



Parent & Scholar Handbook

2018-2019

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SCHOOL PHILOSOPHY

We believe that Sacred Heart School must continually come to an awareness of its own reason for existence and its purpose within the context of the mission of the Catholic Church. The church has a threefold mission:

- one, to impart the message of Jesus
- two, to advance the building of Christian community by living the message of Jesus and by fostering evangelization, the life blood of Catholic existence
- three, to exemplify the Good News by the quality and character of life through personal worship and active service.

We at Sacred Heart School know our purpose and meaning from this context. We function as one to further these goals.

The philosophy and goals of Sacred Heart School must go well beyond what can be defined as policy and regulation. As a faculty we feel that the enfleshment of our philosophy and goals lies not solely in academic success but also in how well we have prepared our scholars to extend the Gospel message into the twenty-first century.

In striving to function effectively and to incorporate our three-fold mission we aspire to the following goals.

1. Instilling a respect for each child's worth, we welcome and recognize the diversities of culture and religions among the scholar body and continuously strive to give expression to the Christian message, always being mindful of our unity in faith.
2. Using the Christian values as a basis for choice, we strive to provide an education that will produce scholars who have an awareness of their responsibility in faith to be of service to their fellow human beings in the local as well as the global community.
3. Committing ourselves to academic excellence, we continually review and re-evaluate our standards to implement methods and programs that will enable our scholars to meet the challenges of a changing Church, society, and world.
4. Becoming aware of our responsibility to others, we share not only materially, but also in giving of ourselves to listen to others, to be thoughtful of them, and to treat them with courtesy and respect.
5. Integrating religion with all of life, we thereby reflect an awareness of Christ's presence in our prayer life that flows through our day and motivates our actions.
6. Preparing scholars for effective Christian living through the education of the whole child and employing those methods that will develop each child's personal faith, as well as instilling knowledge of the secular subjects, we aspire that each child will realize that true education is a continuous search for truth and justice.

We strive to develop a true community and expect that all who are involved in the life of Sacred Heart School – parents, pastor, priests, teachers, support personnel, administration, and scholars – must earnestly desire to make it a community of faith which is indeed “living, conscious, and active”.

Catholic Schools for the 21st Century
National Congress Executive Summary
National Catholic Education Association

MISSION STATEMENT

Sacred Heart School is a welcoming Catholic community built on Gospel teachings and committed to scholars who seek a challenging academic environment and aspire to be faith-filled leaders for today and the future. We DREAM BIG!

PREAMBLE

Scholars live in a world with other people and need to follow policies and regulations that govern behavior. Codes of performance are established and explained to the scholars. As part of the Catholic School Community, scholars learn that order is necessary for them to accomplish the task of education. Scholars learn that they must also discipline themselves so they achieve their own goals. One emphasis is on teaching scholars how to become contributing members of the community by wisely using their special own special talents and gifts for the mutual benefit of society.

In a Catholic school, those in the school develop everyone. Everyone should be aware of the living presence of Jesus who today as always, is with us in our journey through life as the one genuine "Teacher".

Those in the school – develop the spirit of a school by the mutual respect of scholars and teachers, and scholars with each other. Kindness, compassion, cooperation, responsibility, and friendliness are a few of the virtues that everyone attending Sacred Heart School should receive and give. Our motto is, **DREAM BIG- Determination, Respect, Excellence, Accountability, Mastery, All made possible with BIG- Belief in God.**

ADMISSION POLICY

Sacred Heart School does not discriminate against individuals on the basis of race, creed, religion, sexual orientation, cultural heritage, political beliefs, marital status, family status, age or sex in its admission policy.

All parents must sign a Parent Accountability Contract to become full members of the Sacred Heart School community.

Registrations are on-going for the following September. Registrations are taken for the current year if there is an opening in the grade. Admission is based on previous school records and an admission placement test. The scholar must demonstrate ability to achieve the academic, moral and social standards of the school and are the proper age governed by the City of Boston.

Seat reservation money is due by May 15th to place the child's name on the class list. The seat reservation fee not refundable and not transferable.

