

# St. Mary-Sacred Heart School Student Handbook

A guide for students and families for the school year

---



Dear Parents,

The Principal and faculty of Saint Mary-Sacred Heart School extend a warm welcome to you and your families. This handbook is designed to answer some of the questions you might have about the school, its rules and procedures.

*It is the mission of Saint Mary-Sacred Heart School to provide its students with a quality Catholic education. We strive to create a Christian community that allows each student to develop his/her personal potential. With an emphasis on social responsibility and respect for others, we prepare our students to meet the challenges of today's diverse world.*

We are looking forward to a rewarding partnership between school and home. Our cooperative efforts, commitment and mutual support are essential as we strive to provide the best for our students.

Fr. David A. Costa, Director  
Mrs. Lisa Serak, principal  
and the faculty and staff of Saint Mary-Sacred Heart School

-----  
**Family Name:** \_\_\_\_\_

After reading the 2023-2024 handbook carefully, **please print a copy of this page, sign this form, and return it to the school by Friday, September 8th.** The school requires it be on file. Keep the handbook for your reference.

I have read the 2023-2024 Saint Mary-Sacred Heart School Parent/Student Handbook. I am aware of and I agree to be bound by all of the policies and guidelines found therein. At least one parent must sign and every student from your family must sign.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

## TABLE of CONTENTS

Administration and Faculty	page 4	Personal Belongings	page 22
Parents' Role in Education	page 5	Plagiarism Policy	page 22
Parents as Partners	page 5	Progress Reports and Report Cards	page 23
Student, Parent, and Teacher Expectations	page 6	Promotion/Retention	page 23
Admissions (including Pre-Kindergarten Eligibility and Grades 1-8 Eligibility)	page 6	Recess	page 23
After-School Activities	page 7	Sex Offender Policy	page 24
Arrival and Dismissal	page 7	Sexting	page 24
Assignment Requirements	page 9	Smoking/Vaping	page 24
Attendance (including Absence, Tardiness, Appointments, Vacations)	page 9	Snacks	page 24
Birthdays	page 11	Sports	page 25
Bullying and Harassment	page 11	Structured Alternative Learning	page 25
Bussing Transportation	page 11	Student Needs	page 27
Cheating	page 11	Supplies	page 27
Child Abuse Laws/Mandated Reporting	page 12	Telephone Use	page 27
Communications	page 12	Textbooks	page 27
Conferences	page 12	Transcript/Record Access	page 27
Conflict Resolution & Peer Mediation	page 12	Tuition and Fees	page 27
Curriculum	page 13	Uniform Regulations	page 28
Custody	page 13	Uniform Swap Closet	page 31
Discipline	page 13	Visitors	page 32
Drug Policies	page 14	Volunteers	page 32
Electronic Social Networking	page 15	Weapons	page 32
Emergency Files	page 16	Appendix A: Volunteer Policies	page 33
Emergency Evacuation Plan	page 16	Appendix B: Field Trip Procedures	page 33
Exams	page 16	Appendix C: Bus Safety Rules	page 34
Extended Care	page 16	Appendix D: Bullying Plan for Diocese	page 34
Field Trips	page 17	Appendix E: Saints Passport	page 39
Fire Drills	page 17	Appendix D: Accepted Use Policy	page 40
Grievance Policy	page 17		
Health Policies	page 17		
Homework Expectations	page 18		
Honor Roll	page 19		
Inclement Weather	page 19		
Insurance	page 20		
Internet Use	page 20		
Library Books	page 20		
Lockers	page 20		
Lost and Found	page 21		
Lunch Program	page 21		
Madonna Manor Service Program	page 21		
Money	page 21		

## ADMINISTRATION and FACULTY 2023-2024

### Administrative Staff

<b>Director</b>	Fr. David A. Costa	frdcosta@diocese-fr.org
<b>Principal</b>	Mrs. Lisa Serak	lserak@smsh.dfrcs.org
<b>Principal Designate</b>	Mrs. Jean Howard	jhoward@smsh.dfrcs.org
	Mrs. Kristin O’Heir	koheir@smsh.dfrcs.org
	Mrs. Elizabeth Moura	emoura@smsh.dfrcs.org
	Mrs. Annmarie Burns	aburns@smsh.dfrcs.org
<b>Business Manager</b>	Mrs. Jean Howard	jhoward@smsh.dfrcs.org
<b>Office Manager</b>	Mrs. Kristin O’Heir	koheir@smsh.dfrcs.org

### Teachers

<b>Pre-Kindergarten</b>	Mrs. Tammie Ahearn	tahearn@smsh.dfrcs.org
<b>Kindergarten ** ELM Team Lead</b>	Mrs. Elizabeth Moura	emoura@smsh.dfrcs.org
<b>Grade 1</b>	Mrs. Jennine Cassidy	jcassidy@smsh.dfrcs.org
<b>Grade 2</b>	Mrs. Rebecca Daniels	rdaniels@smsh.dfrcs.org
<b>Grade 3</b>	Mrs. Lisa Wojes	lwojes@smsh.dfrcs.org
<b>Grade 4</b>	Mrs. Sharon Paulhus	spaulhus@smsh.dfrcs.org
<b>Grade 5</b>	Mrs. Sarah Merigold	smerigold@smsh.dfrcs.org
<b>6th-8th ELA</b>	Ms. Madison Partington	mpartington@smsh.dfrcs.org
<b>6th-8th Science/Math</b>	Mrs. Annmarie Burns	aburns@smsh.dfrcs.org
<b>6th-8th Social Studies/Religion</b>	Mrs. Toni Scaramuzzo	tscaramuzzo@smsh.dfrcs.org
<b>6th-8th Math/Religion</b>	Mrs. Susan Massoud	smassoud@smsh.dfrcs.org
<b>Student Support Services</b>	Mrs. Caitlan Kane	ckane@smsh.dfrcs.org
<b>Student Support Services</b>	Mrs. Tiffany Morse	tmorse@smsh.dfrcs.org
<b>Arts Appreciation</b>	Mrs. Shawn Sweet	ssweet@smsh.dfrcs.org
<b>Physical Education</b>	Ms. Livia Serak	livserak@smsh.dfrcs.org
<b>Spanish</b>	Ms. Deirdre Augusto	daugusto@smsh.dfrcs.org
<b>Computer Tech/Integration</b>	Ms. Joan Dangelo	jdangelo@smsh.dfrcs.org

### Support Staff

<b>Adjustment Counselor</b>	Mrs. Michelle Carroll	mcarroll@smsh.dfrcs.org
<b>Paraprofessional</b>	Mrs. Allison Bennett	abennett@smsh.dfrcs.org
<b>Paraprofessional</b>	Mrs. Shannon Gartman	sgartman@smsh.dfrcs.org
<b>Paraprofessional</b>	Mrs. Karen Ryan	kryan@smsh.dfrcs.org
<b>Paraprofessional</b>	Ms. Morgan Gartman	mgartman@smsh.dfrcs.org
<b>School Nurses</b>	Mrs. Dawn Finucane, RN	dfinucane@smsh.dfrcs.org
	Mrs. Jeannine Souza, RN	jsouza@smsh.dfrcs.org
<b>ASK Program Coordinator</b>	Mrs. Allison Bennett	abennett@smsh.dfrcs.org

**The Administration reserves the right to amend this handbook. Notice will be given to all students, parents, and staff members whenever possible.**

**The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.**

## **Parents' Role in Education**

We at Saint Mary-Sacred Heart School, consider it a privilege to work with parents in the education of students because we believe parents are the primary educators of their students. Therefore, it is your right and your duty to become the primary role models for the development of your student's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Mary-Sacred Heart School involves a commitment and exhibits a concern for helping your student 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 will affect the way your student relates to God and others. Ideals taught in school are not well rooted in the student 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 Saint Mary-Sacred Heart School, we trust you will be loyal to this commitment. During these formative years (PreK-8), your student 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 will only teach 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 will model good 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 student may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a student takes 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 student to become the best person he/she is capable of becoming.

## **Parents as Partners**

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

- To set rules, times, and limits so that your student:
  - Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Is dressed according to the school dress code
  - Completes assignments on time—homework is posted to Google Classroom or the classroom teacher's preferred site. Students in grades 3-8 always have Student Planners where they are also instructed to write down their homework.
  - Has nutritional lunch and snacks every day
- To actively participate in school activities such as Parent-Teacher Conferences, Back-to-School Night, etc.
- To see that the student pays for any damage to school books, Chromebook or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student 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 situation 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 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.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

### **Student, Parent, and Teacher Expectations**

In order to provide every student with the best opportunities to learn and grow, we recognize that we are all partners in the learning process. Students, parents and teachers each have their own responsibilities to assure this partnership thrives.

#### **Student Expectations**

Parents and teachers should be able to expect the following from the student:

1. School wide rules will be followed each day, following the Saints Passport (see Appendix E).
2. Anything that interrupts the learning/teaching time will be avoided. (i.e. vacations, early dismissals, tardy arrivals, missing homework)
3. Class work and homework will be completed and turned in on time. Quality work will be done and all work will be appropriately labeled with name and heading. Homework is always posted on the class' Google Classroom, and if there is a technology problem—students in grades 3-8 always have Student Planners where they are also instructed to write down their homework.
4. Proper school uniform or appropriate dress on No Uniform Days will be worn to school each day.

#### **Parent Expectations**

Students and teachers should be able to expect the following from the parent(s):

1. There will be respectful communication with staff and the teacher's professional judgment will be supported.
2. Any concern will first be brought to the attention of the teacher or staff member who is directly involved so that an appropriate discussion can take place to rectify the concern.
3. Assure that the student is fully prepared for school and class each day. (i.e. supplies, homework, paperwork, uniform, prompt arrival)
4. Anything that interrupts the learning/teaching time will be avoided. (i.e. vacations, early dismissals, tardy arrivals)

#### **Teacher Expectations**

Parents and students can expect the following from their classroom teacher:

1. Rules in the classroom will be set to be fair, as needed, so that the classroom can run smoothly.
2. There will be clear, timely, and respectful communication with parents and students.
3. Class work and homework expectations will be clearly defined with appropriate time frames.
4. Social issues (i.e. teasing, bullying, etc.) will be addressed using our available resources. We encourage students and parents to make us aware of any social issue.
5. Grades and assignments will be returned in a timely manner.
6. Family and student information, progress and concerns will be kept confidential.
7. We will consistently demonstrate professional behavior in and out of the classroom and in all that we do while working at SMSH.

## **ADMISSIONS**

Saint Mary-Sacred Heart 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.

