



Sacred Heart School

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SCHOOL YEAR 2011 - 2012

Dear Parent(s) or Guardian(s),

Welcome to Sacred Heart of Jesus Elementary School! Thank you for entrusting the education of your child to our staff and making the commitment to the values and philosophy of a Catholic education. Our students' safety, as well as their spiritual and educational growth, is very important to us. You, as Parents, play a key role in how successful your child is at Sacred Heart School. You are the primary teacher for all of their lives. While a school teacher's encouragement and approval can enhance a student's day, only you can "make their day"! We truly believe that working together as "Parent-Teacher Partners" insures the maximum educational opportunity for your child here at Sacred Heart School.

Our school offers a great start academically and spiritually. By sharing our learning atmosphere with our students and parents, we work to create an atmosphere of family, which fosters caring and understanding. Our records show that children who have attended Sacred Heart School are amply prepared for the challenges and demands of continuing their education at other schools. This handbook provides information that is helpful throughout the school year. Please read it and keep it for reference. If you need more information about any aspect of our school life, please call our office during school hours. God Bless.

Revised: 08/09/11

SACRED HEART SCHOOL PARENT/STUDENT HANDBOOK

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PHILOSOPHY AND GOALS

We at Sacred Heart School, in partnership with the Church community and parents, provide our students with the religious and academic training necessary to ensure their success as Catholics and citizens in our society.

Our curriculum stresses the importance of academic achievement while celebrating the unique God given talents and abilities of each individual. We nurture our students to have confidence, to explore, and question the world around them. We challenge them to love, respect, and honor others as Jesus taught.

With Jesus Christ as our example, we instill a love of God and a solid foundation in faith that students carry with them throughout their life's journey.

- Promote a love of God, through the teachings of the Catholic Church, to the student, family and school community.
- Foster an ability to work with others through sharing, cooperation, and a sense of moral values.
- Serve God, through mutual respect, caring, and love.
- Keep Sacred Heart School a family oriented community of students, parents, and staff.
- Create a Christian environment that provides a safe and nurturing place to learn and grow.
- Provide an educational environment where children develop a sense of wonder, curiosity, and a love of learning that remains throughout their lives.
- Provide a curriculum that encourages excellence in the fundamental academic skills.
- Introduce our students to learning opportunities that encourage exploration and application of principles.
- Enrich our curriculum with an appreciation for the visual and performing arts, music and physical education.
- Continue our professional education as a faculty, both academically and spiritually.
- Provide our students with a respect for the past, a sense of today and a vision for tomorrow.

MISSION STATEMENT

WITH GOD AS OUR GUIDE AND PARENTS AS OUR PARTNERS, WE AT SACRED HEART SCHOOL PROVIDE A SAFE AND NURTURING ENVIRONMENT WHERE OUR STUDENTS CAN GROW SPIRITUALLY, INTELLECTUALLY, AND EMOTIONALLY.

ACCREDITATION

Sacred Heart School is a K-8 Catholic day school founded in 1923. It is an inter-parochial school of the Diocese of Worcester and is sponsored by Sacred Heart Parish of Gardner, Massachusetts. Sacred Heart of Jesus Elementary School is accredited by the New England Association of Schools and Colleges.

Parent's Role in Education

We, at Sacred Heart School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Sacred Heart School for your child's education involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community affects the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Sacred Heart School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home only teaches disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers models positive, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at Sacred Heart School, we ask parents:

- To set rules, times, and limits so that your child:
 - É gets to bed early on school nights
 - É arrives at school on time and is picked up on time at the end of the day
 - É is dressed according to the school dress code
 - É completes assignments on time; and
 - É has lunch money or a nutritional sack lunch every day
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a phone call or written note when the student will be or has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situations regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

ADMISSION INFORMATION

Non-discriminatory Policy

Sacred Heart of Jesus Elementary School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Kindergarten Policy

As openings become available, the following priorities will be used to accept students to Sacred Heart School:

1. Siblings of children attending Sacred Heart School
2. Sacred Heart of Jesus parishioners at The Caring Place
3. Parishioners
4. Non-parishioners at The Caring Place
5. First come, first serve

Children entering Kindergarten must be five (5) years of age by August 31st.

Students will be fully accepted into Kindergarten contingent on displayed readiness (socially and academically) on the Kindergarten screening test.

All students are given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any concerns, a student may be asked to withdraw his/her attendance at Sacred Heart School.

Sacred Heart School is under no obligation to accept a student for return if it is deemed not in the best interest of all the students at the school.

REGISTRATION INFORMATION

The following registration and enrollment items must be completed and filed in the school office before a child is considered a registered student at Sacred Heart School.

1. All forms requiring information about the student(s), parent(s), or guardian(s), and signatures.
2. All tuition and fees for all prior school years, including the 2010-2011 school year must be up to date before enrollment will be accepted for the 2011-2012 school year.
3. For new families, a non-refundable **registration fee** of \$200.00 per family is due with these forms.

For returning families, a non-refundable **registration fee** of \$200.00 per family is due by June 1st, 2011.

A late penalty of \$25 is assessed for any registration fees received after June 1st, 2011 but before the start of the academic school year.

A late penalty of \$50 is assessed for any registration fee received after the start of the academic school year.

4. For **new families**, a non-refundable **technology fee of \$75.00 per family** is due once your child has been accepted into Sacred Heart School.

For **returning families**, a non-refundable **technology fee of \$75.00 per family** is due by June 1, 2011.

5. Agreement form for SHS Participation (as outlined in this information package) or agreement to pay non-participation fee.
6. A signed parent/student acceptance sheet for the 2011-2012 Parent-Student Handbook. (Located on last page of this handbook).

Admissions Process

New Student requirements include (as applicable):

- health records
- birth certificate
- baptismal certificate and first communion if applicable
- report cards

- standardized test results
- IEP (Individualized Education Plan) or 504 plan
- discipline records

Students applying for admission in Grades 1-8 must present a copy of the current year's report card and standardized test results. These are reviewed to determine whether the academic program at Sacred Heart School meets the educational needs of the prospective students. An interview with the student is also a component of the admission process.

Testing in some academic areas may be requested for new students in Grades 3-8. All new students are given a trial period to prove themselves both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Sacred Heart School.

Transfer of Records

When children transfer from one school to another, it is essential that the receiving school have access to the child's academic records and/or cumulative files in order that the staff might adequately provide for his/her educational placement and program. All requests for transfer paperwork are provided by the school office.

FINANCIAL OBLIGATIONS

Tuition Schedule for 2011-2012

Sample Ten-Month Tuition Schedule

Participating Family	Annually	Non-Participating Family	Annually
One Child	\$3,000.00	One Child	\$3,500.00
Two Children	\$5,000.00	Two Children	\$5,500.00
Three or More Children	\$6,000.00	Three or More Children	\$6,500.00

Non-Refundable Fees are due with Registration and Acceptance for new families and at the time of Re-Registration for returning families. These non-refundable fees are:

Registration Fee: \$200.00 per family

Technology Fee: \$ 75.00 per family

The above rates are for families that participate in the work-off program and/or have qualified for the Bingo Incentive program (a program that has been discontinued). Participation in the work-off program currently includes working seven (7) Bingo shifts and performing twenty (20) service hours, five (5) hours of which must be performed at the annual Fall Festival.