SCHOOL HOURS

- School hours for all scholars from KII to grade 8 are 8am to 3:30pm
- Scholars in grades K2 to grade 8 should be in the schoolyard by 8am to walk into school with their class.
- After 8am all scholars must enter through the front door.
- No scholar is permitted to leave the schoolyard after arrival.
- The school office is open from 7:00 a.m. to 4:00 p.m.

ATTENDANCE POLICY

- If a scholar has 4 or more unexcused absences in a term the scholar will be marked Incomplete for the term.
- If a scholar has 12 or more unexcused absences in a school year the scholar may be retained in their current grade.
- After 8am all scholars must enter through the front door.

TARDY POLICY

- Scholars will be marked tardy after 8:10am. Scholars must report to the office for a tardy slip before going to their classroom.
- If a scholar is tardy 3 times in one term, you will be contacted by administration. More than 3 tardies will result in the loss of perfect attendance and may result in a suspension. **Excessive tardiness causes classroom disruption and will result in loss of privileges, recognition and awards.**

SAFETY OF CHILDREN: Supervision in the schoolyard begins at 7:45 a.m. Therefore we are not responsible for the scholars who arrive in the schoolyard prior to 7:45 a.m. There will be a before school program for scholars in grades PRE K- Grade 8 beginning at 7:00am. The cost is \$2.00 and must be paid on the day the child attends. Scholars may not play ball before school.

DISMISSAL:

At dismissal, arrange to meet your child some place that does not interfere with the lines.

PARENTS SHOULD NOT CALL THEIR CHILD ACROSS THE STREET BETWEEN TRAFFIC. Scholars must use the crosswalk at all times.

NO ONE IS ALLOWED TO DRIVE INTO THE SCHOOLYARD TO DROP OFF OR PICK UP SCHOLARS.

NO STOPPING OR PARKING IN CONED BUS LANES.

ATTENDANCE

STATE LAW: The only acceptable reason for being absent from school are those caused by personal illness, death in the family, religious holidays, and court appearance.

ABSENCE: If a child will be absent, a phone call is requested to the school office between 7:00 and 8:00 a.m. (617-323-2500) on the day of the absence. Please give your name, the name and grade of your child and reason for the absence. To safeguard the child, the school will phone the home if no phone call is received. **A note explaining briefly the reason for the absence is required the day the scholar returns to school.**

A request for homework on a day a scholar is absent should be made to the teacher electronically before 9:00 a.m. It is the responsibility of the scholar to make up work done during his/her absence.

SPECIAL REQUESTS: ABSENCES AND MAKE-UP WORK: To provide program continuity, the school does not approve of absences for reasons than indicated above. Our effectiveness depends on a coordinated program of classes and homework. Many classroom-learning experiences are impossible to make up since they involve school resources and group interactions. Parents are asked to schedule appointments for children after school hours whenever possible.

SICKNESS/INJURY: If a child becomes sick or is injured during the day, a parent or designated person will be notified. Parents must notify the nurse as to who will pick up the child.

EARLY DISMISSAL FOR PERSONAL REASONS: **A request for early dismissal must be made in writing.** Scholars will only be dismissed from the office to a designated adult. Parents are requested not to go to the classrooms at any time, as this interrupts the teacher in his/her scheduled tasks. **Arrangements with private transportation services must adhere to school dismissal times.**

SCHOOL CANCELLATIONS: In case of stormy weather, please watch TV channels 4, 5, 7, 25, or NECN. If school is cancelled Sacred Heart School Roslindale will be listed in the cancellation list. (We are no longer going by Boston Public Schools) Announcements usually begin at 5:25 a.m. Pre-school will follow the elementary school for cancellations.

FACULTY MEETINGS: There will be at least one faculty meeting a month with dismissal at 11:30 PM. On these days the Afterschool program will be open. **The cafeteria will not be opened so there is no recess milk on these days.** Faculty meetings and dismissal times are listed on the calendar or stated in the monthly letter. Please be cognizant of these dates so you will expect your child at home and also provide for his/her transportation. **THERE WILL NO PUBLIC SCHOOL BUSES ON HALF DAYS.**

COMMUNICATION

EMERGENCY CARDS: **Information on the Emergency Card must be kept up to date.** Please complete the card in PENCIL and notify the office immediately if there is a change in addresses or telephone numbers. Being able to reach parents in case of sickness, injury or if a child is not picked up at dismissal is important to your child's health and safety. Please be sure the contact people are known to your child, are available to assist and have been notified that they are listed on the Emergency Card. **If information changes for the scholar during the school year the parent/guardian must provide the updated information to the office.**