- Eligible applicants are accepted in the following order:
  1. Applicants who are siblings of current or previous students or children of alumni of SMSH.
  2. Applicants who belong to Transfiguration of the Lord Parish in North Attleboro, MA.
  3. All other eligible applicants.
- All current students must be re-registered by the established deadline each year.

### **Pre-Kindergarten Eligibility:**

- A child must be four years old as of August 31 of the current year to enter pre-kindergarten.
- Students will be conditionally accepted into our Pre-Kindergarten program with full acceptance contingent on displayed readiness on the DIAL 4 or NAPS age appropriate screenings.
- A copy of the child's birth certificate, baptismal certificate (if applicable) and health records is required.

### **Kindergarten Eligibility:**

- A child must be five years old as of August 31 of the current year to enter kindergarten.
- Children must have an educational screening in their public school system (if available) and in our school setting prior to entrance into our kindergarten program. Students will be conditionally accepted into our Kindergarten program with full acceptance contingent on displayed readiness on these screenings.
- A copy of the child's birth certificate, baptismal certificate (if applicable) and health records is required.

### **Grades 1 – 8 Eligibility:**

- Transferring students must provide proof of successful completion of the previous grade or that they are working at grade level.
- A copy of the child's birth certificate, baptismal certificate (if applicable), most recent report card, most recent standardized tests, **Core Evaluation I.E.P.** (if applicable) and testing result reports (if applicable), **504 Plan/Accommodation Plan** (if applicable) and health records are required.
- A summary of the student's reading and math progress from the student's most recent teacher(s) and a discipline record from the student's current school MAY be requested by the administration.
- An interview with the Principal, parent/guardian and student follows the reception of required data and is required before eligibility is decided.
- All decisions regarding acceptance and student's continued enrollment will be guided by the Principal and be determined by the student's ability to benefit from the school's programs. All new students will be given the opportunity to prove themselves both socially and academically in the first marking period. If during this period there are any problems that affect the student's ability to benefit from our school's programs, the student may be asked to withdraw his/her attendance at SMSH.

## **AFTER-SCHOOL ACTIVITIES**

Once students are dismissed from school, they are not allowed to stay on the school property unless engaged in a pre-arranged activity (i.e. detention, clubs, sports, etc.). Adults, such as coaches and club moderators, are responsible for student supervision during the time designated after school. Students taking part in any after school activity (including our After School Care Program) are expected to follow all rules and guidelines that are required during the regular school day. This includes the use of electronics and cell phones (review Personal Belongings section of handbook).

The school building may not be used by outside agencies unless a Certificate of Insurance is presented and only with the approval of the administration.

## **ARRIVAL AND DISMISSAL**

### **Arrival:**

- The school day begins promptly at 9:00 AM. The students should not arrive prior to 8:40 AM, unless they are registered for and participate in the Before School Extended Care Program. Supervision of arriving students does not start until 8:40 AM.
- Students, including Pre-K, who are dropped off at school between 8:40-8:58 AM must be dropped off on Church Street. Students can be dropped off in the rectory circle, approaching from Broadway (do not use Gould Street to cut through). After students exit their car, they should walk to the designated gathering area near the rectory circle to line up with other students before entering the school. Parents may park in the town Municipal Parking Lot and walk their student to the school.
- During inclement weather, students will report directly to their homeroom.

- During good weather, students will remain in the designated gathering area, under the supervision of staff members, until they are lined up by staff members at about 8:55 AM. Since the number of students is so large at this time, balls and jump ropes are not allowed to be used during this arrival time. Staff members may also put additional limitations in place if student safety becomes a concern (i.e. no running of races, etc.).

### **Early Dismissals:**

Students should not be released from school **except for serious reasons**. If these reasons exist, please follow this procedure:

- \* A note of explanation must be given to the teacher.
- \* The student must be escorted from the office by a parent/guardian.
- \* The sign-out book must be completed by the adult to whom the student is being released.
- \* The student is responsible for all work that is missed.

### **Dismissal:**

- Parents are required to notify their student's teacher in writing of any change in the usual dismissal routine (i.e. bus to walker, different parent, different destination, etc.). **Students without notes will be sent home in the usual manner.**
- Students may not wait in the school office at dismissal time for a parent on a regular basis. If a parent needs to pick up their student a few minutes late on a regular basis, then the student will have to report to our After School Program for proper supervision until the parent arrives.
- All non-bus students will be dismissed between 3:10-3:20 PM on Church Street in the driveway in front of the rectory using the following procedure:
  - Students who walk home will be walked across Church Street by a teacher in front of the church. The crossing location may change due to inclement weather and snow on sidewalks.
  - Students who are picked up by a car will be lined up and monitored by teachers near the rectory circle while waiting for their ride.
  - Cars should approach Church Street from Broadway. Please do not use Gould Street to access Church Street. Please stay in a single file line over to the right of the road as the school traffic approaches the rectory circle. **Do NOT block any driveways or intersections.**
  - Turn right into the rectory driveway nearest Gould Street. Drive around the driveway going as far as possible toward Church Street.
  - Please display your family name clearly in the front window of your vehicle to help staff dismiss students efficiently.
  - Upon exiting the rectory driveway, all cars should turn right onto Church Street.

*Please be sure you inform all people who will be picking up your student of these policies and expectations.*

- For safety reasons, we ask that parents/guardians stay in the cars while teachers are directing students to their cars. The flow of traffic is needlessly interrupted when a parent gets out of the car and walks over to pick up a student in the line.
- Parents are asked to pay close attention during the pick-up process in the rectory circle. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the staff on duty.
- It is preferred that dogs be left in the car if you are walking to the pick up circle to pick up your student(s) for the safety and comfort of all.
- Parents should not park in front of the rectory or church on Church Street or on neighboring side streets to pick up their student. If you choose not to use the rectory circle for pick up, then make arrangements for your student to meet you further down the street at the town parking lot. This courtesy will help keep our dismissal area in the rectory circle safe and efficient AND you will be setting a good example of how to follow a rule.
- Richards Avenue is not to be used as a pick-up area. This is the bus area and it is imperative that it remains clear for safety purposes.



## ASSIGNMENT REQUIREMENTS

It is extremely important that all student work that is handed in for a grade is the result of the student's own work. We encourage parents to assist students in understanding homework and projects, but under no circumstances should a parent, adult or older sibling/child complete an assignment for an SMSH student. Our projects and homework assignments are planned to help students achieve specific learner outcomes as part of our school's program and curriculum. The students cannot achieve this if the work is done by someone else to save time or ease a parent's/student's frustration.

- In the event that any student work that is handed in for a grade does not appear to be the students' own work, it will receive a grade of zero with no chance to redo the assignment and the student's parents will be notified. In the event of a special need (i.e. a student has broken his hand/arm and is not able to write for himself—a parent might need to scribe for the student), the parent must make specific arrangements with the student's teacher before any work will be accepted.
- If a student's computer-printed work does not appear to match the level or abilities that are displayed in regular class work, there is also a chance that work will not be accepted and may receive a zero. (i.e. A research report that appears to be written at a level that is far above what a student normally produces in the classroom. Our expectation is that if a student wrote a report, then he/she should have sufficient understanding of the topic to answer basic questions or discuss specific aspects of what was reported.)
- All written work that is handed in must be neatly written according to the teacher's specifications.
- All assignments should be neatly prepared on paper with clean-cut edges using the guidelines provided by their teacher.
- Starting in grade 5, pens may be used for other written assignments in blue or black ink only. The teacher may request specific types of pens.
- The use of computers for written assignments will be at the discretion of the teacher.
- Assignments for all grades may be required to be submitted digitally via Google Classroom.

## ATTENDANCE

### Absence:

- Missing school, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement; therefore students should be present whenever school is in session. Students missing ten or more days of school during an academic calendar year without a doctor's excuse are subject to failing all courses for the year. Parents/guardians of students within this category will be contacted by the School Adjustment Counselor or Principal regarding the impact of the attendance record on student achievement.
- Parents or guardians must report any absence to the office by phone before 9:00 AM (508-695-3072). For your convenience, a message concerning an absence may be left on our voicemail if you phone the school before 8:00 AM.
- **By law, a note must be sent in when the student returns to school explaining the cause and date(s) of the absence.** These are kept on file for one year. *This note is required in addition to the phone call you make to initially report an absence.*
- Parents who wish to have work and/or books sent home due to an absence may do so on the third day and beyond of a student's absence. Books and missed work will not be prepared to be sent home until the third day of an absence and only if the parent requests this at the start of the day. ***This request needs to be made to the classroom teacher.*** Do NOT rely on the main office. All missed work from the first two days of a student's absence will be left on the student's desk to be retrieved by the student when he/she returns to school. Books/work will NOT be ready for pick-up in the office before 3:00 PM when they are requested. It is the parent's and student's responsibility to check the homework site for assignment specifics and due dates and to check with another student in the class about missed work. It is the student's responsibility to make sure all missed work is completed within a reasonable amount of time after returning to school. The number of days to complete missed work will always equal the number of days absent. Work that is not completed within this timeframe will be given a zero and that grade will be averaged into the student's trimester grade.
- **A student may not attend a school dance or participate in any other school-related extracurricular activities (including sports games or practices) on any day on which they have been absent from school.**
- Any student who anticipates being absent for more than one school day due to a non-emergency medical treatment must submit a signed note from a parent/guardian to the school. The Principal will confer with the student's teacher(s), Student Support Services, and School Adjustment Counselor to determine a plan for completing missed work. The parents/guardians will be contacted and a conference may be set up to facilitate communication regarding the plan for

completing the missed work. A medical note must be submitted to the office and nurse when the student returns.

### **Tardiness:**

A student arriving at school after 9:05 AM will be marked tardy and must get a late slip from the office. Tardiness of 3 hours or more on any full school day will be counted as Tardy/Absent and it will be recorded as an absence on record. Habitual tardiness will be noted on the report card and may negatively impact the student's Work Skills grades and Honor Roll status. Excessive tardies will also have a direct impact on a student's promotion to the next grade.

### **Appointments:**

Medical, dental or orthodontist appointments, except for emergencies, should be scheduled outside of school hours. Students who leave for appointments are interrupting the learning of all the students in the class. Students who are away from school due to a dismissal for 3 hours or more on any full school day will be counted as Dismissed/Absent.