NON-PARTICIPATING FAMILIES WILL ADD AN ADDITIONAL CHARGE OF \$500.00.

Non-Participating is defined as performing no service hours or Bingo, or failing to meet the participation requirements by the end of the academic year.

Tuition Assistance

Any family with a total income under \$35,000.00 is eligible to apply for Grant-in-Aid from the Diocese. The Diocese currently uses FACTS Management Company to administer the program. Applications must be submitted through FACTS in the spring, and awards are made by June. There are secondary review applications available as a form of appeal. The link for the online application is:

<https://www.factstuitionaid.com/facts/gaindex>.

Tuition Payment Options

Families have the option making a full tuition payment to the school office by June 1st, 2011, which entitles the family to a 2% discount on the base tuition rate. If full payment is not made by June 1st, 2011, families are required to sign-up with our tuition management company FACTS. More information on the FACTS Payments plan is available at the school office.

Sacred Heart School Participation Requirement

Families are the lifeblood of our school community. Monthly tuition payments coupled with revenue from fundraising efforts provide the most significant portion of income to Sacred Heart School.

There are two levels of participation available to families at the time of registration. Please review the information carefully before you decide which option best suits the needs of your family. Remember, whichever option you choose, you are signing a contract with the school stating your agreement to the terms of your choice. Families who are receiving tuition aid or have concerns about meeting their financial obligation to the school should contact the school principal prior to signing this document.

SHS Option #1: Participating Family

The following are mandatory requirements for all participating families:

- Participation in the weekly Bingo program
 - Work seven (7) Bingo shifts
- Participation in the annual Fall Festival
 - Five (5) service hours performed at the annual Fall Festival
- Volunteer Commitment
 - In addition to the five (5) hours of service at the annual Fall Festival, each family under Option #1 must perform, at minimum, an additional fifteen (15) hours of volunteer time during the school year. Volunteer time may involve school activities (i.e. lunch room volunteer), homeroom parent duties, at-home classroom support, or assistance with social or fundraising events. Families can also apply extra Bingo shifts worked toward their volunteer commitment.

Note: Chaperoning field trips is not considered a work-off activity. Parent/Guardians may chaperone only one field trip a year unless asked to do more by the teacher; siblings are not permitted to accompany chaperones on field trips.

Volunteer opportunities are communicated throughout the year in the weekly newsletter, at PTO meetings, and by other special communications. If you have any questions about upcoming volunteer opportunities please contact the office.

Each family is responsible for keeping a log of their volunteer time, which is turned into the office at the end of the school year. Volunteer logs are available from the school office.

The Principal shall designate other volunteer opportunities as necessary.

For liability reasons, **NO siblings are allowed in the school when parents/guardians, etc. are in the building for volunteer purposes.** Volunteers must make other arrangements for childcare on the days they volunteer, whether in the school setting or on a field trip.

SHS Option #2: Non-Participating Family

The following are mandatory requirements for all non-participating families:

- Payment of a \$500.00 fee per family in addition to tuition
 - This releases the family from their Bingo and volunteer commitments for the year.

Failure to meet your commitment, as outlined in Option #1, will result in an automatic change in family status to non-participating and a \$500.00 non-participating fee will be added to your tuition.

New Family Referral

A referral credit of \$200 is given to any family that refers another family to Sacred Heart School. This credit is issued after your referred family is enrolled and attends Sacred Heart School for the entire 2011/12 school year and will be applied to your following year's tuition bill. *(Only one family may claim the tuition referral for the new family applying. All credits are subject to verification by the school office.)*

Late Registration

Students who register after the beginning of the school year will be charged according to the number of months attended. **Any part of a month will be counted as a full month of attendance when determining the amount of tuition.**

Families will also be responsible for paying the full Registration, and Technology fees as outlined above.

Withdrawal Policies

Should you need to withdraw your child(ren) from Sacred Heart School, the following refund policy is applied:

- If tuition is paid through FACTS payment plan and is not in arrears, billing ceases immediately following the first non-attended month.
- If tuition payment was made in full, a refund is prorated for the remaining unattended quarters.

As part of our commitment to ensure academic excellence, an exit interview is conducted with all families.

FACTS® Tuition Management Service Overview

- See FACTS brochure and enrollment form.
- There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS® program per family. This fee is added to your tuition collected by FACTS® ó please do not make this payment to the school.
- Pay tuition over 10 months (or less) via automatic deduction from either checking or savings accounts, or by credit card.
- Enrollment forms must be returned to FACTS® by June 12, 2011.
- Families not selecting the FACTS® tuition plan in their registration packet are expected to make direct payment to Sacred Heart School no later than August 28th, 2011.
- A RETURN FEE OF \$30.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

GENERAL INFORMATION

Father Brian OøToole, Pastor and Spiritual Advisor

Deacon Paul Carrier

Miss Maureen Lapan, Principal

Mrs. Brenda Smith, School Secretary

Mrs. Jane Pineo, Director of The Caring Place

Faculty

Mrs. Kim Brillon, Grade K

Mrs. Tracy Salem, Grade 1

Mrs. Nicole LeBlanc, Grade 2

Mrs. Kimberley Dolan, Grade 3

Mrs. Christine Hoegen, Grade 4

Mrs. Jeannette Gleason, Grade 5

Mrs. Kathleen Blake, Grade 6

Ms. Krystina Fleck, Grade 7

Mrs. Donna Carrier, Grade 8

Mr. Brian Burpee, Physical Education

Mr. David Ladeau, Music

Mrs. Elizabeth Laperriere, Spanish

Mr. Corey Feeley, Instructional Technology

Mrs. Kimberly Buckler, K aide and first grade

Mrs. Jessica Dube grades 2 and 3 aide

School Board

Father Brian OøToole

Ms. Maureen Lapan

Mrs. Ann McDonald, Chair

Mrs. Marylou Faust

Ms. Mary Harrington

Mrs. Margaret Hughes

Mrs. Jane Pineo, Caring Place

Mrs Sandra Burak, Bingo

Dr. Becky Worden

School Hours

Grades K through 8th School begins with the bell ringing at 7:50 AM and ends with the bell ringing at 2:30 PM. Students not in their homeroom at 8:00 AM are considered tardy.

At Sacred Heart School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Parents are invited to visit on particular occasions at the teacher's discretion.

The school doors are opened for students at 7:00 AM. Students arriving at that time will go to the Before School Program (a fee for service program between 7:00-7:45) in the gym until the bell rings at 7:50 for Morning Prayer.

Dismissal time is 2:30 PM. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Three (3) tardy days or three (3) early withdrawals are considered a one-half day absence. Excessive tardy days have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of day release (2:45 PM) are sent immediately to the After School Care Program. Parents are charged per child cost is determined by amount of time spent in ASP.