MONTHLY CALENDARS/LETTERS: A letter from the head of campus and a monthly calendar are sent in the family envelopes. **PLEASE SIGN FAMILY ENVELOPE AND RETURN TO SCHOOL THE NEXT DAY TO VERIFY RECEIPT.** These describe the events and happenings and are an important means of keeping parents informed. The calendars indicate half days and no school days for that month. Please keep these available for reference. The calendar can also be found on the school Web Page.

CONTACTING TEACHERS: Parents are requested to send an email/ note to the teacher if a conference is desired. Please do not wait until Report Card time, but take care of the matter immediately. It is very important that everyone be aware of the complete facts of any problem that occurs. Parents must direct classroom problems to the teacher(s) involved. Normally this procedure brings satisfaction. If, after speaking to the classroom teacher, the parent still is not satisfied, then the head of campus/assistant head of campus may be approached.

Parents are not allowed to go to the classroom before school without an appointment. Teachers are preparing for the opening of class. Teachers are not allowed to talk to parents in the hall while a class of scholars is left unattended. This before school time is very important as teachers set the tone for the day by organizing the class.

CELL PHONES: Scholars in grades K2-4 are not allowed to have cell phones on the premises. Grades 5-8 The phone must be turned into the teacher at the start of the day. **ANY INFRACTIONS will result in loss of cell phone privileges for the year.** IF YOU NEED TO CONTACT YOUR CHILD, PLEASE CALL THE SCHOOL OFFICE.

VISITORS: As you know, visitors are most welcome at Sacred Heart School and we look forward to extending every courtesy to all our guests. **However, we ask that parents do not disturb teachers or children while school is in session. ALL VISITORS report to the school office upon arrival.**

HOME AND SCHOOL ASSOCIATION: **The Home and School Association consist of all parents.** A strong Home and School Association is an essential part of any Catholic School. The Association provides a sense of community for parents, promotes communication between parents and the school, and supports the school through fundraising events. Association activities are an excellent way to meet other parents, to learn about the school and to have fun while participating in activities that support the school. **The Home and School Officer meetings are held monthly. Parents are encouraged to participate in these meetings.** ALL

FAMILIES MUST VOLUNTEER FOR 1 EVENT (Field trips, reading to the class, cafeteria, Social events etc....)

VOLUNTEERING: When parents are visible and active in a child's school, that scholar academically achieves higher than non-involved parents. WE ARE ALL BUSY, BUT YOU NEED TO MAKE TIME FOR YOUR SCHOLAR. So each family will be required to volunteer for 1 event.

HEALTH AND SAFETY

Health assessments and complete immunizations are requested for each scholar prior to entering school. Health assessments shall have been done within the twelve months prior to enrollment. The Interval Health History form must be completed by parents of scholars in grades three and six yearly.

During the school year parents are notified of cases of contagious diseases. Please notify the school immediately if your child has a contagious disease.

When an outbreak of pediculosis (head lice) occurs, the child is sent home if treatment is required. Parents are asked to check their children before school begins and periodically throughout the year

In the event of any medical emergency, the school tries to reach the parents at the numbers indicated on the Emergency Card. If parents are unavailable, the school then calls the doctor listed on the Emergency Card. From that point, we follow the doctor's advice.

In the event of any serious or life-threatening situation, the local rescue unit is immediately called and the child is taken to the nearest hospital at the discretion of emergency service personnel.

It is crucial that information on the Emergency Card turned in at the beginning of the school year is current. We will count on you to advise the school of changes.

HEALTH INFORMATION

HEALTH RECORDS

All new scholars and current scholars must have health records that are up to date and into the nurse's office by September 30th. Failure to comply with this policy will result in your child's exclusion from school until complete health records are received.

EMERGENCY CARDS

The school provides emergency cards. These must be completed by the parent/guardian and returned to the school as soon as possible. These emergency cards are very important. It is our way of contacting you in the event of an illness or accident. Please make sure that all information is up to date. If there are any changes during the school year, please inform the office immediately.