### **Vacations:**

- It is strongly recommended that vacations be taken during the scheduled school vacation times so that the learning of all the students is not needlessly interrupted. Any student's absence for more than one day affects the learning of all students in the class because the presentation of information has to be adjusted. Keep in mind that concepts taught during an absence are often not understood just by doing the homework. The teaching and classroom discussions related to those concepts that are missed during an absence cannot be duplicated.
- In cases where parents do not follow the above recommendation, the following procedure must be followed if the student intends to make up any and all missing assignments and tests:
  - A note or email **MUST** be sent to the Main Office and teacher at least two weeks before the absence stating the length of absence.
  - Teachers will provide a general list of the content and assignments and assessments/tests that will be missed.
  - Prior to the student's absence, any assignments that are prepared will be sent home and recorded as such.
  - The classroom teacher(s) will collect all assignments and tests in a folder for the student during his/her absence.
  - In the event of missed work and/or tests due to a vacation (of any length) that the student has taken outside of the school's established vacations, the student and parent must make an appointment to meet with the classroom teacher to review and discuss the missed work. It is the parent's responsibility to make this appointment within 2 days after the vacation so that the classroom teacher can relay specific information about any work the teacher will accept for credit. The missed work will only be given to the parent/guardian, regardless of the age of the student and if the parent does not make arrangements to meet with the teacher within 2 days after the vacation absence, all work will automatically receive zeroes with no chance to make up the work or assessments.
  - It is the responsibility of the parent/guardian and/or student to request either before or after school help from a teacher in the event the student does not understand any missed work.
  - All make up work must be completed and returned to the teacher within 2 weeks to be considered for credit.
  - All tests and quizzes that the teacher will allow to be made up after a vacation must be taken either before school or after school, or during study periods as the middle school schedule permits. It is the student's/parent's responsibility to set up any test/quiz make up times with the classroom teacher by the deadline established by the teacher.

## **BIRTHDAYS**

- Student birthdays will be announced over the PA system. Students will receive a No Uniform pass on their birthday that may be used at any appropriate time during the school year.
- Students who celebrate their birthdays during the summer will be recognized on their "half birthday" (i.e. July 23 will be acknowledged on January 23—all of June, July and August birthdays will be recognized on the half-birthday).
- Snacks and/or drinks may NOT be sent in to school for a student's birthday per the Wellness Policy in effect.
- Parties by parents/guardians should be planned outside of school hours. Since one of our goals at SMSH is to build positive self-esteem in our student, it is inappropriate for any student, regardless of age, to distribute party invitations in school (playground, bus, etc.) unless there is an invitation for the whole class, all of the boys or all of the girls. In order to assist you in mailing invitations, please refer to the Student Directory provided within FACTS Management. ***Please act in a responsible and Christian manner by following this request so that students' feelings are not needlessly hurt. This includes telling your student to NOT discuss any upcoming party that hasn't included every student in the class!***

## BULLYING & HARASSMENT

The “Bullying Prevention and Intervention Plan for the Diocese of Fall River” was finalized by our diocese in December 2010 and some minor language changes were added to an amended version in December 2013. This amended plan is presented in its entirety in this Student Handbook as Appendix D.

Saint Mary-Sacred Heart School strives to provide a safe environment for all individuals so that everyone feels comfortable in this learning environment. It is vitally important that parents, students and staff report any and all bullying, cyber-bullying and/or retaliation as outlined in this plan.

## BUSSING TRANSPORTATION

- SSMH follows North Attleboro Public School bussing regulations with respect to eligibility and behavior. The bus operator is in charge of the bus and the passengers. He/she is responsible for the safety of the students and their conduct on the bus. Students are expected to follow bus/driver regulations or risk losing transportation privileges. Please review the Bus Safety Rules and disciplinary actions for misbehavior in the Appendix at the back of this handbook.
- The Town of North Attleboro supplies bus service for eligible North Attleboro residents only. Each year a Bus Application must be completed by interested parents and submitted directly to the North Attleboro Public School Office. For details about this requirement, please visit [www.naschools.net](http://www.naschools.net).
- Eligible bus students are only allowed to ride the bus that they have been assigned to according to their home address. ***The Administration of SSMH is not able to give permission for any student to ride an alternate bus due to childcare arrangements. Permission for this must be obtained directly from the appropriate North Attleboro School personnel in charge of transportation.***
- Bus transportation may not be used to facilitate party plans or social gatherings.
- Disruptive behavior on the school bus will be dealt with as if the student were in school. Continued disruptive behavior can be cause for the school or the bussing company to take away a student’s bus riding privileges.
- The bus company’s policy concerning our younger students (kindergarten and at least grade one) is to not release them from the bus if the student’s parent (or designated adult) is not at the bus stop. They will keep the student on the bus and contact us about the situation. We will contact the parents to make arrangements for pick up at either the school or the bus company at the end of the route.

## CHEATING

Cheating of any type will not be tolerated. This includes plagiarism. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. See Plagiarism Policy for more details.

## CHILD ABUSE LAWS/MANDATED REPORTING

Saint Mary-Sacred Heart School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Families and Children (DCF). The administration, faculty, and staff of SSMH are mandated reporters.

## COMMUNICATIONS

- Weekly updates will be sent to each family via email on Wednesdays. Newsletters and other important notices may be sent home on Wednesdays with the oldest student in the family. Parents and students are responsible for the information contained therein.
- Teachers will respond to communications from parents within a reasonable time frame. Please keep in mind that teachers' schedules do not always permit time to respond immediately. If you have received no response from the teacher within 24 hours, please follow up your original communication with a phone call or note in case the original message was never received by the teacher.
- In respect of teachers’ family time, emails sent to teachers over the weekend will be responded to by Monday afternoon.
- Daily homework is posted by each teacher to their Google Classroom or preferred site for all grades (unless there is a

technology problem). Teachers in grades 3 through 8 also post homework in the classroom so that students can copy the information into the Student Planners that the school provides for each student. It is the student’s responsibility to be sure homework information is written down and understood before leaving school for the day. Do not rely on the Google Classroom homework listing as the only source for this information since there may be times when the website is experiencing difficulties, a teacher may be unable to post the homework to the site or you may experience difficulties retrieving this information from your home computer. Teachers will not accept any missing homework excuse related to problems with online homework postings.

- To the greatest extent possible all school communications will be provided digitally via email or the student’s Google Classroom account.

## CONFERENCES

General parent-teacher conferences will be held once a year in the fall. A parent may schedule an appointment to see a teacher at any time during the year. Appointments with teachers are to be made in writing or by phoning the office. Teachers are available to meet between 8:30 - 8:50 AM or 3:15 - 3:45 PM (by appointment only). Please schedule an appointment at least 24 hours in advance. Teachers cannot be disturbed during class time and deserve proper notice of a parent conference request so that a suitable time can be arranged for a meeting.

## CONFLICT RESOLUTION & PEER MEDIATION

In the event there is a conflict between students that has been identified by a parent, student or teacher, our school employs two strategies to help students deal with the conflict. A mediation process, which will occur when the incident is initially reported, includes discussions between the principal, school adjustment counselor, or another designated staff member and the student(s) involved to gather facts about the situation and who is involved. If other students are involved or witnessed the situation or conflict, the designated adult also speaks with those students to continue gathering all of the facts. Once all facts have been determined, the designated adult works with the students involved in the conflict to come to an appropriate solution so that all students feel safe and comfortable at school and the learning process can continue without interruption. Depending on the nature and severity of the conflict, as determined by the principal, the parents may or may not be contacted at the outset of the process. This process may take place over a time span of a few days, depending on the situation and the availability of the students and the designated adult. In the end, the designated adult reports the outcomes to the parents of the students involved and maintains a written record of what the students have agreed to do as their resolution in the event there continue to be recurring conflicts.

## CURRICULUM

The Diocesan Curriculum Guidelines, consistent with the Massachusetts Frameworks, are followed for the teaching of all secular subject areas. All diocesan educational outcomes can be reviewed under the link “Learning Outcomes” at the [Catholic School Alliance](#) website.

The curriculum of Saint Mary-Sacred Heart School includes, but is not limited to, the study of and participation in:

<b>Religion</b>	Please note that students will receive First Communion and First Penance in their own parish.
<b>Mathematics</b>	<b>Science</b>
<b>Social Studies</b>	<b>Language Arts</b> (Reading, English, Spelling, Penmanship, Writing)
<b>Creative Arts</b>	<b>Music</b> (Grades PreK-5)
<b>Library</b>	<b>Physical Education/Health</b>
<b>Spanish</b> (Grades PK-8)	<b>Computer Technology</b>
<b>Student Safety Training</b>	<b>Social Emotional Learning</b>

## CUSTODY

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. ***If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.*** If duplicate school notices, report cards, etc. are needed, please notify the school secretary in writing. ***Divorced parents should furnish the school with a copy of the custody section of the divorce decree in order to help the***

*school determine when, if ever, the child can be released to the non-custodial parent.*

## DISCIPLINE

We believe all our students can behave appropriately in our school. In order to guarantee your student, and all the students in our school, the excellent learning climate they deserve, we will not tolerate a student interfering with student learning.

**Conduct, whether inside or outside of school, that is detrimental to the school's reputation may be dealt with disciplinary action.**

**School wide rules: A Saint Mary-Sacred Heart Saint is:**

1. Kind
2. Respectful
3. Safe
4. Prepared

*If a student chooses to break a rule, specific consequences will be given as outlined by each grade level teacher. Each grade level teacher will share their specific consequence list with parents at our annual Back-to-School-Night. Below you will find some examples of consequences.*

1<sup>st</sup> consequence: The student will receive a verbal warning that is recorded by the teacher.

2<sup>nd</sup> consequence: In addition to the above, the student will receive another consequence such as missing the opportunity to eat snacks or lunch with classmates.

3<sup>rd</sup> consequence: In addition to all of the above, the student will receive an additional consequence. For older students this may be when a detention is issued.

4<sup>th</sup> consequence: In addition to all of the above, younger students will be required to telephone a parent at home or work in the presence of a teacher or administrator to explain his/her misbehavior and inform the parent of assigned detention. For older students this may be when a parent-teacher-administrator-student conference is required.

5<sup>th</sup> consequence: In addition to all of the above, the parents will be required to attend a conference to discuss the student's misbehavior with the administration, teacher(s) and student. This meeting will include a discussion about whether or not the student is appropriate for our school.

**Please note that these consequences accumulate only for the one day that the student has broken a rule(s). Students start with a clean slate each day.**

- However, observing and recording student behavior is just as important as recording academic progress. Student behavior will be recorded, as it impacts student learning, and will be used when conferencing with parents.

### ***Severe clause:***

Defiance, abusive language, disrespect, fighting or any other inappropriate behavior will not be acceptable, therefore a teacher or administrator may bypass the earlier consequences in the event a severe behavior or problem occurs. In this event, the student may be immediately issued a more severe consequence.