Sacred Heart School offers an After School Care Program. Students who are enrolled in the program must have a registration form on file. A fee of \$8.00 per 15 minute is charged for students remaining in the program after 5:30 PM (by the ASP room clock).

School Office Hours

The school office is open on all school days from 7:30 AM to 3:30 PM. Summer hours are posted when school is not in session.

Visitors

Any person entering the school building for any reason **MUST SIGN IN AT THE SCHOOL OFFICE IMMEDIATELY UPON ENTERING THE BUILDING** and wear a visitor pass. This includes parents who come to visit a teacher, do volunteer work, bring lunch to a child, etc. Parents are welcome in the school anytime, but must contact the office before entering a classroom. Students are not allowed to bring visitors with them to class. If there is a special situation, permission must be given by the principal. Parents are requested to use the Lynde Street entrance when a visit is necessary. All parents and visitors to Sacred Heart School **MUST** present themselves at the office before going to any destination in the school building. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

Volunteers

All volunteers must be CORI checked to be in our school. Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not** drop in to a classroom to see their student during the school day. This is an interruption to the teacher and to the educational process. **No siblings are allowed with the parent volunteer for liability reasons.** Please make other arrangements for childcare when volunteering.

Custody Issues

Our school complies with the prevailing laws of the Commonwealth concerning the rights of custodial and non-custodial parent/guardianship.

Because our school has assumed responsibility for the education of your children, we also wish to act responsibly whenever and/or wherever information concerning student records, behavior or welfare is concerned. The school must be informed of custodial or restraining order issues involving the student(s). A copy of such orders in writing should be kept on file in the school office. We are unable to protect your children without such documentation. This information will be kept in the strictest confidence.

ATTENDANCE

A student's absence from school interferes with his/her academic progress. Tardiness is sometimes unavoidable. Daily tardiness from school is not acceptable. Three tardies generates a one hour detention after school in the 8th Grade Classroom for grades 4-8th. For grades K-3rd suitable deterrent will be made by the teacher.

Absence

When a student is absent from school, a parent should call the office between the hours of 8:00 AM and 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Sacred Heart School students. **After school clubs/sports cannot be attended if you're absent from the school day, with-out a Doctor's Medical note.**

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters are retained in the school office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM ó 2:30 PM.

For short absences, students should make arrangement with classmates regarding assignments or receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence of forty (40) days or the equivalent of forty (40) days including days tardy, can be cause for a student to be retained in the current grade for another year. Exceptions may be considered for medical reasons which would require a doctor's written recommendation.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. **If student is seen for a Medical reason please send in a Doctor's note to be excused from your absents/dismissal/tardy.** Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals are considered a one-half day absence. **Without a Doctors Medical note.**

Early Dismissal

Please send a note to the teacher if the student is to be dismissed early from school. Parents **MUST** come to the office to meet a child who is leaving school early. No child may wait outside on the school grounds for a parent. If the parent is sending another adult for the child, the school must be furnished with identification prior to dismissal.

Emergency Cards

In case of emergency, parents are contacted first. If a parent cannot be reached, then a person designated by the parents on the child's emergency card is contacted. Parents have the responsibility to keep the emergency card up-to-date.

SCHOOL UNIFORMS

All students in grades K-8 must be dressed in the school uniform. The Sacred Heart School uniform must be purchased at Allen's Department Store in Leominster. John's Sport Shop in Gardner carries some apparel for Sacred Heart.

Boys:

- maroon polo (short or long sleeve), must have "Sacred Heart School" on them
- white polo (short or long sleeve), must have "Sacred Heart School" on them
- navy blue pleated dress pants ó **No cargo pants**
additionally, Middle School Grades 6, 7, and 8 may wear khaki pleated dress pants
- navy blue pleated shorts*
- maroon cardigan and vest sweaters
- school hooded or crew neck sweatshirts (maroon only) gray on gym day only.
- gym t- shirt (with school monogram) gym day only.
- maroon sweat pants (gym day only)
- maroon mesh shorts (gym day only)
- navy/maroon wind pants (grades 5, 6, 7, 8 - gym day only)

Girls:

- maroon polo (short or long sleeve), must have "Sacred Heart School" on them
- white polo (short or long sleeve), must have "Sacred Heart School" on them
- maroon plaid jumper or skirt ó KNEE LENGTH
- navy dress pants* ó **No cargo pants**
Middle School Grades 6,7, and 8 may wear khaki dress pant)*
- navy blue pleated shorts *
- navy dress skorts
Middle School Grades 6, 7, and 8 may wear khaki dress skorts
- maroon cardigan and (vest blue fleece) sweaters
- school hooded or crew neck sweatshirts (maroon only) gray on gym day only.
- gym t- shirt (with school monogram) gym day only.
- maroon sweat pants (gym day only)
- maroon mesh shorts (gym day only)
- navy/maroon wind pants (grades 5, 6, 7, 8 - gym day only)

*Denotes that these articles may be worn during temperatures when it is necessary with a choice of white or maroon turtlenecks also acceptable during cold weather.

In addition, Under Armour (or similar brand) shirts may be worn under the uniform shirt but must be white, grey, black, navy or maroon in color.

All shirts must be tucked inside.

Footwear

All **black** shoes or black sneakers (no logos, stripes, buckles, pins etc.) are the designated shoes for the Sacred Heart uniform. No openóback shoes or sandals, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. Sneakers are recommended because of our playground and the safety they provide on its surface. On gym days, sneakers must be worn. At this time any sneaker style is allowed. Overshoes and snow boots must be removed during class. All footwear must be laced to the top and tied.

Socks

Socks are to be white, navy or maroon. Black socks are okay for boys only. Socks must be ankle length or longer in size.

Makeup

No visible tattoos of any kind. No Hologram contact lenses. No extreme makeup. No extreme nail polish-muted or clear nail polish is allowed.

Hairstyle

Hair must be neatly groomed. No excessively long hairstyles (below the collar) for boys are acceptable. Bangs should be above the eyebrows. Extreme hair coloring highlights and bleaching is not permitted. Students must have their own natural hair color.

Jewelry

Boys and girls may wear jewelry as long as it is not excessive, in poor taste, or disruptive in the classroom. Students may be asked to remove any jewelry that might be considered a safety hazard for an activity they are engaging in at the time. Any earrings can be no bigger in size than a dime.

Gym Uniforms

Gym uniforms for both boys and girls are maroon sweat pants with maroon t- shirts. The Middle Grade may wear navy/maroon wind pants - no stripes or emblems. Maroon shorts may be worn. Maroon gym

sweatshirts (no hoods) with the Sacred Heart School insignia are the only sweatshirts that may be worn for gym. Gym uniforms are only to be worn on the designated gym day.

Dress Code Guidelines

Parents and students must follow the dress code as described. The Principal will contact the student's parent or guardian with dress code concerns. Certain days of the school year may be designated by the Principal as "out of uniform days" in which students are allowed to wear clean, appropriate play clothes. No clothes advertising or logos stating inappropriate behavior or chemical use will be allowed. No sleeveless shirts or short skirts/shorts are allowed. Guidelines for appropriate length are: when students arms are held at their sides, shorts and skirts should be minimum fingertip level. Students should be suitably dressed for the weather.