MEDICATIONS

No one is permitted to keep medication in the classroom, on his or her person or take it without the supervision of the school nurse. All medications must be brought to the school in the original pharmacy container. Absolutely no medications will be administered from envelopes or plastic bags. Parents should notify the nurse if their child requires medication.

Long-Term Medications (medications given daily during school hours for longer than 10 days): These medications require a letter from the parent **AND** a doctor's order. The parent must bring in the medication in a pharmacy labeled container.

Short-Term Medications (10 days or less): The parent should bring the medication in a pharmacy labeled container and a letter signed by the parent.

Self-Medication: Self-administration of certain medications (i.e. asthma inhalers) may be allowed if the child's doctor, parent and the school nurse believe it to be safe and appropriate.

Over the Counter Medication: May be given in school as long as there is a signed permission form on file in the nurse's office. These include acetaminophen (Tylenol), ibuprofen (Motrin/Advil) and diphenhydramine (Benadryl). Permission forms are sent home at the beginning of the year but may also be obtained at the front office.

SCHOOL HEALTH ATTENDANCE POLICY

- No child will be allowed to remain in school with a temperature of 100 degrees or higher. **They may return to school when they have been fever-free for 24 hours without the use of fever reducing medications.**
- Any child with a temperature should not be given acetaminophen (Tylenol) or ibuprofen (Motrin/Advil) in the morning and then sent to school.
- Any child who has vomited within the last 24 hours should not be sent to school. **Please allow 24 hours from the last episode for recovery.** If your child has vomited during the school day, please make appropriate arrangements to pick up your child in a timely manner.
- If your child has strep throat and is prescribed antibiotics please allow a 24 hour period after the first dose is administered before returning to school.

For the protection of the school community please remember sick children need to remain at home. This will allow sufficient time for them to recover and prevents the spread of illness to other scholars and staff. Please notify the nurse for any contagious illnesses.

UNIFORM CODE

- All uniforms must be purchased from:
J.B. Pride Uniforms, 28 Corey Street, West Roxbury, MA 02132, 617-323-8832
www.jbprideuniforms.com
Sacred Heart School's Number is 039.
- **Scholars who do not wear the proper uniform will not be allowed into the classroom.**
If a scholar does not wear the proper uniform the parent will be called. The scholar will sit in the office until the scholar has the proper uniform.
- All scholars are to be in full uniform the first day of school and throughout the school year.
- We do not allow additions or changes according to changing styles. T-shirts with pictures and sayings must not be worn under shirts.

GYM UNIFORM – GIRLS AND BOYS

1. Black & red Sacred Heart School sweat pants (with elasticized ankles), shorts, and t-shirts are required.
2. Sneakers
3. **NO SUBSTITUTIONS!**

UNIFORM CODE – ALL K0 & K1 SCHOLARS

1. Scholars in grades K0 and K1 wear the Sacred Heart School gym uniform every day.

UNIFORM CODE – GIRLS IN GRADES K2-Grade 5

1. Plaid jumper or black walking shorts. Walking shorts may be worn from September thru October 31st and then again May 1st till the end of the year.
2. White uniform blouse (PETER PAN COLLAR OR OXFORD COLLAR ONLY) with red tie. **ONLY PLAIN WHITE UNDERSHIRTS MAY BE WORN) NO TURTLENECKS!**
3. Black or white knee socks or tights (**NO LEGGINGS**)
No scholar may come to school without socks or tights.
4. Sacred Heart embroidered Black crew neck cardigan
5. Dress shoes or sneakers are permitted. (knee tops, wheels or lights are NOT allowed.)
6. Slacks worn under the uniform jumper must be removed during the day, black dress uniform pants can be worn November 1-March 31.
7. No multiple dangling earrings and no hoops over one inch.
8. All necklaces must be worn underneath shirt. **NO ROSARY MAY BE WORN AS JEWELRY.**
9. No bracelets other than a watch.
10. Makeup may not be worn.
11. **Non-natural hair colors or dyes are not allowed. Fad haircuts are not allowed.**
12. Rubber soled boots without heels may be worn during inclement weather only. Scholar must change into appropriate uniform shoes upon arrival. No high heeled or open toe boots/shoes are allowed.