### ***Special Area Classes (those that meet once per week):***

- Any student, who has to have their name reported to the homeroom teacher during a Special Area class for a behavior concern **more than twice** in a trimester, will receive a separate consequence.
- On the third occasion and each one after that, the student will be dismissed from the Special Area class immediately to the office. The student will have a writing assignment that will be completed during the remainder of that week's class and the following week's class. The student may return to the Special Area class after the consequence has been finished, but will have to return to the office during any future class when his/her name has to be reported for a behavior concern again. The same consequence will be repeated as necessary throughout the trimester.
- Each student will start with a clean slate at the beginning of each trimester. Since there are usually only 10-12 classes in a trimester for these Special Area Classes, behavior concerns that occur more than twice in a trimester is unreasonable and unfair to the teacher and the remainder of the class.

### **Suspension/Expulsion:**

Suspension and expulsion are invoked for serious infractions of school policies and shall be within the jurisdiction of the

principal. Parents will be notified by the principal in the event of suspension and/or expulsion. A student leaving under the terms of expulsion will not have his/her tuition payment refunded.

Students who are given an in-school suspension will be required to report to school for each day of the suspension. Students who receive an out-of-school suspension will not be allowed on school grounds during the time of their suspension. Students must complete and turn in all classwork and tests from the days of any type of suspension, however failing grades will be recorded for this work.

*The sharing of online meeting codes is immediate grounds for suspension and possible expulsion. In the event of suspension or expulsion all tuition is retained by the school.*

## DRUG POLICIES

The use of drugs, cigarettes, e-cigarettes, vapes and/or alcohol in any quantity at school or at any school-related function will not be tolerated. Drugs consist of anything considered illegal by the State of Massachusetts (alcohol and tobacco are included). The following conditions should be noted:

**Under the influence:** Parents notified and a meeting will take place. Suspension to be followed by counseling and/or expulsion.

**Possession of:** Confiscation. Parents are notified and a meeting will take place. Suspension to be followed by counseling and/or expulsion. Law enforcement may be notified.

**Selling:** Confiscation to be followed by parent conference and immediate expulsion. Law enforcement may be notified.

**Search:** It is the right and responsibility of the administration at any time to search personal property, desks and/or lockers if it is suspected that forbidden materials are present.

**In all instances, the school maintains the right and obligation to notify the proper legal authorities.**

- **Smoking/Vaping:**

Massachusetts State Law prohibits smoking or vaping in a school building and on school property.

Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

## ELECTRONIC SOCIAL NETWORKING

- Parents may have set up Facebook accounts to help parents in a particular classroom stay in touch concerning class activities and events. We need to caution all parents involved in any of this electronic networking that pictures of any Saint Mary-Sacred Heart School staff and students should NEVER be posted on these sites without written permission from the person in the picture. As you are all aware, the school asks for written permission to use students' pictures in public related materials from parents on the annual Data Verification and Emergency Information Form. This permission does not extend to parents posting pictures of SMSH students or staff.
- Room Liaisons may use email to communicate requests to parents, but any communication sent out to parents related to teacher or school requests must be reviewed and approved by the school's administration before it is sent out to the parents in a classroom. All written communications, sent either in paper form through the weekly folders or electronically using emails or postings, must be sent to Mrs. Kristin O'Heir's email account at [koheir@smsh.dfrcs.org](mailto:koheir@smsh.dfrcs.org) to be reviewed and approved at least 24 hours in advance when the communication is scheduled to go out to parents. It would be helpful to label the email Subject Line "Communication to be approved by SMSH" so that Mrs. O'Heir can immediately open those emails that need to be reviewed. If you have sent an email to Mrs. O'Heir for approval and haven't heard from her within the 24 hours, please call her directly in the school office to check on the status of the request.

- We realize that many of our parents utilize sites such as Facebook to keep in touch with family and friends across the country. Our concern is when a parent uses sites such as this to post messages about a teacher or staff member or about a situation that occurred in school. Any concern with a parent, staff member or situation should be appropriately dealt with at the school, not posted on the Internet. In the past, we have seen evidence of this inappropriate posting and ask that everyone please remember that we are all working to set positive, Christian examples for our children. How we handle concerns and issues with others is just one way we can positively model our Christian faith for our children.
- Teachers and staff of SMSH School are cautioned when being “friends” with any SMSH student or parents on any social network site. All online communication between parents or students and a teacher or staff member must be done using the staff member’s school email address. Teachers’ and staff members’ school email addresses are listed on our school’s website ([www.smshschool.com](http://www.smshschool.com)) and on the Faculty page at the beginning of this handbook. Teachers and staff members are not allowed to use personal email accounts to communicate with parents or students involving any type of school-related items.

## **EMERGENCY FILES**

Parents are responsible for updating any emergency information procedures on file in the school office throughout the year via the Family Portal. **Please let us know immediately of any change in telephone numbers and/or contact persons.**

## **EMERGENCY EVACUATION PLAN**

In the event of a situation that requires the building to be evacuated, the following procedures will be followed:

- A school-wide announcement will be made to immediately report to Sacred Heart Church in silence to signal an emergency evacuation.
- Students and faculty will proceed out of the closest building exits and walk to the Sacred Heart at 58 Church Street. Should the nature of the emergency negate the possibility of the church use, all students, faculty and staff shall proceed to Saint Mary’s Church and Hall at 14 Park Street.
- The administration of the school will notify and work with the local authorities and the administration of the Fall River Diocese Department of Education Office throughout the entire emergency. Students and staff will remain in the church until a decision is made concerning whether to return to the school building or dismiss the students.
- In the event that students must be sent home, staff members will first use the FACTS Management notification system to notify parents that their student should be picked up at the appropriate church. Any parent who can’t initially be reached via this phone system will be contacted using additional emergency numbers parents have provided to the school. Class liaisons and/or parent volunteers may be used to aid in this telephoning. All students will be supervised by school staff members until they can be picked up by a parent or authorized adult.

## **EXAMS**

Students in grades 4-5 may be introduced to cumulative testing in various subject areas. Starting in grade 6, middle school students may be given cumulative assessments. Any final assessment that is missed for any reason other than illness will not be allowed to be made up. A doctor’s note must be provided to verify the illness before a final assessment can be scheduled to be made up.

Note: Students are encouraged to save all notes, quizzes and tests to help them prepare for these cumulative assessments.

Students in grades 2-8 participate in MAP Growth testing three times a year. MAP Growth Tests cover math and reading.

## **EXTENDED CARE**

Before-school extended care is available on a prearranged basis, as well as in emergency situations starting at 7:45 AM. Parents who must leave their student at school before 8:40 AM must register for before school extended care. Information concerning registration fee and daily charge is available upon request from the school office and available on our school’s website. In the event of a delayed opening of any school day, the start of the extended care program will also be delayed.

After-school extended care is also available, but only on a prearranged basis. We are unable to provide after-school care on an emergency or as-needed basis. Information concerning this offered service is also available upon request from the school office. In the event of an emergency closing of the school for an entire day, there will be no after-school extended care

offered. **Families who are delinquent with their payments to this program may be suspended from using the program until their balance is paid in full.** Families are provided invoices and balance statements on a regular basis.

Mrs. Allison Bennett is the coordinator of the before and after-school extended care program and should be the contact person (abennett@smsd.drcs.org) for any concerns including billing and payment information.

## FIELD TRIPS

- Field trips of an educational nature may be planned by the teacher during the course of the year.
- 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.
- An official signed permission slip is required of all participants. Verbal permission and written notes will not be accepted.
- Parents will be asked to pay for the cost of these trips based on the actual price of admission and transportation. Family-School Alliance activities help to subsidize these costs when possible and the school may apply for grant funding through the Massachusetts Cultural Councils.
- At no time will a student be deprived of participating in a field trip due to financial difficulties. Please contact the principal anytime money becomes a problem and special arrangements will be made.
- ALL chaperones must be compliant with the requirements as established by the Office of Safe Environment. These requirements are detailed. Please follow the most updated information provided by the school. There is also an additional form that must be completed by any parent volunteer attending a field trip—an Adult Liability Waiver. This form is available in the school office and only needs to be completed by a parent volunteer once per year as needed.
- Specific guidelines must be followed by all chaperones in order to assure that our students are properly supervised on any field trip. A copy of these specific guidelines is included in the back of this handbook (Appendix B).
- Parents who choose to meet a class at the site of a field trip are not considered an approved chaperone and will not be allowed to take responsibility for any students other than their own student during the field trip. These parents must speak directly to the classroom teacher upon arrival—please do not approach the student's assigned chaperone for information, etc. Many times the classroom teacher has made plans for each group to complete a field trip-related assignment while they are traveling with their assigned chaperone and it may not be appropriate for a parent to take their own student during the trip. The classroom teacher has the right to make the final decision about any student's supervision during a field trip.

## FIRE DRILLS

Fire Drills will be held during the school year. Students should walk silently to the prearranged exit or, in the event the student is not in class, the student will walk silently to the nearest exit and report to the nearest adult. All fire drills are silent. Any student who does not follow this rule will be issued a detention.

## GRIEVANCE POLICY

It is integral to the school's philosophy that union and charity exist among parents/guardians, teachers and students. Therefore, the following steps can serve as a useful tool in solving school problems that may arise in the course of the year.

1. Student first discusses the situation with the teacher involved and vice versa.
2. If needed, the student and parent/guardian approach the teacher for clarification.
3. Students and parents/guardians meet with the principal and the teacher if further clarification is needed.
4. Principal arranges a meeting with the director of the school and all parties involved, if the grievance is unresolved.