Students who repeatedly violate the uniform policy will be denied participation in the next out of uniform day or will serve detention.

All Uniform Regulations and Guidelines are subject to the discretion of the Principal.

Out of Uniform Guidelines

Students may wear:

- jeans
- tennis shoes
- short socks
- shorts no shorter than three inches above the knee

Students may not wear:

- flip-flop sandals or crocs
- no open back shoes
- tank tops
- t-shirts with inappropriate writing
- skirts no shorter than three inches above the knee
- tennis shoes that convert to roller skates
- biker shorts
- skorts
- sweatshirts
- jogging suits
- nail polish
- jewelry
- hoop earrings
- large earrings
- slacks
- dresses
- pajama pants
- extreme make-up
- low cut blouses/tops
- clothing that is extremely tight
- hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

HOMEWORK

Homework refers to an assignment made by a teacher that positively reinforces a concept presented in class and includes both written and study assignments. It may also supplement and enrich class work and prepare for future lessons. Formal home-study is assigned to help students become self-reliant and self-directed. Ample time should be allowed for the completion of out-of-class research assignments or projects by the parent. The school provides each student in Grades 2-8 with a required daily assignment book that should be checked by the parents every day. On a day when there is no homework assigned we encourage our students to read books. The school has set a standard of minimum time allowed for both written and study assignments:

Grades 1-2	10 to 30 minutes
Grade 3	30 to 40 minutes
Grade 4	40 to 60 minutes
Grades 5 ó 8	50 to 90 minutes

Completion of School Work

Parents should encourage children to:

- | | |
|------------------------------------|-------------------------------------|
| A. Take pride in work well done | D. Ask for help |
| B. Seek excellence in every task | E. Take responsibility for learning |
| C. Start and complete work on time | F. Take responsibility for supplies |

Grades 3-8:

Short Term Assignments

Short term assignments (due the next time the student has that class) are due on the announced date. Occasionally, extenuating circumstances arise. In this instance, a one-day grace period is allowed to complete the missing work. If work is not received the following school day, no credit is given.

Long Term Assignments

Long term assignments (due at least two days from the day it was given) are due on the announced date. Since the student has plenty of notice for long term assignments, no grace day is given. The student loses 20 points each day that it is late (not including the week-end.) At the end of 5 school days, the assignment is no longer accepted. If the student is having trouble with an assignment, they are encouraged to tell their teacher during the project, not on the day it is due.

If the student is absent due to illness, he/she is given an equal amount of days to complete the assignments missed as were taken during illness. Missed assignments are the student's responsibility. Students are encouraged to see their teachers as soon as possible.

Grades 3-8 Parents & Students are required to sign a copy of the homework policy and return it to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments are given in anticipation of the vacation.

TRANSPORTATION

Safety for our children is our first concern!

Morning - Arrival

Children in grades K-8 should be dropped off at the front door of the school ON LYNDE STREET at the crosswalk where they are met by a Crossing Guard.

Children should **not** be dropped off on Central Street because it is dangerous.

No cars are allowed to enter the school yard during regular school hours.

In the case of inclement weather children may come into the building by the doors on Lynde Street.

NO ONE SHOULD BE DROPPED OFF EARLIER THAN 7:45 AM unless they are there for the Before School Program.

Afternoon – Dismissal

Buses and Walkers: All students who take the bus or walk home are dismissed from the front entrance on Lynde Street where there is a Crossing Guard and a crosswalk.

Pick up: Children from grades K-4 (except those with siblings in Middle Grades) are picked up at the side gym entrance of the school (the parking lot area off Central Street.) The teachers on duty dismiss the students into the custody of their parents or guardians. **PLEASE NOTE: THE GARDNER POLICE SAFETY OFFICER HAS STATED THAT CARS MUST ENTER THE SCHOOL YARD AT PICKUP TIME FROM CENTRAL STREET AND MUST EXIT BY THE DRIVEWAY TO LYNDE STREET.**

Pick up: Middle School students grades 5-8 (with younger siblings) are released on the Lynde Street side from the Annex entrance.

NO CHILD MAY GO HOME A DIFFERENT WAY THAN THAT FIRST STIPULATED ON YOUR RELEASE FORM IN THE OFFICE WITHOUT A NOTE TO THE TEACHER.

Buses are provided for our students by the Gardner Public School System for all students living in Gardner if they meet distance requirements. Any bus concerns should be directed to the Assistant Superintendent for Business at 978-632-1000.

MASSACHUSETTS STATE LAW: STOP FOR ALL SCHOOL BUSES WITH FLASHING LIGHTS WHEN PASSENGERS ARE BEING PICKED UP OR DISCHARGED.

DISCIPLINE

The behavior of students attending Sacred Heart School is expected to be exemplary of Christian values. Such a code of conduct dictates that the students show the proper respect for themselves, others, and property. Our discipline code is one that encourages self-discipline, having as a by-product self-understanding and self-esteem. Therefore, it is imperative that parents, teachers, and principal have the same high expectations of the students' behavior.

- In order to grow educationally, socially, and emotionally, children need to be in an environment in which there are concerned adults who set firm, consistent, positive limits while providing warmth and support for their appropriate behavior.
- In guiding the child's growth in the habits of virtue and in Christian discipline, the positive is emphasized. The child must be free to choose one form of behavior or another and to take upon him/herself the consequences of that chosen behavior. The ultimate goal is for the student to take personal responsibility for all of his or her behavior in terms of respecting each other.
- The philosophy of Responsive Classroom approach is used throughout the school. Firm, fair and consistent guidelines for disciplinary actions are utilized. Students are asked to reflect upon their behavior in terms of respecting each other and their teachers. Students are asked to take personal responsibility for their actions. Natural consequences are given for infractions of behavior.
- Parents are asked to have a realistic viewpoint regarding their child's behavior.
- We all make mistakes. Sometimes even the best student can make bad or poor choices regarding their conduct. Cooperation between home and school is necessary if the child is to learn and grow.
- Any student may be excluded from Sacred Heart School for committing offenses against any of the statutes of Massachusetts law.

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the student's sense of appropriateness will indicate to them.

The Principal and Leadership Team reserve the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, pagers, laser lights, palm pilots, or anything that detracts from a learning situation are not allowed at school at any time. The use of, iPods are allowed by the Middle School while doing homework at ASP. Game boys, etc. are not allowed at school at any time. Cell phones are not allowed at any time during the school day. The School Administration, in accordance with state laws, determines the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students are returned to the parent(s)/ guardian(s) on the last day of the school year.

Detention

Detention may be issued for a breach of school rules. Parents are provided with a Discipline form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Suspension

A student who is given an in-school suspension is required to work on assignments with an aide or a designee of the Principal.

A student who receives an out-of-school suspension is not allowed on school grounds during the time of their suspension. A student with an out-of-school suspension receives failing grades for all work missed during this time.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sacred Heart School. Students who have been expelled are not allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Sacred Heart School.

