a parent to miss work, we respectfully ask that you trust our judgement and please make every effort to pick up your child as soon as possible.

A student who has been fever-free for 24 hours, without the use of fever-reducing medication, can typically return to school. This 24-hour period is important to ensure the fever is truly gone and not just masked by medication.

Plan for Meeting Individual Health Needs
If your child is on a special diet, has allergies to certain foods, or has a medical condition, please notify the school office. You will be asked to fill out an Individual Health Care Plan for your child's file. This information will be compiled into a confidential list for the teachers. The list will also be posted discreetly in the cafeteria for quick reference when children are eating.

Administration of Medication:
If your child will require medication while at school, we will need a written consent from a parent. Prescription medication can only be administered with the written order of the physician. The medication must be in the original container with the child's name, the name of the medication, and directions for usage and storage on the prescription label. This includes Epi-Pens and Inhalers. No Educator will be allowed to administer the first dose of any medication in case of an allergic reaction. The first dose of any medication must be given at home.

Non-prescription oral medications such as Tylenol/Motrin, diaper cream, and Vaseline must also have written parental consent and a Medication Consent Form will need to be filled out at the start of your child's enrollment before we can administer it. If your child will regularly require any of these items, we ask that you supply them to the school. They will be stored in the office.

Medication that is administered to a child will be recorded including the child's name, date the medication was given, and who administered it. This information will be kept confidential in a binder in the office.

Biting Policy
At the Early Childhood Center, we are concerned with the safety and well being of each and every child. Understanding that biting is developmentally appropriate for some toddlers and children in their early preschool years, we have developed this policy to help keep children safe.

First Biting Incident: If a child bites another child, the incident will be documented for both children. The parents/guardians of both children will be notified by phone, and due to confidentiality, children's names will not be used. Parents of the biter will be asked to sign an incident report, and the parents of the child who was bitten, will be asked to sign an injury report.

Repeated Biting Incidents: If a child bites repeatedly (more than once per week), a family meeting will be set up to discuss ways to support the child.

Birthdays: We are always happy to celebrate your child's birthday at school with a birthday crown and a no uniform day. Each teacher will make your child feel extra special on their birthday, but unfortunately we cannot allow group treats such as cookies or cupcakes due to allergies in the building. Thank you for understanding.

Child Guidance Plan Procedure
The Early Childhood Center follows the Pyramid Model, which is a framework of evidence-based practices for promoting young children's healthy social and emotional development.

In some cases, for a variety of reasons, a child's behavior may be of concern for educators because it persists, may be extreme, may impede the learning process of other children in the classroom, or it is not typical of his/her developmental age. If a teacher develops a concern about a child, the behavior will be observed, recorded, and reviewed. A family meeting will be set up to discuss the program's concerns. Families and educators will work in partnership to develop a plan with the goal of helping the child increase their regulation strategies and problem solving skills. Our goal will be to maximize the growth and development of the child, while also protecting all of the individuals in the program. The Early Childhood Center does not have extra support services such as Speech, Occupational Therapy, Physical Therapy, and Play Therapy etc., but we do allow outside agencies to come in and work with your student if it helps families keep their already established routine with these services.

SACRED HEART MIDDLE SCHOOL PROGRAM

ACADEMIC INFORMATION

Sacred Heart recognizes and emphasizes in its curriculum offerings the importance of reading as a key educational tool. More than any other skill, reading proficiency will make possible or limit academic success and determine the eventual educational goals of the student. To that end, the administration stresses the need for students to engage in reading not only for course work but also as a leisure activity. Research has consistently identified time spent reading as the most reliable factor in improving reading skills.

Students in grades 6, 7 & 8 follow a strong and well-rounded liberal arts program. Honors level coursework is offered in English Language Arts, and Math. Placements are made after careful review of current and past coursework, overall academic record, teacher recommendations, as well as entrance and national standardized test results.

GRADING SYSTEM

Letter grades are used to record academic progress at Sacred Heart for each of the semesters and the end of year exams. A final average is recorded using the 4.0 scale.

Grade	%Equivalent	Quality Point
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	0-59	0

ACADEMIC HONORS

Each marking term, the school honors those who have achieved notable grades in academic studies.

High Honors: No grade below A- for grades 6-8
Honors: No grade below B- for grades 6-8

Two or more unsatisfactory grades in conduct or effort by two different teachers in the same marking period make a student ineligible for honor roll.

SACRED HEART HONOR AND SERVICE SOCIETY

The Sacred Heart Honor and Service Society is a Sacred Heart School organization that is open to middle school students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. The standards for selection are established by the principal, middle school coordinator, society faculty adviser and the principal appointed Faculty Council.

In the first trimester, students in grades 6-8 are considered “candidates” for membership if they meet the following criteria: honor roll placement and all effort and conduct grades either meeting or exceeding grade level

expectations. The students who meet these criteria will be notified by letter that they are invited to consider membership in the Honor and Service Society.