## HEALTH POLICIES

- Students are required by law to meet current immunization requirements prior to the start of school. All kindergarten, seventh grade, and new students must have documentation that these requirements have been completed. Your student's registration is not complete until the school nurse has this information.
- Also required by law are the results of a current physical exam. These are required for all kindergarten, fourth and seventh grade and new students. A current physical exam is defined as one within six months of the start of school.
- If your student has any medical condition or health problem, please inform the school nurse so that we may be better prepared to assist him/her. It is the parent's responsibility to update the school nurse and teacher about any health



changes throughout the school year. The school nurse may ask parents to fill out a new copy of the Health Info form that we collect each fall when changes are reported so that we always have the most up-to-date form on file for your student. **It is imperative that the school nurse is made aware of any prescription medication that the student is on, even if the medication is administered at home. We need to know this information in case of an emergency.**

- If a student has an injury or medical condition that requires the student to not participate in Physical Education classes and/or recess, a doctor's note must be provided to the school nurse that indicates specific restrictions as well as date when normal activity can resume.
- Parents are asked to refrain from sending sick student to school. The school will use its discretion in calling parents/guardians to come for a student who appears to be sick or has a temperature greater than 100°F. **A student may return to school 24 hours after his/her temperature is normal and/or vomiting and diarrhea has ceased (without the use of any medications such as Tylenol or Imodium).** Students with a contagious illness, such as strep throat, may return to school 24 hours after starting prescribed antibiotics. A note from a doctor is required if a student is absent due to illness for 5 or more consecutive days. In the event that a student becomes ill or injured at school, the parent/guardian on the emergency card will be contacted. Please keep the school informed of any change in emergency numbers.
- **Any medication, over-the-counter medications such as Tylenol or cough drops or prescription medications, must be brought to school by an adult in the original bottle. Medication may not be kept by the student in the classroom or with his/her belongings. Any medication required by the student must be properly labeled and kept in the nurse's office, including cough drops.** State law prohibits medication transported in plastic bags or containers. You must also send in written permission, as well as the doctor's order. These forms are available from the school nurse. Students are NEVER allowed to bring medications to school on their own.
- All medications (over-the-counter and prescribed) that have been brought into the Nurse's office for storage will be inventoried and checked for expiration dates at the start of school, again in January and finally at the end of the year. This recording process will also include proper notation of when a new medication has been brought in at any time of the year, when a medication has been taken back home by a parent, when a medication has been sent with staff on a field trip and when a medication has been returned by staff after a field trip.
- The AIDS Policy for the Catholic Schools in the Diocese of Fall River is similar to that used by the Massachusetts Public School System and stipulates that confidentiality be maintained with regard to employment and attendance for teachers and/or students with AIDS. Universal health precautions are practiced at all times. Policy details may be obtained in the principal's office.
- Head lice checks must be conducted by parents/guardians at home in order to avoid a general problem. Any student found to have nits and/or lice will be sent home. The nurse must be contacted for the student to be checked prior to returning to school.

*If your student is not feeling well they need to stay at home.*

## HOMEWORK EXPECTATIONS

Homework is an integral part of your student's learning. Teachers assign homework for a variety of reasons—additional practice of a new concept introduced in class, review and reinforcement of a previously acquired skill, project work that requires more time than is available during the school day to complete, etc. Completing homework and being sure it is brought to school when due also provides your student with an opportunity to develop personal responsibility. Our expectations in this area of your student's school life are as follows:

- Homework is to be done at home. Students will not be allowed to work on homework or classroom assignments during their recess period or classroom break without a teacher's permission. If a student is working on a homework assignment without permission it will be taken away and will receive a zero for a grade. Homework is NOT to be done during the student's lunch period.
  - Our middle school students may make use of their mid-day homeroom period to work on homework if allowed by the homeroom teacher.
- If another student is allowing someone to copy or borrow his/her homework for help, that student will also receive a zero. Both students involved in the copying or sharing will also receive an automatic detention, which will result in an N in the Christian Values section of the report card.
- Homework will be posted to Google Classroom.

***If a student does not have a homework assignment at the time that it is being collected or checked, a homework alert***

*may be issued to the student to be signed by a parent and up to half-credit may be deducted from a late homework assignment turned in. Each grade level teacher will outline their policy concerning missing or late homework and this information will be presented to parents at Back-to-School Night.*

If a student has an excessive number of missed homework assignments, the classroom teacher will request a conference with a parent to discuss an action plan to correct the problem. Keep in mind that a student's grade will be negatively affected by missed homework assignments, which in turn may keep the student off the trimester Honor Roll.

## HONOR ROLL

- Students in grades 4-8 are eligible for our Honor Roll based on their grades, Christian Values, Work Skills, and Effort across the curriculum.
- The level of **High Honors** is earned if a student has earned all **A**'s in the major subject areas (including Spanish) and has met the other eligibility requirements.
- The level of **Honors** is earned if a student has earned all **A**'s and **B**'s in the major subject areas (including Spanish) and has met the other eligibility requirements.
- Other eligibility requirements include:
  - Less than 5 days absent within the trimester.
  - Less than 10 days tardy within the trimester.
  - Less than a total of 3 **N**'s within the Christian Values and Work Skills sections.\*
  - Less than a total of 2 **N**'s in the Effort category of all subject areas assessed (including Special Areas of Physical Education/Health, Art, Music, Technology).
  - Must not have earned a detention for any reason during the trimester.
- All students who have earned Honor Roll will be recognized in the local newspapers and through school recognition activities.

\*There is a strong correlation between many of the skill areas listed under Christian Values and Work Skills with our School-Wide Rules. When a student has broken a specific rule 5 or more times in a trimester that corresponds to a skill area listed under Christian Values and/or Work Skills, he/she will be given an **N** in that skill. A student who earns a detention for any reason or has an excessive number of days when at least one consequence has been recorded during a trimester (15 or more) will receive an **N** in "Respects school rules" (does not include incidences of missing homework).

## INCLEMENT WEATHER

SMSH follows the system of North Attleboro Public Schools in the cancellation or postponement of school due to storms and/or inclement weather. Announcements to cancel will be made on WPRO and other local radio stations as well as local television stations. Early dismissals will also be announced on these radio stations.

Specifically, here is a rundown of our school's policies and guidelines in relation to school delays and/or early dismissals:

1. First, we will make use of the FACTS Parent Alert notification system to get information to our parents concerning delays, early releases, and or cancellations of school whenever possible.
2. We will always do the same thing as the North Attleboro Public Schools in the event of cancellations, dismissals or delays. If you hear on the TV that North Attleboro Public Schools are canceled, delayed or dismissed, assume that our school is doing the same. This information is transmitted on all of the local news stations (Channels 4, 5, 7, 10 and 12). It is not usually posted on our school's website—do not rely on this as your source of information concerning inclement weather.
3. If school is delayed, the Before School Care is also delayed (i.e. A one-hour delay means that Before School Care starts at 9:00 AM and school starts at 10 AM).
4. If we are notified by North Attleboro Public Schools of an early dismissal, our staff will use the Parent Alert system to get this information out to parents via home and cell phone numbers. This is why it is very important to provide our school office with any new phone numbers (work, home or cell).
  - a. Please know that we will keep any student in the office at an early dismissal time if we have not been able to reach the student's family. This includes bus students—we will not put a student on the bus if a family hasn't been reached. The student will remain with us until we have reached the family.

## INSURANCE

School accident insurance is offered to all families at the beginning of the school year. It is highly recommended that minimal insurance coverage be obtained for those not covered by family insurance.

This year all insurance forms and information will be emailed upon request. Complete instructions and claim forms are part of the PDF file and can be provided at any time during the school year as needed.

## INTERNET USE

All faculty and students will be required to review and sign a copy of the school's Accepted Use Policy for Internet Use. This policy will be issued to faculty and students and must be returned with the proper signatures in order for the student or faculty member to be allowed to use any computer in the school. This is a diocesan policy. Only students who have completed and returned the Acceptable Use Policy with proper signature will be able to use school technology while on campus. Any student who does not have a signed policy returned to the school will not participate in any technology here at school.

- *The sharing of online meeting codes is immediate grounds for suspension and possible expulsion. In the event of suspension or expulsion all tuition is retained by the school.*

## LIBRARY BOOKS

- Students are responsible for books borrowed from the school library and for their timely return. Students must pay for any borrowed book that is lost so that the library can replace it.
- Students will not be allowed to take out any additional book from the library until their overdue book has been returned or arrangements have been made to replace it.

## LOCKERS

- Lockers will be assigned at the beginning of the year for storage and protection of their personal property.
- No adhesives of any kind may be used by the students on the inside or outside of the lockers. Lockers must remain uncluttered and free of external decoration and graffiti.
- Students should be aware that lockers remain the property of the school at all times and may be opened by members of the school administration for reasonable cause. Contents of lockers are subject to complete examination. Searches of classrooms and lockers may be scheduled at unannounced times during the school year.

## LOST AND FOUND

- **Please label all students' belongings.**
- The school is not responsible for articles brought to school.
- Every effort will be made to locate the owners of lost articles turned in at the office.

## LUNCH PROGRAM

- Hot lunches may be purchased through Campus Cuisine--an online order and delivery service. All meals are paid for by families via debit or credit card. The school DOES NOT collect any money for lunch meals.
- Hot lunch available to all students in grades PreK through 8. See yearly registration information for more details.
- Students may choose to bring their lunch each day. Students should not bring soft drinks or excessive amounts of candy. **Parents may not bring a lunch into school for his/her student from any carryout restaurant—this is not a new rule, but too many parents have ignored this and it causes problems among the students.**
- The school sells juice and bottled water at lunch each day for \$1.
- Cups and our water bottle filling station are available to all students.
- For your student to participate in Ice Cream Friday a ONE time payment of \$45 is required. Please make your check payable to SMSH. Your student can pay and therefore participate at any time but no matter when your student joins the payment is \$45. Please DO NOT send your student in with \$1 bills.

## MONEY

It is not wise for students to have large amounts of money on them. It is best to write a check instead of sending cash.

**Money or checks that are sent to school should be placed in a sealed envelope with the student's name, grade, amount, and purpose written on the outside of the envelope.** Please always identify any money or checks that are sent in—it is very difficult to figure out what money is for when it's sent in a plastic bag with no information!

## PERSONAL BELONGINGS

- The school is not responsible for any items that are brought to school by students.
- Students should not bring personal items from home, including, but not limited to toys, trading cards, games, balls for recess, iWatches and the like, cell phones, etc. unless a teacher or administrator has given specific permission. Any item brought into school without permission of the teacher or administrator will be taken by the teacher and returned to the student at the end of the school day. **Students who repeatedly bring items in without permission will have the item taken by the Administration and will be returned to the parents/guardians on the last day of the school year.**
- *Students should NOT have digital devices that text, voice message, call, or play games at any time on campus.*
- Motorized scooters, skateboards, etc. are not allowed on school property. Bicycles are allowed and may be locked up on the bike rack behind the school. All bicycles must be walked onto and off of the school/church property, not ridden.

CELLPHONES: In the event a parent requires a student to take a cellular phone to school to be used for safety purposes for an after school activity (i.e. a student is going to the town library immediately from school and the phone is needed for safety purposes to keep the child in touch with the parent), the following conditions apply:

1. The cell phone must be turned off while it is in school and stored in the student's backpack.
2. The cell phone may not be used on school property at any time during school hours, including arrival and dismissal times, and after school activities, without the permission of the administration or a supervising adult. If a student is found using a cell phone during any of these times, the phone will be confiscated and the phone will be held in the main office and only be returned to a parent/guardian. The situation will be reported to administration.
3. If a student has his/her cell phone confiscated by the administration or any staff member for a second time during a school year, the student's privilege will be denied to bring a cell phone to school for the remainder of the year. Further disciplinary action may also be taken by the administration.