Please refer to the Sacred Heart School Discipline Policy for specific information regarding policy on specific discipline issues. A copy is posted on the school website.

STUDENT GUIDELINES FOR BEHAVIOR

- Students are to enter the building quietly in the morning and leave quietly at the end of the day.
- Students are to be respectful in the halls when changing classes, going to or coming from recess, using the washroom, or any other time when classes are in session.
- Students must walk when they are in the halls.
- Students are to show respect for themselves, other students, teachers, staff playground/lunchroom supervisors, and all school property.
- Students are expected to show reverence and respect at prayer services and at Church.
- Students do not chew gum at school in the classroom, in the gym, at recess, or at Church.
- Students are not allowed to harass any student or adult by teasing, sexual actions or words, physical or verbal abuse, or disrespectful behavior. First offense receives a one-day suspension. If a second offense occurs, the student can be expelled from our school.
- Students who are involved in any physical fighting or are responsible for any physical harm to any person at Sacred Heart School receive a one-day suspension. If a second offense occurs, the student can be expelled from our school.
- Students are to arrive at school prepared to do their daily work. This means that each student has their homework done, their assignment books, and the tools necessary to complete their schoolwork.
- Students create their own classroom rules with their teachers. The rules are posted in the classroom. The rules are discussed often during morning meeting.

Playground/Recess Rules

- Students are allowed to play in the morning before school in the gym. An adult is on duty to supervise the students at 7:45 AM.
- Students should be dressed for outdoor play when they leave home in the morning. There will be outdoor recess for students except when it is raining or extremely cold weather. There is no inappropriate weather just inappropriate clothing.
- Grades K-5 students have a morning recess at which time they have a snack and play outside. In bad weather they may play in the gym. They also have another recess when they finish eating lunch.
- Grades 6-8 have a short break/activity in the morning
- Grades 5-8 students have a short "fresh-air" break after lunch for about ten minutes.
- Students must observe safety rules at all times.
 - Running games that endanger other students will be stopped.
 - Throwing balls into the midst of other students playing will be stopped.
 - Any play activity that is deemed not safe by the teacher on duty will be stopped.
 - Students may play with the school's playground equipment. Baseball bats, rollerblades, skateboards, hockey equipment, football equipment or any other sports equipment, which impairs the safety of the other students, is not allowed.

Property

Any school property used by the students such as books, desks, computers, athletic equipment, etc., shall be treated with care and respect. Textbooks must be covered the first week of school and kept covered at all times. Do not cover the books with sticky covers. New textbooks are expensive and unnecessary purchases must be avoided. Parents of students are held responsible for the replacement of property damage and materials damaged or lost, through the negligence of their children.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping to receive a replacement copy.

Library

The school library offers academic resources and services that are basic to the work of our school and provide opportunities for independent study and limited research. Library facilities are available to all students. The teacher determines the use of the library. Students are expected to abide by library rules regarding conduct and the use of materials.

- Respect is to be shown to every volunteer librarian.
- Quiet behavior is to be observed in the library. Books are checked out for ONE WEEK. They may be renewed by students for one additional week. No book may be taken out for more than two weeks at a time. No one may check out a book for another student.
- Only one (1) book per student may be checked out at one time unless special permission is given.
- Books that are lost or destroyed must be paid for.
- Encyclopedia and resource books may never leave the library unless the teacher brings them to the classroom.

MANAGEMENT OF THE MEDICATION ADMINISTRATION PROGRAM

The Principal, School Secretary, or Paramedic shall be the supervisor of the medication administration program in the school.

Medication Orders/Parental Consent

- The Principal, School Secretary, or Paramedic shall ensure that there is a proper medication order from a licensed prescriber. All medication orders are reviewed at the commencement of every school year or as often as necessary. Any change in medication must be accompanied by a proper medication order from a licensed prescriber and the medication administration plan shall be developed before the student enters or re-enters school.
- In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - a) the student's name;
 - b) the name and signature of the licensed prescriber with business and emergency phone numbers;
 - c) the name of the medication;
 - d) the route and dosage of medication;
 - e) the frequency and time of medication administration;
 - f) the date of the order and discontinuation date;
 - g) a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian, or student to keep confidential;
 - h) specific directions for administration.
- Every effort shall be made to obtain from the licensed prescriber the following additional information, where appropriate:
 - a) any special side effects, contraindications, and adverse reactions to be observed;
 - b) any other medications being taken by the student;
 - c) the date of the next scheduled visit, if known.
- Special Medication Situations.
 - a) For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, s/he will request a licensed prescriber's order.
- For over-the-counter medications, i.e., non-prescription medications, the Principal, School Secretary, or Paramedic shall follow the following protocols:
 - a) a written note from a parent or guardian
 - b) all over the counter medication clearly labeled with the student's name
 - c) A parent or guardian will be contacted by phone to confirm permission for administration
 - d) A student health encounter form is to be filled out and documented in their health folder

Sacred Heart School Health Policies

- Any child with a fever of 100 degrees or higher must go home.

- Any child with diarrhea or vomiting is sent home and should stay home for at least 24 hours after the last occurrence.
- If a child has a rash for an unknown reason, they must have a note from the doctor stating that the rash is not contagious.
- Any child started on an antibiotic for anything contagious (strep throat, bacterial respiratory illnesses, etc.) must be home for the first 24 hours of treatment.
- If a child has signs of pinkeye/conjunctivitis with eye drainage they must be home for the first 24 hours of treatment.

These policies are mandatory for the health and well-being of everyone.

No Nurse on Duty Policy

The school does not have a nurse on duty currently. The teachers/ staff are CPR, AED, and First Aid certified. In an emergency, we would contact the 911 emergency systems. Parents are contacted if a child needs to go home.

The School Environment

The school does all that it can to ensure that the school environment is favorable to children with asthma. The school does not keep large furry and feathery pets and has a non-smoking policy. The school limits or excludes the use of chemicals in science and art lessons that are considered potential triggers for children with asthma. Children are encouraged to leave the room and go to the office if particular fumes trigger their asthma.

Allergy/Asthma Policy

Sacred Heart School recognizes that asthma is a serious condition affecting many school children and positively welcomes all pupils with asthma. We encourage all children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by the school staff.

Food Allergy Policy

Sacred Heart School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Sacred Heart School maintains a system-wide procedure for addressing life threatening allergic reactions. There is a policy in place that eliminates open nuts from the school. This means that loose nuts are not allowed for snacks or lunch but peanut butter in sandwiches is still allowed.

Procedures for Life Threatening Allergy Issues

Notifications

Principal or School Secretary is responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification includes an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms

Teachers must be familiar with those students in their classes who have documented allergies and respond to emergencies as instructed by the school nurse. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse is called. The emergency medical services will be called immediately if necessary.

All classrooms have easy communication with the Principal or School Secretary by telephone.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks are kept in a separate snack box or lunch box provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Sharing or trading food in the class is prohibited in classrooms with food allergies.

Proper hand cleaning techniques are taught and encouraged before and after the handling/consumption of food.

All teachers and aides are educated about the risk of food allergies.