UNIFORM CODE – GIRLS IN GRADES 6-8

1. Plaid Skirt may not be shorter than 1.5 inches above the knee
2. White uniform blouse (Peter Pan collar or oxford collar).
3. SACRED HEART BLACK BLAZER MUST BE WORN AT ALL TIMES. No other shirts may be worn under the uniform blouse.
4. Appropriate fitting black dress pants may be worn November 1st – March 31
5. Dress shoes or sneakers are permitted (knee tops, wheels or lights are NOT allowed.)
6. Appropriate fitting slacks worn under the uniform jumper must be removed during the day. Black dress uniform pants can be worn November 1-March 31
7. No multiple dangling earrings and no hoops over one inch.
8. All necklaces must be worn underneath shirt. NO ROSARY MAY BE WORN AS JEWELRY.
A watch and one additional bracelet may be worn. No jewelry with spikes allowed.
9. Makeup may not be worn.
10. Non-natural hair colors or dyes are not allowed. Fad haircuts are not allowed.
11. Rubber soled boots without heels may be worn during inclement weather only.
Scholar must change into appropriate uniform shoes upon arrival. No high heeled or open toe boots/shoes are allowed.

UNIFORM CODE– BOYS GRADES K2- 5

1. Boys may wear white shirt, red tie and solid black dress pants with a belt or black walking shorts with belt. (September to October 31st, May 1st till end of school). (No turtleneck shirts or cargo pants)
2. Boys in K2 do not need to wear a belt.
3. Sacred Heart School embroidered black cardigan
4. Dress shoes or sneakers are permitted. (High tops, knee tops, wheels or lights are NOT allowed.)
5. Colored T-shirts and T-shirts with pictures and sayings must not be worn under shirts.
6. Hair must be neat in appearance and must not touch shirt collar.
7. Non-natural hair colors or dyes are not allowed. Fad haircuts or “Boy Buns” are not allowed.
8. Necklaces may be worn underneath uniform shirt.
9. Chain sand chains hanging from pant belt are not allowed.
10. One modest pierced earring is allowed.
11. No bracelets other than a watch.

UNIFORM –BOYS GRADES 6-8

1. Boys may wear white shirt, dress tie and khaki dress pants with a belt or walking shorts with belt. (September thru October, May thru June). (No turtleneck shirts or cargo pants)
2. SACRED HEART BLACK BLAZER MUST BE WORN AT ALL TIMES. No other shirts may be worn under the uniform shirt.
3. Dress shoes or sneakers are permitted. (knee tops, wheels or lights are NOT allowed.)
4. Colored T-shirts and T-shirts with pictures and sayings must not be worn under shirts.
5. Hair must be neat in appearance and must not touch shirt collar.
6. Non-natural hair colors or dyes are not allowed. Fad haircuts or “Boy Buns” are not allowed.
7. Necklaces may be worn underneath uniform shirt.
8. Chains and chains hanging from pant belt are not allowed.
9. One modest pierced earring is allowed.
10. A watch and one additional bracelet may be worn. (No spiked jewelry).

SCHOLAR EVALUATION

REPORT CARD: Report Cards are distributed three times a year: Approximately December, March and June. A parent’s signature is required before the Report Card is returned to school. Should you wish more information about your child’s progress, please make an appointment with the teacher(s) involved. All teachers are ready and willing to consult with you regarding your child’s strengths and weaknesses.

PROGRESS REPORTS: Progress Reports for grades 1 – 8 will be reported midway between each marking period. These reports must be signed and returned to the teacher.

EXTRA HELP FOR SCHOLARS: Extra help is available to all scholars who need it, provided class application (effort) is obvious to the teacher. Arrangements should be made with the teacher when extra help is needed.

SCHOLAR SUPPORT TEAM (SST): Scholars who are recommended for support services will fall under the aegis of the SST team. The SST team, comprised of Sacred Heart teachers, will evaluate the recommended scholar and develop an educational plan tailored to their needs. This is not voluntary. This program is run under the Boston CONNECTS model, in partnership with Boston College.

RETENTION: Scholars regardless of age, who consistently fail to meet the academic grade standards, will not be promoted. Any scholars who consistently fail to achieve proficiency will be put on probation for repeating the grade. If the scholar is still not achieving proficiency by April 1st, the scholar may be considered for repeating that grade.