At the beginning of the third trimester, if the aforementioned criteria have been maintained in the second trimester, the candidate will be invited to complete an application, an essay and a Student Activity Information Form that provides the Faculty Council with information referencing the candidate's leadership and service experience. A history of leadership experience and participation in school or community service is required for acceptance and membership in the organization. The Faculty Council will use these documents as well as school disciplinary records and report cards to evaluate a candidate's character and scholarship. Members of the general faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. All of this information is carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are then notified by letter regarding selection or non-selection.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at all monthly group meetings during the school year, participation in all Honor and Service Society sponsored events and fundraisers, and at least 18 hours of in school or out of school service for the school year which must be spread out across all three trimesters. If a member fails to maintain the criteria during a trimester as indicated in progress reports, they will meet with the adviser on a weekly basis to determine ways to reestablish good standing. If they do not improve at the conclusion of the trimester, they risk being dismissed from the Society. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

COURSE FAILURE & REPEATING A COURSE

A student will fail a course when the final grade, grade point average (GPA) is .59 or below. The GPA is based on the 4.0 scale found in the Student-Parent Handbook.

Should a student fail a course or need a better grade to meet a pre-requisite for the next level, remediation should occur through summer school or tutoring approved by the Principal and coordinated by the parents.

REDIKER

Sacred Heart participates in a communication program called Rediker that enables students and parents to monitor academic progress throughout the school year via the Internet. This communication tool also allows teachers the ability to post assignments, important documents, grades, class calendars and to e-mail parents and students.

Rediker allows the school to inform parents and students of important events via e-mail as well as listing them on the home page. Rediker is password protected to ensure privacy. Parents with more than one child at Sacred Heart Middle School can set up their account to enable access to all their children's classes on one page. Parents are cautioned on overuse or dependency on Rediker. It is not intended to be used as a daily monitoring system. The mission, philosophy, and objectives of Sacred Heart highlight the need for students to become responsible individuals capable of managing their daily assignments independent of their parents.

Teachers maintain their own individual sites that are linked to Rediker so it becomes an effective communications tool for the parents and students. To ensure a common thread throughout the Sacred Heart School community, teachers follow these guidelines when using Rediker.

A. At the opening of school the following will be listed on each Middle School teacher's home page:
    1. Course Descriptions/Syllabus for each class
    2. Classroom Expectations for each class
    3. Grading Policy
    4. Homework Policy
    5. Contact policy/e-mail address

B. On a bi-weekly basis, grades will be posted to Rediker. Teachers will follow these guidelines:

1. Grades posted will include any incomplete or missing work.
2. Grades will be accurate. If changes are made, an explanation must be sent home to the student and parent explaining the need for the change (make-up, extra-credit).
3. Teachers may post grades earlier or on a daily basis if they so choose; however, ALL teachers will post grades by the designated dates.

C. Reports for parents/parent-teacher conferences:
Parent-teacher conferences are scheduled for everyone in October. Additional conferences can be scheduled upon request. Please contact a teacher to set up an appointment.

STUDENT WORK

1. Homework is given to reinforce the daily classroom learning and to extend this learning beyond the classroom situation. Students should plan for considerable home study as well as proper use of studies during the day in order to complete successfully both short and long-range assignments.
2. For Students in Grades 6, 7 & 8 homework is given to reinforce the daily classroom learning and to extend this learning beyond the classroom situation. Students should plan for about 20 minutes per subject area of home study daily in order to complete successfully both short and long-range assignments. Homework time will vary somewhat with student's program and ability.
3. Make-up work–Students must make arrangements with each teacher to make up work **immediately** upon return to school from any absence. Students are given two days for each day absent, up to three days absent, to make up any work. Any work not made up in that time will be graded a zero. For absences longer than three days, Mrs. Harris will coordinate homework and makeup work. Teachers cannot be expected to provide tutoring for students who are absent because of personal vacations.
    a. Once the marking period closes, no late work will be accepted. All missing work will be graded an F or zero for the computation of marking period grades. No change of grade will be permitted for handing in missing or late work.
    b. If, because of serious illness or other extenuating circumstances, a student has not completed sufficient class work to receive a report card grade, the faculty member may, with the approval of school administration, assign an "incomplete." This designation must be changed to a letter grade within three weeks of the report or it automatically becomes an "F," unless prolonged illness dictates that other arrangements be made.
4. After School help – Teachers will schedule after-school sessions until 3:15 p.m. Monday – Thursday to offer students the additional help they may require. These sessions take precedence over all extra-curricular activities.

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 from.

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.

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
2026-2027 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 is not tolerated through use of technology or an electronic device owned, leased, or used by the school, including students personal Chromebooks that have been Enterprise Enrolled.

Sacred Heart School will investigate promptly once a bullying incident is reported 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.

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

TUITION AND FEES
2026-2027

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 the toddler program 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, Sacred Heart 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.

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

- 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.

REVISIONS TO HANDBOOK

The Sacred Heart School Student Handbook was revised in August 2026
by The Admin Team
The Head of School retains the right to amend any section of the handbook.
Parents will be given notification if changes are made.

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 September 2020. This inspection report is on file in the Facilities Office. The next inspection is Fall 2024.

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

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 – 2026-2027 **EPA Form 7730-3**

STUDENT/PARENT
HANDBOOK AGREEMENT
2026-2027

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

_____ _____
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.