Information is kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

School Field Trips: Medications

The Principal or School Secretary recommends the appropriateness of each field trip as it relates to the safety of the student with life-threatening allergies or medical condition.

Protocols for field trips approval include timely notification to the Principal or School Secretary. Medications including an Epi-Pen and a list of student medical care requirements for each class trip accompany chaperones.

A cell phone or other communication device must be available to chaperones on the trip for emergency calls.

Child Abuse Laws

Sacred Heart School abides by the Child Abuse laws of the State of Massachusetts. These laws mandate that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

RELIGIOUS PARTICIPATION POLICY

Non-Catholics who register their children into Sacred Heart School agree to have their children actively participate in the Catholic religious instruction given and the Catholic Faith as it is expressed in devotions and Celebration of the Eucharist.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Sacred Heart School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2 in conjunction with our Religious Education program. In accordance with the diocesan guidelines, candidates for First Eucharist receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Information will come from our Religious Education Coordinator.

GENERAL SCHOOL POLICIES & PROGRAMS

Phone Calls

Parents wishing to confer with a teacher should call the office with a request to speak with the teacher and the office will deliver the message. Teachers cannot answer calls during school hours, but they are always available to speak to parents at a time convenient to both parent and teacher.

Students are not called to the telephone during school hours except in the case of an emergency. Your child's safety is a serious concern. For this reason, at no time is a phone message given to a student that involves a change in ordinary circumstances of transportation unless we are certain of the origin of the call.

In case of sickness or accident the Principal or School Secretary will notify parents.

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Electronic Devices

Cell Phone Policy

Sacred Heart School prohibits the use of all telecommunications devices, including cellular phones and pagers/beepers, by students, at all school and school-sponsored or school-related activities on or off school property, during the instructional school day. Students have access to a phone for emergency purposes, and parents may get messages to their children via the main school phone. Field trips, whether overnight or not, have a separate policy on permissions and usage.

Student texting is prohibited at all times while in the school environment, which includes texting from school computers.

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to their classroom teacher upon arrival in the morning and park the cell phone in the off position for the day. The cell phone should be placed in a plastic bag labeled clearly with the student's name. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's lock or in his/her possession.

Other Electronic Devices

Beezers, CD/cassette players, radios, headphones, iPods, walkie-talkies and any other electronic devices are not to be used during the instructional school day. These devices must be stored in student lockers during the school day.

No student should expect the contents of such devices to remain private if brought onto school premises, so if the student wishes to ensure such privacy the student should not bring them to school. The Administration reserves the right to inspect the contents for purposes relating to the health, safety or general welfare of the student or the school community, and to base discipline on what is found if in its judgment it is necessary or appropriate to do so.

Electronic Device Policy Violations

Students who violate this policy are subject to established disciplinary measures, in accordance with the Parent-Student Handbook, Discipline Policy, and Student Guidelines for Behavior, and the severity of the violation.

When electronic devices are confiscated, the following documentation shall be obtained:

1. date of confiscation
2. time of confiscation
3. location of confiscation
4. name of the person confiscating the device
5. name and address of the student possessing the device
6. name of owner if different than the student
7. description of the device including serial number

Items taken away from students are returned to the parent(s)/guardian(s) on the last day of the school year. If devices are not claimed by the end of the school year, the student's parent, guardian, and company whose name and address appear on the device are given 30 days prior notice of the School's intent to dispose of the device.

The School shall not assume responsibility for these items if they are damaged, lost or stolen.

Videotaping

Any videotaping by the school is solely for furthering the educational purposes of Sacred Heart School and requires the consent and release through a copyright release form authorizing the school to do so. At no time is any student permitted to videotape at any school or school-sponsored or school-related activity on or off school property. This includes images captured with the use of a cellular device.

Students who violate this policy are subject to established disciplinary measures, in accordance with the Parent-Student Handbook, Discipline Policy and Student Guidelines for Behavior and the severity of the violation.

Any user violating the above mentioned policies and provisions, applicable state and federal laws is subject to any school disciplinary options, including criminal prosecution.

The principal determines the appropriate sanctions for misuse.

Sacred Heart School, Sacred Heart Church and the Diocese of Worcester shall not be liable for users' inappropriate use of electronic devices, users' mistakes or negligence, or costs incurred by users. Sacred Heart School, Sacred Heart Church and the Diocese of Worcester cannot regulate behavior that occurs outside of the school situation but reserves the right to proceed with disciplinary action if it involves students in an identified school setting.

Technology Concerns

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog include defamatory comments regarding the school, the faculty, the staff, other students or the parish.

Bullying and Cyber bullying:

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. All offenses remain in their permanent records when they leave the school.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to their teacher upon arrival in the morning to park their cell phone in the office for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from the student are returned to the parent(s)/guardian(s) on the last day of the school year.**

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood but within the home via a computer.

Textual Harassment and Sexting

Textual harassment is harassing someone through text messages, socially or sexually in nature. Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones. Students participating in this behavior (seriously or in jest or online) face detention, suspension, and/or expulsion. All offenses remain in their permanent records when they leave the school.

School Newsletter

A school newsletter ó ÒFriday Notesö - is sent home and/or emailed weekly on Fridays and is filled with important dates and messages for parents and students. Additionally, a monthly calendar of upcoming events is sent home each month. Classroom notes are sent home by each teacher on a weekly basis, or more often as necessary.

Lockers

Each student in Grades 5-8 is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time without probable or reasonable cause. Students are responsible for maintaining the cleanliness of their lockers. Only school provided locks may be used to secure a locker. Locks are available from the school. The locks are the property of Sacred Heart School. A \$5.00 deposit is required prior to the distribution of a lock. This deposit is refunded at the end of the school year when the lock is returned to the school.

No School Policy/Weather Emergencies

In the event of inclement weather, school cancellations correspond to that of Gardner Public Schools unless otherwise notified. Cancellation notices can be heard on WINQ 97.7 radio, WBZ radio or seen on television by 7:00 AM. Sacred Heart School uses a telephone contact program to notify parents/guardians of cancellations as well. It is the responsibility of parents/guardians to provide a telephone number where they can be reached at all times.

Milk Program

Milk is offered for purchase. Students are offered a varying selection of milk, flavored milks, juice and/or water, which can be selected for recess/snack and/or lunch time. Students are not required to buy milk, juice or water and may bring their own drink from home.

Order forms are sent home periodically throughout the year and parents pay for this service at the time of each order. The cost is determined by the available choices and the number of school days within the current order cycle.

Lunch Program

- Students eat lunch in the gym/classroom supervised by the teacher assistants and volunteers.

- All students are to remain at school for lunch.
- Hot lunch is available from Papa Gino's restaurant at a cost of \$3.00. The menu varies each month. Lunch order forms are sent home monthly and parents pay for this service at the time of each order. Students are not required to buy hot lunch. They may bring their own lunch from home.
- Students wash their hands, say their prayers, and partake in lunch with good table manners. They must clean up their lunch space after eating.

Book Orders

Book orders are made available to students through classroom teachers. You are not obligated to buy books at any time. If you do order books, please make the check out to the book club.