Retention may also be based on the lack of social or emotional maturity, which is reflected in academic performance. Unexcused absences can also result in loss of promotion.

ASSESSMENT

STANDARDIZED TESTING: Scholars take part in the Diocesan Testing Program each year. The testing program measures the child' academic growth in core subject areas. The NWEA formative Test is administered to scholars in grades K2 thru 8 twice a year.

BENCHMARKING: Scholars in grades 2-8 will be benchmarked for progress on a continuing basis utilizing the Achievement Network protocol.

PROGRAM

PLEASE CHECK YOUR CHILD'S PLANNER ON A DAILY BASIS!!

HOMEWORK: Homework is assigned and has a definite place in our educational Program as reinforcement of what has been taught. To the extent that is possible, we would advise you to provide a quiet atmosphere and a suitable place where your child could study, free from distraction of television, etc.

Homework is not always written. Memorization is a very important study skill. A quick check of your child's written homework and a few questions on his/her study homework would help your child and would also keep you informed as to how he/she is doing.

Parents of children in grades KII – 3 are expected to help their children with sight vocabulary, spelling and math facts each night.

Punctuality, completed and neat assignments are important parts of the educational process of your child's growth.

Planners are given to each scholar. **Parents should check the planner on a daily basis (ALL GRADES 1-8)**. Planners must be kept in good condition throughout the year. Replacement planners cost \$5.00.

ALL SCHOLARS ARE REQUIRED TO COMPLETE ALL HOMEWORK!

PHYSICAL EDUCATION: All scholars are required by Massachusetts State Law to participate in the school's physical educational program. If, because of medical reasons, your child cannot participate please send a note to the school office with a doctor's certificate regarding this.

LUNCH PROGRAM: The school cafeteria operates daily. Lunches must be paid for on a monthly basis. The price, which includes the cost of milk, is \$3.50 a day. Lunch milk may be purchased for fifty cents **Applications for free and reduced lunch forms are sent home with the scholars the first week of school.** Scholars may purchase either lunch or milk by the month. Please place the check or money in an envelope with your child's name and grade on it. **Lunch money must be separate from tuition money. IF YOU DO NOT SUBMIT A MONTHLY MENU BY THE DUE DATE YOUR SCHOLAR WILL NOT RECEIVE LUNCH. If you qualify for free and reduced lunches you STILL NEED TO SUBMIT A COMPLETED LUNCH MENU ON TIME. No lunches will be served without payment.**

RECESS MILK: Scholars in grades K2 – 2 may purchase recess milk for fifty cents (\$0.50) a day. **RECESS MILK IS ORDERED AND PAID BY UTILIZING THE MONTHLY LUNCH MENU.**

GLASS BOTTLES ARE NOT ALLOWED IN THE CAFÉ OR CLASSROOM.

FIELD TRIPS: Each class may take at least one educational field trip a year. The procedure for each field trip is as follows:

1. A notice from the teacher will be sent home explaining the field trip – Where, when, why, cost.
2. Parents must sign a permission slip.
3. Decision to go on the field trip is the responsibility of the parent. No child is forced to go with the class, but you must keep your scholar home that day. If cost is a factor in not participating in the trip, please notify the head of campus/assistant head of campus and arrangements will be made. Scholars are encouraged to attend these field trips, as the experiences are part of the class program.

DISCIPLINE: Self-discipline and self-control are the objectives of the character formation and training offered at Sacred Heart School. To foster, encourage and develop self-discipline, the **DREAM BIG!** CORE VALUES WILL BE UTILIZED AS THE BASIS FOR DISCIPLINE.

- **Determination**
- **Respect-** people, places, and things
- **Excellence-** personally, academically, spiritually
- **Accountability**
- **Mastery**

All this is possible because of a BELIEF IN GOD!

DISCIPLINARY CODE:

1. No form of disrespect will be tolerated.
2. Gum chewing is forbidden at ANY TIME or place in the school or on the school grounds. This includes recess and lunch recess.
3. No Bullying

AFTER A DISCIPLINE INFRACTION –Scholars will be held accountable by writing what they did wrong, how it violates our CORE values, and what they can do differently to correct it. These will be placed in scholars learning folders. A parent signature may be required.