## PLAGIARISM POLICY

The school's policy concerning plagiarism and/or suspected plagiarism is defined as follows:

- A research paper will be considered to be suspect of plagiarism whenever a bibliography or works cited page is not included with the paper. Credit must be given to the book, article, web site, etc. where the student gained the knowledge to write the facts of the research paper, regardless of whether exact words were quoted from the source or the information was paraphrased in the student's own words. The point is that the source provided the student with new knowledge that he/she did not possess before reading the source and thus, it must be given proper credit.
- A research paper will be considered to be plagiarized whenever any portion of the paper can be located word for word in a source like a book, article, web source. Any directly quoted information from a source must be set off site, etc. and credit is not documented appropriately for the in quotes and proper citation must be included in the paper.

The grading/penalties in both of these cases will be as follows:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offense: | Assignment receives a zero with no chance to redo the assignment and parents are notified so that evidence of plagiarism can be shared.  |
| 2 <sup>nd</sup> offense: | Students are given an F in the subject for the trimester and placed on probation. Parents are required to meet with the principal and director of the school to discuss the terms and conditions of the student's probation. |
| 3 <sup>rd</sup> offense: | Students are given an F in the subject for the trimester with possible expulsion from the school.  |

## **PROGRESS REPORTS AND REPORT CARDS**

- Progress reports will be issued approximately halfway through each trimester to students in grades 1 - 8.
- Report cards are issued three times a year in accordance with Diocese of Fall River Education Department policy for grades PreK-8.
- Both progress reports and report cards are digitally provided to families via the email on file with the school.

## **PROMOTION/RETENTION**

- Students are promoted based on successful completion of the current grade level curriculum.
- Diocesan policy #5320 states "The decision to retain a student is within the discretion of the head of school...In grades PreK-8, promotion of a student to the next grade will be primarily on the basis of ability to do the next grade's work...In some instances, the school may not be equipped to meet the needs of a particular student and the school may recommend that the student transfer."
- Any possibility of non-promotion is communicated by the teacher to the parents/guardians before April vacation. A parent/teacher conference is required to prepare the student for retention.
- Generally, students must have at least a 70% average at the end of a school year in Language Arts A, Language Arts B and Mathematics in order to be promoted to the next grade level. Also, all other subject areas must have at least a 65% average at the end of a school year in order to be promoted to the next grade level. Any student who is in danger of meeting these minimum requirements will be notified by the principal that there is a strong chance the student will not be able to be promoted to the next grade level here at Saint Mary-Sacred Heart School.
- Teachers shall mandate summer tutoring or summer school for students who have failed any major subject areas and/or not met the minimum averages as described above. Parents are responsible for providing the school with proper written notice of successful completion of the required summer study. Failure to do so may require the repetition of a previous grade level or require the student to transfer to another school setting.
- Teachers may recommend summer tutoring for students who need reinforcement in a major subject area to better prepare the student academically or emotionally for the next grade.

## **RECESS**

- A short mid-day recess for students in grades Pre-K-5 allows for a period of recreation among students and teachers, therefore, all student should go out to play. Since supervision is in the yard and not in the classroom at that time, parents/guardians are asked to cooperate by not requesting that a student be excused from recess.
- Only Nerf-type (foam) balls may be thrown back and forth between students. Larger playground-type balls will be allowed to be used in the game "Four Square." Basketballs will only be allowed to be used at the basketball hoops. Balls cannot be retrieved from the neighboring yards if they are thrown over any fence. There are to be no balls thrown at or bounced up against any building's walls (church or school).
- Students may not bring balls to school to be used at arrival or recess. The school will provide an ample supply of balls for these times of day.
- Staff members may also put additional limitations in place if student safety becomes a concern (i.e. no jump ropes, no running of races, etc.).
- In winter, throwing snowballs or playing with the snow and ice is not allowed.
- Students must play within the yard and need permission from the supervising adult to enter the school building.

## **SEX OFFENDER POLICY**

A registered sex offender who is the parent/guardian of a student may come onto his/her student's diocesan school campus in order to transport his/her own student to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her student, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

## **SEXTING**

Sexting is defined by the State of Massachusetts as "sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices." This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram.

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of law.

## SMOKING/VAPING

Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

## SNACKS

Students may eat a small healthy snack during their scheduled break, but food and drink may not be consumed outside of the classrooms\*. There should be no food or drinks taken down to the bathrooms or out into the hallways or other areas of the school\*. The size or types of snacks will be at the discretion of the classroom teacher. Only water is allowed as a drink in the classrooms that have carpet.

Students may keep a water bottle in their classroom during class time for hydration purposes but if the bottle becomes a distraction, the teacher may choose to suspend this practice. Only water is allowed on the desks during class time—juices are only for lunch and snack times.

Snacks and water will NOT be provided by the school nurse or any other staff member. We will not have “extras” available in the office and we also ask all parents to provide their student with the necessary utensils to eat their lunch and snacks brought from home. We will no longer supply students with plastic forks and spoons for snacks or lunches.

**\*Due to food allergies, these policies will be strictly enforced throughout the building (computer room, library, hallways, bathrooms, etc.). All classrooms will be \*peanut and nut free\* and a lunchroom table designated as \*peanut and nut-free\* will be provided for the safety of our food-allergic students.**

**\*Students will refrain from chewing gum on campus.**

## SPORTS

- The sports program is conducted on a volunteer basis by the parents/guardians and friends of the school.
- Any student may participate at the level of service provided. A permission form and fee is required and, when necessary, medical or insurance verification.
- Permission forms, registration, fees, etc. pertaining to the sport must be submitted by posted due dates if the student wishes to participate in that sport.
- Students must maintain passing grades and demonstrate appropriate conduct within school in order to play for a school team. Excessive tardiness and/or excessive missing homework may also affect a player’s eligibility.
- **Students may not participate in any school-related extracurricular activities (including both sports practices and games) on any day on which they have been absent from school.**

## STRUCTURED ALTERNATIVE LEARNING (SAL) DAY

In cases of weather-related or other school cancellation, Diocesan elementary schools may institute Structured Alternative Learning (SAL) days that satisfy school day requirements.

### *Rationale*

In an effort to minimize learning disruption caused by cancellation days, the following is being proposed to the Diocesan School Board. Due to unpredictable weather and significant distances amongst regional schools,

cancellation days due to inclement weather, in some cases lasting multiple days consecutively, have increased. Furthermore, the current practice of assigning make-up days at the conclusion of the school year is problematic; some families have work, travel, or other commitments that conflict with an extended school year, and add-on days at the conclusion of the year are routinely experienced as less effective.

As a result, student learning is interrupted and negatively impacted. Protocol where Diocesan schools provide structured alternative learning during such days allows student learning to continue. Additionally, schools will be training students and families in the digital skills they will undoubtedly experience in future learning environments.

### *Policy*

In cases of inclement weather, local school leaders have the discretion to institute a SAL day that meets the following expectations:

#### **Instruction**

Teachers provide instruction and assignments in digital or other format (e.g. prepared folder/packet/bag of assignments for each student). Teachers will provide assignments for each class that would meet that day.

#### **Performance**

Students complete assignments as directed by teachers and turn the assignments according to the teacher's directions.

#### **Communication**

Teachers will communicate with parents and/or students the directions for SAL day assignments in digital or other format, and will also be available for parents for communication regarding assignment completion and directions. The method of electronic communication and the time frame for teacher availability during the SAL day is determined by the teacher and noted in the assignment directions.

### Specific understandings governing SAL days:

- School leadership shall announce SAL days at the earliest possible opportunity following a cancellation. It is entirely within the discretion of local school leaders to enact or decline to enact SAL days.
- School leaders shall be mindful of power outages associated with inclement weather and, if they decide to enact a SAL day and power outages are problematic, prepare for work completion and participation in learning activities based on availability of power and/or electricity.
- School leaders may modify SAL day expectations based on practicality; i.e. musical ensembles, or other courses where online work is impossible or impractical.
- Instruction/Performance/Communication expectations shall accomplish the learning outcomes of the particular unit and be completed within a reasonable timeframe.
- Teachers shall not require students to be online at a particular time (However, students may be required to participate in online communication according to the teacher's directions).
- Teachers shall be available to students via email at designated times to support and guide student learning.
- Students shall turn in assignments and work within 1-2 school days, or at the discretion of the school leader depending on the type of assignments given.
- All assignments completed by students shall be assessed and graded by teachers.

## **STUDENT NEEDS** **(Accommodations and Evaluations)**

- Parents of all new students seeking acceptance to Saint Mary-Sacred Heart School are required to provide the school with any and all assessments that have been done in the past on their student, whether assessments were conducted by a public school or done privately by a doctor or other organizations. Copies of a student's Individualized Educational Plan (IEP) or 504 Accommodation Plan are also required to be provided. Failure to do so could result in the dismissal of the student. Acceptance decisions for all students heavily rely on the school having all available information about the student's abilities and needs.
- Since Saint Mary-Sacred Heart School currently has a very amicable working relationship with all of the surrounding public school systems, we ask that parents work with us to appropriately address student concerns. All student concerns should first be appropriately addressed to the student's classroom teacher for further discussion and investigation. Before public school assessments can be considered as an option for a student, the school is required by law to discuss and implement a variety of strategies and/or accommodations that might prove



to be beneficial to a student and his/her specific needs. Often these discussions are done in consultation with the appropriate public school system so that all available resources and suggestions can be explored to help meet the student's needs. Open communication between not only the parents and teacher, but also between the school and the public school is key to providing for a student's needs.

- Once a student concern has been expressed to a teacher, a variety of suggestions will be discussed and implemented as appropriate in an attempt to address the need. If the student need continues to be a concern after trying various strategies and accommodations, the classroom teacher and other Saint Mary-Sacred Heart School support staff will work with the parents and the appropriate public school to seek further assistance and/or assessments as warranted.
- All parents are expected to follow the appropriate process as outlined above in addressing their student's needs. **Parents seeking public school assessments or services without first presenting the concerns to the classroom teacher jeopardize our school's relationships with local public school systems.** Your cooperation with this expectation is greatly appreciated.

## SUPPLIES

- Students will receive a list of required supplies from their homeroom teacher at the beginning of the summer.
- In some grades, teachers may also require students to purchase a supplemental paperback novel for a specific class.

## TELEPHONE USE

Permission to use the school's telephones must be obtained from the school office. The school telephones are business phones and students are permitted to use them only in case of an emergency. The telephone in a teacher's classroom is for the use of a teacher or staff member only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school plans are the responsibility of the parent to be made at home.