Birthday Observances

Students in Grades K-8 may come to school dressed out-of-uniform on their birthday. In addition, birthday treats may be brought to school for a celebration and should be coordinated with the classroom teacher. Those children celebrating a weekend, holiday, or summer birthday may schedule their out-of-uniform day with their teacher.

Gifts & Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the class.

Extra-Curricular Activity Policy

Providing our students with a well-rounded educational experience and opportunity includes a host of extra-curricular activities developed to fit our students' interests and designed to showcase their individual talents. Extra-curricular activities and events help build school morale and increase awareness of the educational opportunities available to all students at Sacred Heart School. Extra-curricular activities include any event, function, program, or activity not specifically identified in the basic core curriculum at Sacred Heart. In most cases, they are activities, which take place outside the schedule of the normal school day.

Participation in any extra-curricular activity offered at Sacred Heart School is strictly voluntary; however, we encourage and invite all our students to take part in programs such as our annual musical dramatic performance, and other school wide events and functions. It is the strict policy of Sacred Heart School that neither student, nor any academic grade of any student shall be affected in any manner by their decision to not participate in extra-curricular events.

The activities, functions, events or programs that are scheduled outside the basic core curriculum, and are mandatory, shall not be considered extra-curricular. These instances shall be so stated at the beginning of the school year to all parents of students in grade(s) so mandated to participate.

At Sacred Heart School we offer a variety of musical enrichment lessons and activities to all our students. Children participate in a weekly music class consisting of song, dance, instruments, awareness, and age appropriate music theory.

Private and group instruction in music is offered to all students on specified afternoons after school. The cost of such lessons depends on the length of the lesson and the number of students in a group.

Each year Sacred Heart School students are involved in a musical dramatic performance. All students are invited to participate in this activity, which brings much joy and satisfaction to everyone involved. This performance is open to the public and is shared by the students, faculty and the community.

Afterschool Program

The mission of the After School Program is to provide challenging, positive experiences for all its participants. We encourage participating students to develop self-discipline, a sense of responsibility, needed social skills, and an appreciation of companionship and community. The design of the after-school program maintains a balance between recreation and instruction, activity and relaxation, competition and individual goals. We aim to provide those involved the opportunity to acquire knowledge and skills that they will find essential as productive, creative, and caring members of society. The program attempts to motivate each person to strive for excellence, to learn from one another, to respect individual differences, and act with consideration. The After School Program allows parents time to work, study, or pursue other interests. A reasonable fee is charged. Hours of operation are 2:30-5:30PM and 11:15-5:30PM on early release days.

Before School Program

Sacred Heart School offers a Before School Program (BSP) so parents may drop their children off early to school. The hours of operation for the BSP are 7:00am-7:45am. **Any student entering the school before 7:45am must be signed in to the BSP program by their parent/guardian.** The current fee is \$5.00/day per child for this service.

Crisis Plan

Sacred Heart School has implemented a crisis plan in case of emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students moved to a secure designated location: Sacred Heart Church

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Follow teacher instructions when the alarm sounds;
2. Walk to the assigned meeting place briskly, in silence;
3. Stand in a single line, facing away from the building;
4. Return to building when signal is given.

Lost & Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Field Trips

1. Field trips are designed to supplement teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. The number of field trips within an academic school year may vary from grade to grade.
6. Field trips are permissible for all grades when advanced planning, location, and the experience enhances a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child is permitted to attend a field trip activity. Permission slips are due in the office by the required due date or, if no due date is stated, forty-eight hours after receipt of the permission slip.
9. A fax does not take the place of an original signature and cannot be accepted.
10. A telephone call is not accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the permission form and returning it to the teacher.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and are considered absent for the day unless prior approval has been granted by the Principal for alternate travel means.
13. All monies collected for the field trip are non-refundable.
14. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

15. Chaperones are not permitted to bring other children on the field trip (i.e. younger siblings). We are concerned with the safety of our students, and cannot assume the liability for other children.
16. Parents may be asked to chaperone only **one** trip a year. If no one offers to chaperone a trip a parent may be asked to chaperone a second time.
17. **No one who is not registered as a student at Sacred Heart School can participate in the activities of the school which include, but not limited to celebrations and field trips.**

Off-Campus Conduct

The Administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not in line with behavioral expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to sexting, textual harassment or cyber bullying.

Field Trip, Event, Meeting, and SHS Activity Agreement

The following lists the standards of behavior for field trips, events, and activities:

1. No running, jumping, climbing where inappropriate
2. No destruction of property
3. No disrespectful or rowdy behavior
4. No littering

All Sacred Heart School policies, including appropriate dress and behavior, are in force for all field trips, events, and activities off of school property.

Notice of Release of Liability

Field trips, events, meetings and activities for Sacred Heart School are planned and organized by our teachers. If you wish to participate in an event, you are assuming all risks, if any, for your participant/child. Please consider the activities involved in the field trip. If you feel that your child will not be able to safely handle any aspect of the field trip activity, you should remove your child from participating in the event. Each participant must assume the risk of physical injury that could result from any of these activities and events.

ACADEMIC INFORMATION

Curriculum: Diocese of Worcester

The curriculum guidelines, consistent with the State of Massachusetts Frameworks, are followed for the teaching of all secular /religious subject areas.

Sacred Heart School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held for the entire school community at which all students must attend and fully participate.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra, and Beginning Algebra.

Physical Education

Physical fitness programs appropriate for each grade. All students participate in a weekly physical education class presented by a certified Physical Education teacher. Students are encouraged to perform to the best of their abilities in a spirit of cooperation.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Social Studies

History, Geography, Economics, Massachusetts History, and Current Events.

Science: Life, Earth, Space & Physical

General Sciences and Limited Laboratory Experiences.

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive using the Zaner-Bloser handwriting method.

Fine Arts

Music, Visual Arts, and Art.

Computer Literacy

Word Processing, Data Base, Spread Sheets, and Integration with Curricular Subjects.

Report Cards

Report cards are important tools for communication and are issued four times during the school year. (Kindergarten report cards are issued twice a year ó winter and spring.) Progress Reports are given mid-way between each nine-week grading period for grades 5-8. For other grades, progress reports are sent on a student-by-student basis as needed. Reminder: **Report cards are held until past due bills are paid.**

Grading

Grading is as follows: PRIMARY LEVEL (Skills Mastery and Development)

E ó Achieving Mastery	I ó Improvement Needed
P ó Proficient	H ó Having Difficulty
M ó Meets Expectations	Not evaluated at this time

GRADES 4 ó 8 (Academic Achievement) SKILLS MASTERY

A+ 95 ó 100	E ó Excellent	N ó Improvement Needed
A 90 ó 94	G ó Good	U - Unsatisfactory
B+ 85 ó 89	S - Satisfactory	
B 80 ó 84		
C+ 75 ó 79		
C 70 ó 74		
D 65 ó 69		
F Below 65		

Religion and Spanish (gr. 6-8) are an integral component in the calculation of honor roll status.

Principal's List is all A+.

High Honors is all A.