SUSPENSIONS/EXPULSIONS Scholar behavior must be maintained at a high level to reap the greatest benefit from the teaching/learning situation. Therefore, the Head of Campus/Assistant Head of Campus has the right to suspend any scholar(s) whose presence in the school is an impediment to the school’s operation or reputation. Furthermore, any scholar who has a history of suspensions may be subject to expulsion. In severe cases, expulsion may be immediate. **ANY CONDUCT, WHETHER INSIDE OR OUTSIDE SCHOOL (INCLUDING ALL FORMS OF SOCIAL MEDIA) THAT IS DETRIMENTAL TO SACRED HEART SCHOOL MAY RESULT IN SUSPENSION OR EXPULSION.**

THREAT OF VIOLENCE: Any scholar who verbally threatens to harm another scholar or member of the staff at Sacred Heart School either verbally or in writing (including all forms of social media) will not be allowed to continue at Sacred Heart School without a psychological evaluation and must receive counseling for the period of at least six months.

C.O.R.I. (CRIMINAL OFFENDER RECORD INFORMATION)

In accordance with the guidelines provided by the Catholic School Office in conjunction with the directives issued by the Office of Child Advocacy, all employees and school volunteers must complete the Virtus Program and submit to a yearly C.O.R.I process.

MANDATORY REPORTING

All teachers and school staff are mandated by law to report to any instance or observation of actual abuse or suspected abuse of a minor to the Department of Children and Families.

PLEASE NOTE:

****The head of campus/assistant head of campus is the final recourse and reserves the right to amend this handbook. Parents will be given notification.**

SIGNING OF THE PARENT ACCOUNTABILITY CONTRACT (IS A PART OF THIS HANDBOOK AND THEREFORE BINDING) SIGNIFIES I HAVE READ AND AGREED TO ALL RULES AND REGULATIONS CONTAINED THEREIN.

FACULTY 2018-2019

| | |
|---|--|
| GRADE K0A GRADE K0A AIDE | Mrs. Katie Pak Ms. Nijha Middleton |
| GRADE K0B GRADE K0B AIDE | Ms. Alicia Bhardwaj Ms. Sylvia Casiano |
| GRADE KIA GRADE K1A AIDE | Ms. Joanna Wippermann Mr. Joseph Toscano |
| PRESCHOOL SPANISH IMMERSION SPANISH IMMERSION AIDE | Mr. Victor Sanchez Ms. Andrea Andino |
| KO/K1 TRADITIONAL KO/K1 AIDE | Ms. Melissa Martin Ms. Casey Corbett |
| AIDE | Ms. Toni Bailey |
| GRADE K2 K2 AIDE | Ms. Maureen McCarrick Mrs. Judith Conway |
| GRADE ONE | Ms. Catherine Keating |
| GRADE TWO | Ms. Mary Frances Hock |
| GRADE THREE | Ms. Andrea Berry |
| GRADE FOUR | Mr. Christopher Uva |
| GRADE FIVE | Ms. Jacquelyn Smith |
| GRADE SIX | Ms. Domenica DeLuca |
| GRADE SEVEN | Mrs. Patricia Girvan |
| GRADE EIGHT | Ms. Caitlin O'Leary |
| RELIGION & THEOLOGY COORDINATOR FOREIGN LANGUAGE FACILITATOR TECHNOLOGY MUSIC COUNSELOR ART ADMINISTRATIVE ASSISTANT CAFETERIA NURSE EXECUTIVE ASSISTANT TUITION MANAGER/ PROJECT MANAGER DIRECTOR OF PRESCHOOL DIRECTOR OF BEFORE AND AFTER SCHOOL PROGRAM PASTOR HEAD OF CAMPUS ASSISTANT HEAD OF CAMPUS | Mrs. Dorothy D'Amato Ms. Laura Mitchell Ms. Anne Carchedi Ms. Sarah Cundy Ms. Sabrina Alampi Mr. Glenn Williams Mrs. Patricia Walsh Mrs. M. Alannah McCarthy Mrs. Robin Manganiello Mrs. Karen Cavanaugh Mrs. Colleen Verity Mrs. Natasha Jean Gilles Ms. Michelle Cassidy Monsignor Francis Kelley Mrs. Monica Haldiman Mrs. Kathleen Cody |