## TEXTBOOKS

- Students must have all school textbooks and workbooks covered at all times so as to avoid soiling or damaging them, per teacher requirements. **Do not use any adhesive type book covers (including removable adhesive type). Cloth book socks are not allowed to be used as well.**
- All books and Chromebooks are the responsibility of the student and must be paid for if lost or damaged.

## TRANSCRIPTS/RECORD ACCESS

- According to the Privacy Rights Act of 1976, parents/guardians have the right of access to their student's records. Family Education Rights and Privacy Act (Section 99.4) states that "both parents, whether custodial or non-custodial, or an eligible student have the right to inspect and review the student's educational records." The following procedure applies:
  - Call the office to request an appointment with the Principal.
  - State the purpose of the meeting (i.e. to review educational records).
  - A response to the request should be made within 24 hours.

## TUITION AND FEES

- Tuition and fees are set by the School Director on the advice of the Financial Committee and the Advisory Council.
- Tuition rates are reviewed and adjusted on a yearly basis. Contact the school for yearly specifics.
- Tuition is payable through one of two tuition payment plans:

**Annual:** Full payment for the upcoming year is due before the last day of school in June.

**Ten monthly payments:** Tuition is paid in ten monthly payments from May to February. The FACTS Tuition Program administers this plan. A separate letter explains the program in detail. The fee for this payment plan is \$50/family.

- Local Pastors have offered financial assistance of up to \$300/student for those in need. Assistance request forms are available in the school office and must be approved by the Pastor.
- Withdrawals Tuition Refund Policy

- Registration fees are non-refundable and non-transferable.
- In the event of a student withdrawal or transfer from Saint Mary-Sacred Heart School for any reason, families will be responsible for a percentage of the total tuition for the year based upon the following allocation:

Withdrawal Date Range	Family Financial Responsibility
Registration Fee/Re-registration—before June 30 <sup>th</sup>	\$500.00 deposit OR \$150.00 re-registration fee
July 1 <sup>st</sup> -July 31 <sup>st</sup>	15% of tuition
August 1 <sup>st</sup> -1 <sup>st</sup> day of school	25% of tuition
2 <sup>nd</sup> day of school-November 30 <sup>th</sup>	50% of tuition
December 1 <sup>st</sup> -December 31 <sup>st</sup>	75% of tuition
January 1 <sup>st</sup> - End of school year	100% of tuition

## UNIFORM REGULATIONS

- Uniform clothes and gym uniforms are available through Donnelly's Uniform Company (1-800-498-0045).
- The regulation uniform is to be worn at all times with the exception of a No Uniform Day. **The administration of the school is the authority in determining any dress code questions.**
- When a student is considered to be out of uniform (including gym uniform), if the uniform needs repair or replacement, or if uniform short, skirt or jumper are deemed too short:
  1. A Dress Code Alert will be issued immediately to the student. This Dress Code Alert must be brought home, signed by a parent and should be returned to the principal on the next school day.
  2. The student may also have to come to the school office to borrow an appropriate uniform for the day and call a parent at home or work to inform them of their uniform infraction in the presence of a teacher or administrator.
  3. Once a student has received 2 alerts anytime during the school year, the student will be required to also inform the parent that a detention will be issued if the student receives one more alert notice.
  4. Once a student has received 3 alerts or more anytime during the school year, a detention will be issued.
- Students who repeatedly violate the uniform regulation policy will be denied participation in the next No Uniform Day.

### BOYS' dress/appearance requirements:

#### *Pre-Kindergarten*

- Navy blue flat front or pleated pants or shorts.
- Gray pullover knit polo shirt with the SMSH logo from Donnelly's (tucked into pants/shorts)
- Appropriate sneakers or closed-toed shoes. These shoes should not be cloth.
- Black, navy, grey or white socks (visible above the shoe)
- Conservative haircut—hair length should be above their shirt collar.
- No earrings or any type of body piercing.
- They may also wear the navy school sweater or fleece.

#### *Grade K-8*

- Slate grey flat front or pleated dress pants or corduroy pants from Donnelly's. Belts are highly recommended.
- Navy blue V-neck sweater with SMSH logo from Donnelly's
- White dress shirt (short or long-sleeve) with solid navy tie **or** White three button pullover knit polo shirt with SMSH logo from Donnelly's (tucked into pants)
- Solid black, brown or navy **conventional** shoes (no cloth shoes or sneakers of any kind) Shoes must not resemble a sneaker.
- Black, navy, grey or white socks (visible above the shoe)
- Conservative haircut—hair length should be above their shirt collar and must remain out of the student's eyes throughout the day unassisted (hair ties, clips, etc).
- No earrings or any type of body piercing.
- Any style or accessory considered by the administration to be distracting will not be allowed.

**Cold Weather Option for all boys:** (November 1 - March 30)

- **Only** during inclement weather (rain, snow, sleet, etc) functional snow boots of any kind (that will keep the student's feet warm) can be worn with the regular school uniform during the cold weather (November 1 - March 30). School shoes must be brought to change into when boots are necessary due to inclement weather.
- During the cold weather, the school blue fleece may be worn in ADDITION to the school uniform sweater as an additional layer. Sweatshirts, other coats and jackets that are not school approved may not be worn unless the student is outside.

**Warm Weather Option:** (April 1 - October 31)

- Grey dress shorts from Donnelly's may be worn

**GIRLS' dress/grooming requirements:**

***Pre-Kindergarten***

- Navy blue flat front or pleated pants or shorts.
- Gray pullover knit "polo" shirt with the SMSH logo from Donnelly's (tucked into pants/shorts)
- Appropriate sneakers or closed-toed shoes. These shoes should not be cloth.
- Black, navy, grey or white socks (visible above the shoe)
- Conservative hairstyle. No make-up is allowed.
- No excessive jewelry (there is a limit of 2 small earrings per ear). No other body piercing is allowed.
- Hair ornaments should be conservative. Anything that is excessive or distracting will not be allowed.

***Grades K - 4***

- School plaid jumper or gray pants from Donnelly's.
- Navy blue cardigan sweater with SMSH logo from Donnelly's.
- White Peter Pan collar blouse (long or short-sleeve) - no ruffles.
- When wearing the gray pants from Donnelly's, students may wear the white pullover knit "polo" shirt with the SMSH logo.
- Black, navy, grey or white knee socks, ankle socks (visible above the shoe) or tights.
- Solid black, brown or navy **conventional** shoes (no open back clogs, sandals, cloth shoes or sneakers of any kind). Heels should not be higher than 1 inch. Sequins, glitter and/or patterns (such as animal prints or plaids) are not allowed on the conventional shoes.
- Conservative hairstyle. **No make up is allowed.**
- No excessive jewelry (there is a limit of 2 small earrings per ear). No other body piercing is allowed.
- Hair ornaments (bows/headbands) should be conservative. Anything that is excessive or distracting will not be allowed.
- Any style or accessory considered by the administration to be distracting will not be allowed.

***Grades 5 - 8***

- School plaid skirt or gray pants from Donnelly's.
- Navy blue sweater vest with SMSH logo or navy blue V-neck long sleeve sweater with SMSH logo from Donnelly's.
- White oxford cloth button-down collar shirt (tucked into skirt/pants).
- When wearing the gray pants from Donnelly's, students may wear the white pullover knit "polo" shirt with the SMSH logo.
- Black, navy, grey or white knee socks, ankle socks (visible above the shoe), tights or nylons. Footless tights are not allowed.
- Solid black, brown or navy **conventional** shoes (no open back clogs, sandals, cloth shoes or sneakers of any kind). Heels should not be higher than 1 inch. Sequins, glitter and/or patterns (such as animal prints or plaids) are not allowed on the conventional shoes.
- Conservative hairstyle. **No make up is allowed.**
- No excessive jewelry (there is a limit of 2 small earrings per-ear). No other body piercing is allowed.
- Hair ornaments (bows/headbands) should be conservative. Anything that is excessive or distracting will not be allowed.
- Any style or accessory considered by the administration to be distracting will not be allowed.

**Cold Weather Option for all girls:** (November 1 - March 30)

- Grey dress pants similar to boys.
- When wearing the gray pants from Donnelly’s, students may wear the white pullover knit “polo” shirt with the SMSH logo.
- Only during inclement weather (rain, snow, sleet, etc) functional snow boots of any kind (that will keep the student’s feet warm) can be worn with the regular school uniform during the cold weather (November 1 - March 30). School shoes must be brought to change into when boots are necessary due to inclement weather.
- During the cold weather, the school blue fleece may be worn in ADDITION to the school uniform sweater as an additional layer. Sweatshirts, other coats and jackets that are not school approved may not be worn unless the student is outside.

**Warm Weather Option for all girls:** (April 1 - October 31)

- School plaid shorts from Donnelly’s may be worn with a white three-button pullover knit shirt with SMSH logo from Donnelly’s.

**General Dress Code Clarifications**

- All shirts must be tucked into pants, shorts or skirts (except with gym uniform).
- The length of shorts, skirts and jumpers should be no shorter than a few inches above the kneecap. The height of a credit card will be used to judge appropriate length.
- Hats and bandanas are not allowed.
- Crocs (and similar clog shoes with either an open back or front, regardless if there is a strap) are not allowed at school on any school day, including No Uniform Days.
- Uniforms are expected to be clean and in good condition at all times. Falling hems and holes in sweaters, sweatshirts, pants, etc. are to be fixed within a few days’ time or the uniform piece should be replaced. Dingy, dirty white shirts and blouses should be replaced.
- Be sure that your student has an official SMSH school sweater and fleece as part of his/her uniform and that the sweater is brought to school everyday during the colder weather. If he or she is cold in the classroom, the school sweater is what can be worn for warmth. On gym days, the gym sweatshirt can be worn for warmth.
- During the cold weather, the school blue fleece may be worn in ADDITION to the school uniform sweater as an additional layer. Sweatshirts that are not school approved may not be worn.
- Shoes worn with the school uniform should NOT be a sneaker or sneaker-type shoe.

**DRESS UNIFORM**

We require that students wear a Dress Uniform on certain days, including days that students attend Mass or special programs and the like. Advance notice of Dress Uniform requirement will be announced in the Weekly Updates and Reminders.

***BOYS:***

White dress shirt with navy blue tie  
 Grey pants  
 School sweater  
 Appropriate shoes (no sneakers or boots)

***GIRLS:***

White blouse or shirt  
 School jumper (K-4th grade) or skirt (5th-8th grade)  
 School vest or sweater  
 Appropriate shoes (no sneakers or boots)

There is not a dress uniform for Pre-Kindergarten.