Honors is A & B.

Cheating

Cheating of any type is not tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

Failing Grades and Sports Participation

Participation on a sports team is a privilege that can be suspended. Student athletes are expected to maintain a minimum grade level to maintain this privilege. If a student athlete is failing a subject, it is at the principal's discretion whether the student may continue to participate on the team after the grade has been improved to a 70% average.

Parent/Teacher/Student Conferences

One Parent/Teacher/Student Conference is held each school year in November. Student attendance with parents is mandatory for Grades 5-8. Conference days for children are counted as school days. School is in session for the morning and conferences are scheduled for the afternoon/early evening. Conference schedules are prepared and issued by the school office well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

Student Records

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must submit a request 5 days prior to any deadline, to the school office. All forms should be submitted to the Sacred Heart School Office for distribution to appropriate faculty or staff. Completed forms are sent via the U.S. Mail. Special handling requires that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Transfer Students

It is the policy of Sacred Heart School to mail the scholastic and health records of students being transferred to their new school. It is the parent's responsibility to contact the Principal as soon as a decision is reached to transfer a child. A transfer request form must be received from the school that the student is transferring to.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This guarantees that office records are accurate, complete, and up-to-date.

Testing

Students are not permitted to retake a quiz or a test in order to improve their academic standing.

The Terra Nova Test of Basic Skills is given in Grades 2 through 8.

Promotion Policy and Retention Policy

Advancement to the next grade in Sacred Heart School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend tutoring or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is determined that such action will better prepare the student academically or emotionally for the next grade. The teacher may also recommend the repetition of a grade for the academic well-being of the student.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade will not be allowed to continue as a student at Sacred Heart School.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation are placed on a two week improvement plan. At the end of the two week period, the student's academic progress is assessed. A student whose average is an F is not allowed to participate in any sport until the grade has improved to a passing grade of 70%.

ACCEPTABLE USE POLICY: TECHNOLOGY SYSTEM PROGRAM

Definitions and Purposes

The Internet is an electronic communications network that provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff and students is to promote educational excellence in Sacred Heart School by facilitating resource sharing, innovation, and communication.

Sacred Heart School will provide access for employees and students to the system/network, including access to external networks for appropriate educational purposes and system administrative purposes.

Educational purposes shall be defined as classroom activities, career and professional development, and high-quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information as well as the ability to communicate with others. The system/network will be used to increase communication for staff, parents, and students, enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be used to provide information to the community, including parents, the diocesan offices, governmental agencies, and businesses.

Guidelines

The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict well-defined guidelines. **The use of the Internet is a privilege, not a right**, and inappropriate use will result in cancellation of this privilege. The Sacred Heart School staff has the right and obligation to monitor student Internet activities. Each student and teacher will receive instruction from a designated school staff member pertaining to the proper use of the network. The Sacred Heart School Technology System does not have total control of information on the Internet. The Sacred Heart School Technology System will protect our students by using **Monitoring Software** to negate, within the limits of the software, inappropriate material from reaching the students. **The Principal will deem what is inappropriate use. She/He retains the right to deny, revoke, or suspend specific user accounts at any time.**

The following guidelines are provided to make the user aware of the responsibilities they are about to acquire. In general, these guidelines require efficient, ethical, and legal utilization of the network resources.

- 1) Acceptable Use
 - a) System/network use must be in support of education and research consistent with curriculum.
 - b) System/network use must be consistent with the rules appropriate to any network being used/accessed.

- c) All users must sign an Acceptable Use Consent and Waiver Form.
- 2) Unacceptable Use
- a) Intentionally disrupting information, network traffic, or crashing the network and connected systems is prohibited.
 - b) Degrading or disrupting equipment or intellectual property is prohibited.
 - c) Stealing data, hardware equipment, software, or intellectual property is prohibited.
 - d) Gaining unauthorized access to the files of others (students, teachers, secretary, and principal) or vandalizing the data or files of another user is prohibited.
 - e) Posting anonymous messages is prohibited.
 - f) Possessing any data that might be considered a violation of these rules in paper, electronic media, or any other form is prohibited.
 - g) Using the system/network for unauthorized commercial purposes is prohibited.
 - h) Logging on as another user if prohibited.
 - i) Typing up the system/network with idle activities is prohibited.
 - j) Playing Internet games on the system is prohibited.
 - k) Instant Messenger or similar software is not to be used/installed on the system by students.
 - l) Loading unauthorized software onto the network or any workstation is prohibited. This includes music/videos.
 - m) Plagiarizing is prohibited.
- 3) Network Etiquette
- a) Be polite.
 - b) Do not use vulgar or obscene language.
 - c) Do not reveal your name, home address, telephone number, e-mail or that of others.
 - d) Assume electronic mail is public.
- 4) Network Security
- a) If you identify a security problem, notify a teacher or principal immediately.
 - b) If you identify an inappropriate site, close the site and notify a teacher or principal immediately.
 - c) Do not reveal your account password or allow another person to use your account.
 - d) Do not use another individual's account.
 - e) The Sacred Heart Technology System will use Monitoring Software to negate within the limits of the software, inappropriate material from reaching the students.
 - f) Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
 - g) The student user must use school accounts on school grounds. It is illegal to hack or gain entry into other computers/networks.
- 5) Vandalism/Harassment
- a) Vandalism and/or harassment will result in the cancellation of privileges.
 - b) Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, creating and/or intentionally uploading computer viruses.
 - c) Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail. Students are not allowed to send e-mail.

6) Penalties

- a) Any user violating these provisions, applicable state and federal laws, or posted classroom and school rules, is subject to loss of privileges and any other school disciplinary options, including criminal prosecution.
- b) The principal will make the determination as to what constitutes unacceptable use and the appropriate sanctions for misuse.

7) Liability

- a) Sacred Heart School, Sacred Heart Church and the Diocese of Worcester shall not be liable for users' inappropriate use of electronic resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. Sacred Heart School, Sacred Heart Church and the Diocese of Worcester cannot control the information available on other networks, and as a result, shall not be responsible for ensuring the accuracy or usability of any information found on external networks.
- b) All terms and conditions as stated in this document are applicable to all users of the Internet. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the state of Massachusetts and the United State of America.

The principal has the right to make exceptions to these provisions for administrative purposes at his/her discretion.

These procedures and guidelines will be reviewed each academic year.

CLOSING REMARKS

We the administration, faculty and staff at Sacred Heart School look forward to a partnership with you the parents (Guardians) in providing the essential educational foundation for your child/children through a Christian perspective. Through our joint efforts to instill solid moral and ethical Christian values your child/children will be prepared to take on life's challenges in the pursuit of God's mission in their lives.

Right to Amend

Sacred Heart School reserves the right to amend this Handbook.

Parent/Student Signature Page

I have read the 2011/2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent signature Date

Parent signature Date

Student signature Date

Student signature Date

Student signature Date

Student signature Date

SIGNED FORM is due at the office of Ms Lapan by June 1st, 2011 for the new academic School Year 2011/2012. **No final report card will be issued unless this signed form is returned to the office.**