SACRED HEART SCHOOL CALENDAR – 2018-2019

NO SCHOOL DAYS

| | | |
|----------|-------|----------------------------------|
| October | 5 | Professional development |
| | 8 | Holiday – Columbus Day |
| November | 12 | Holiday – Veterans’ Day |
| | 21-23 | Thanksgiving Vacation |
| December | 24-31 | Christmas Vacation |
| January | 1 | New Year’s Day |
| | 2 | Faculty Meeting/Professional Day |
| | 21 | Holiday - Martin Luther King Day |
| February | 18-22 | Vacation |
| March | 20 | Professional Development |
| April | 15-19 | Easter Recess |
| | 22 | Easter Monday |
| May | 24 | No School |
| | 27 | Holiday – Memorial Day |

HALF DAYS – 11:30 DISMISSAL

| | | |
|----------|----|--|
| October | 23 | City Election/Professional Development |
| November | 28 | Faculty Meeting |
| December | 21 | Beginning of Christmas Vacation |
| February | 6 | Faculty Meeting |
| May | 1 | Faculty Meeting |
| June | 12 | Tentative |

SCHOOL WELLNESS POLICY

Sacred Heart School Wellness Policy

Sacred Heart School will promote student wellness by consciously sharing healthy lifestyle strategies with the student body through our lunch program and physical education curriculum. School lunches will consistently follow the recommended Dietary Guidelines for Americans and USDA School Meals Initiative for Healthy Children in nutritional content, portion size, and quality. The physical education program will encourage at least an hour of activity a day, as suggested by our physical education framework.

ANTI-BULLYING POLICY

Sacred Heart School Anti Bullying Policy

Sacred Heart School acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church we work to foster in each child a love of learning and provide an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive, and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's Staff is committed to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Bullying 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 another student for the purpose of dominating or intimidating that student. Some examples of bullying include, but are not limited to, the following:

| | | |
|--------------------|---|----------|
| threatening | intimidating | stalking |
| cyber-stalking | spreading of falsehoods | coercion |
| public humiliation | social exclusion | |
| social exclusion | ridiculing | |
| degrading language | sexual, religious, racial or other harassment | |

Cyber-Bullying means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds or data by internet, cell phone, or other forms of digital technology. Retaliation means 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.

Harassment: Any form of verbal, physical, or sexual harassment will not be tolerated. Any incidents must be reported to the head of campus immediately. Verbal or written threats made against the physical or emotional wellbeing of anyone are taken seriously. The School will investigate and take action consistent with our disciplinary code and Massachusetts law as stipulated in Chapter 92 of the Acts of 2010. Students who participate in bullying, cyber-bullying, or harassment face detention, suspension, and/or expulsion.

ACCEPTABLE USE POLICY

Sacred Heart 2018-2019 Acceptable Use Policy for Information Technology Resources at Sacred Heart School

The school's information technology resources, including Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information

networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

| | | |
|-----------------|-------|-------|
| _____ | _____ | _____ |
| Student | Grade | Date |
| _____ | | _____ |
| Parent/Guardian | | Date |

Parents, please discuss these rules with your student to ensure he or she understands them. These rules also provide a good framework for your student's use of computers at home.

PARENT SIGNATURE PAGE

PLEASE REVIEW HANDBOOK LOCATED ON THE SCHOOL WEBSITE!

PLEASE NOTE:

****The head of campus/administration is the final recourse and reserves the right to amend this handbook. Parents will be given notification.**

THE PARENT ACCOUNTABILITY CONTRACT IS PART OF THIS HANDBOOK AND THEREFORE BINDING.

Dear Parents,

The Parent/Student Handbook enables you to know and understand the policies and regulations of Sacred Heart School. After carefully reading this Handbook, you are asked to indicate your awareness of the policies and regulations of the school by signing and returning this form to the school office where it will be kept on file.

Thank you.

Monica Haldiman
Head of Campus

Kathleen Cody
Assistant Head of Campus

PARENT/SCHOLAR STUDENT HANDBOOK

My child and I have read the Parent/Student Handbook of Sacred Heart School and will abide by the policies and regulations contained in it.

Parent Signature: _____ Date: _____

Student Signature: _____ Grade: _____