**GYM UNIFORM**

All students are required to wear the gym uniform instead of their regular uniform on days they have physical education. All uniform pieces must be imprinted with the SMSH logo that is purchased from Donnelly’s. **Jewelry is not allowed to be worn on gym day.**

- Navy blue, gray, or red sweatshirt or gray T-shirt with SMSH logo
- Sweatpants or shorts (April 1 1 October 31) with SMSH logo
- Solid color black or white socks (no stripes or prints) and sneakers with white or non-marking soles

There is not a gym uniform for Pre-Kindergarten.

## **No Uniform Day**

Students should be dressed appropriately whenever there is a No Uniform Day. Important guidelines include:

- Tank tops, camisoles or scooped necked shirts, short or cropped tops, and shirts with inappropriate slogans or sayings are not allowed. **Ripped jeans and athletic leggings/tights are not allowed for any student in grades PreK-8.**
- Shorts or skirts should not be too tight or short. The length of shorts and skirts worn on a No Uniform Day must meet the same requirements as outlined in our General Dress Code Clarifications: the height of a credit card will be used to judge appropriate length.
- Sleeveless shirts should have an appropriate width shoulder (about 2 inches wide).
- Shoes must have a back to them - **no clogs or slip-on sandals are allowed, even on a No Uniform Day.**
- Students who are scheduled for gym class on a No Uniform Day must wear clothing that will allow them to actively participate in gym class. Sneakers must be worn on these days as well.
- The administration of the school is the authority in determining the appropriateness of any clothing worn to school. Parents will be contacted to arrange for appropriate clothing if the administration determines a student is deemed to be out of dress code.
- Students participating in a No Uniform Day must follow these guidelines.

## **UNIFORM SWAP SHOP**

The school maintains a collection of used uniform pieces that can be swapped if you have uniforms that have been outgrown. The Swap Shop is now located in the SMSH school building and can usually be accessed during school days between 9:15 AM and 3:00 PM. **Please report to the school office before going to the Swap Shop. It is imperative that this location be kept neat and organized if we are to continue to offer this service to our families.**

## **VISITORS**

- **Visitors to our school are NOT allowed to park across the street in the public school parking lot at any time.** Visitors should also be mindful that all parking spaces in front of the school and along the school fence are assigned spaces for our teachers and staff. Please avoid parking in the staff spaces.
- **Any parent, school volunteer or visitor to the school must report to the office upon arrival.** All visitors, regardless of their reason for being in the building, must obtain an I.D. badge and sign in at the office. All visitors are asked to sign out in the Main Office when finished at the school and leave our school building via the Main Office door—please don't use other exit doors to leave the building.
- For the benefit of your students, interruptions must be kept at a minimum. Students will be called to the office to pick up any items brought in for them (i.e. homework, money, lunch). **Classrooms may not be visited without prior permission from the principal and teacher.**
- For the safety of all students and faculty of SMSH, no student is to open any side doors of the building for any parent, school volunteer or visitor.

## **VOLUNTEERS**

- Parents, grandparents, and friends who are compliant with the training requirements as established by the Office of Safe Environment are encouraged to volunteer. These requirements are provided by the school. There are many opportunities to help both at school and from home.
- Parents volunteering to help with an activity in the school during school hours are asked to not bring young siblings with them during the volunteer time due to liability issues. We realize that this may limit the availability of some parents who wish to volunteer, but it is important that all volunteers give their undivided attention to the students in the classroom who are being supervised or helped. It is difficult to do this when a younger sibling comes with the parent for obvious reasons.
- All school volunteers will be required to review and abide by specific policies and guidelines as set forth in the Volunteer Policies (Appendix A) in this handbook.

## **WEAPONS**

Any student who is found on school premises or at school sponsored or school related events, including athletic games, in

possession of a dangerous weapon, including, but not limited to, a gun or a knife (this includes small pen knives), may be subject to expulsion from the school by the principal. Any student who references the use of such weapons may be subject to expulsion from the school by the principal.

Water guns or toys that appear to be a gun are inappropriate for school.

***Please note that the school and/or principal retain the right to amend this handbook for any just cause and that parents will be given prompt notification if changes are made.***

**All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The\*\*policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.**

***\*\*These manuals are available to be read at the Catholic Schools Office, 373 Elsbree Street, Fall River, MA 02720.***

## Appendix A

### VOLUNTEER POLICIES

In order to maintain the best learning environment for all of our students, we must insist that all school volunteers review and abide by the following policies and guidelines:

- ❑ All school volunteers must report to and sign in at the school office before proceeding to any other area of the school. A volunteer badge must be worn while in the school and the volunteer must sign out at the office at the completion of the volunteer work.
- ❑ The Diocese of Fall River Office of Safe Environment requires that any volunteer who works directly with any students must complete specific requirements. Details about all of these requirements are available in the school office.
- ❑ School volunteers should never engage a teacher in a conference or discussion of their student's progress during the time they volunteer. Please be considerate of the other students' needs and book an appointment to meet with the teacher about your student during before or after school hours.
- ❑ School volunteers must never discuss any incidences or information concerning a student with other parents. If you witness a problem with a student's behavior or academic abilities, please report it to the teacher only. It is the teacher's professional responsibility to discuss any problems with the student's parent(s). School volunteers do not have any right to do this. Confidentiality is extremely important. Remember, you would not want to hear another parent discussing information about your student's behavior or abilities.
- ❑ School volunteers must treat all students and faculty with respect. All students should be dealt with fairly, please do not favor or single out any one specific student when volunteering in any capacity. If it is difficult for you to work in your own student's classroom, arrangements can be made for you to volunteer in a different grade level. Your time and efforts would be greatly appreciated in any area of the school.
- ❑ School volunteers should notify the school office or volunteer coordinator if unable to make it for any scheduled volunteer job (ie--library assistance, lunch or recess assistance, etc.) and, if at all possible, try to locate a replacement volunteer.

## Appendix B

### Saint Mary-Sacred Heart Field Trip Procedures

- All chaperones must be compliant with the training requirements as established by the Office of Safe Environment. These requirements are provided by the school.
- Teachers will serve as supervisors and coordinators making all the key decisions regarding field trips. ***Chaperones shall follow all directives and realize the teacher's authority during this school-time activity.*** Chaperones will follow all field trip instructions for students, especially those regarding lunch.
- Chaperones may be required to carpool if there is insufficient seating on buses. The school bears no insurance responsibility for parents who choose to attend the trip and drive in private cars.
- Non-student siblings or relatives are not allowed to accompany parents on field trips.
- Chaperones shall not buy food, gifts or give money to students (including your own student).
- Chaperones shall inform the teacher or another chaperone when leaving the larger group for bathroom needs. Two or more students shall be taken to the bathroom at the same time. (It is not a good idea to take one student to the bathroom.) Remaining students from the small group must be left with the teacher of another chaperone.
- All students must travel to and from the field trip on the bus. Chaperones may not drive their own student in cars.
- Chaperones shall follow set schedules and attend promptly to all meeting times.
- Chaperones may not give any medications, cough drops or food or drink of any kind to students (allergy issues).

## Appendix C

### BUS SAFETY RULES

1. Eating and drinking are not allowed on the bus.
2. Use quiet voices so the bus driver can concentrate.

3. Choose an available seat and stay in that seat until it is time to exit the bus. Students may not save seats for others. If the bus driver has assigned seats to students, all students must abide by this.
4. Show respect for everyone on the bus: driver and students alike.
5. Keep possessions in your bag, do not take other people's possessions and do not destroy bus property.
6. The bus driver has the final decision and students should abide by any decision.
7. No throwing, fighting, swearing, talking back, etc. is allowed. In other words, students are expected to behave as they would in the classroom.
8. All bus lines should have an older student at the end of the bus line when boarding the bus at the end of the day, and kindergarten students should be escorted to the school's playground at the beginning of the day by an older student.
9. At dismissal, students are expected to be quiet in the bus lines while attendance is checked before boarding the buses. Students who do not abide by this expectation are reported to the administration and the student is spoken to by the administration on the next school day concerning proper behavior. Any further offense during the school year will result in a school detention issued by the administration.

### **Disciplinary Actions for Misbehavior on School Bus**

If a student misbehaves while riding the school bus and receives a Bus Conduct Form from the bus driver, the following disciplinary actions shall be enacted:

First misconduct: Warning

Second misconduct: Suspension of bus privileges for 5 days.

Third misconduct: Suspension of bus privileges for 10 days.

Fourth (and last) misconduct: Suspension of bus privileges for the remainder of the year.

## **Appendix D**

### **Bullying Prevention and Intervention Plan for the Diocese of Fall River**

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school's website.

The Diocese of Fall River will review and/or update the plan at least biennially. The school will give notice to and provide a comment period for families that have a child attending the school. The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, school nurses.

Parents/guardians and students shall receive annual written notice of the relevant student-related sections of the plan.

All school staff shall receive annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in the school employee handbook.

#### **I. Definitions**

The Diocese of Fall River and Name of School prohibits bullying, cyber-bullying, and retaliation as defined below.

Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

**“Bullying”** is the repeated use by one or more students *or by a member of a school staff*



*including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional* of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. **For the purposes of this section, bullying shall include cyber-bullying.** (Massachusetts General Laws c. 71 § 37O)

**“Cyber-bullying”** is 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, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

**“Retaliation”** against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

**“Hostile Environment”** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. (Massachusetts General Laws c. 71 § 37O)

**“Aggressor”** is a student, *or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional*, who engages in bullying, cyber-bullying, or retaliation.

**“Target”** is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

**“Staff”** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

*Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)*

## **II. Formal Procedure for Reporting**

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- **Safety of the target**

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- **Protection of the reporter, witness, or provider of information during the investigation**

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement**

- a. **Parents/Guardians**: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to another school**: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. **Notice to Catholic Education Center**: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. **Notice to law enforcement**: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

### **III. Investigation**

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

### **IV. Determinations**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent

recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

**V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

The range of disciplinary consequences that may be given to a student at Saint Mary-Sacred Heart School when it has been determined that he/she has committed bullying, cyber-bullying or retaliation may include, but is not limited to the following:

- Detention and ineligibility for Honor Roll for the current trimester.
- Suspension from all extra-curricular activities for a period of time to be determined by school administration (i.e. Drama, Student Council and dances, field trips, sports teams, etc.)
- Required counseling for a period of time to be determined by school administration by either Catholic Social Services crisis intervention counselor or private counselor with required proof of counseling and school access to counselor.
- School suspension
- School expulsion

**I. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.**

**II. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.**

***\*\*Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.***

Appendix E - Saint's Passport

Appendix F - Computer System and Internet Acceptable Use Agreement