

**SACRED HEART SCHOOL  
FAMILY HANDBOOK  
2016-2017**



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Dear Parents and Students,

Welcome to Sacred Heart School! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

As we enter a new school year, we have much to celebrate – a rich history, an exciting present, and a bright future.

The faculty and staff of Sacred Heart School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

May God bless us all in our work with the children entrusted to us.

Sincerely,

Mr. Christopher Beza  
Principal

## **MISSION STATEMENT**

Sacred Heart School is a Catholic faith community, pre-school through grade 8, united with the parish and family. It is committed to the mission of:

- nurturing the spirituality in each child
- preparing each child to be a caring, respectful, well-rounded and accountable individual capable of making decisions based upon gospel values
- providing the opportunities for each child to extend him/herself to those in need
- providing a rigorous, comprehensive academic program that will enable each child to develop 21<sup>st</sup> century learning skills and be prepared for life

The school is committed to helping each member of the faith community – students, faculty, staff and parents – understand, embrace and live the mission of Sacred Heart School.

## **SACRED HEART SCHOOL POLICIES**

**SCHOOL HOURS:** K2 - Grade 8 school hours are 8:30 am – 3:00 pm (The tardy bell rings at 8:40 am); PreK and K1 hours are 8:30 - 11:50 am (half day) and 8:30 am – 3:00 pm (full day).

Students will not be allowed in the main school building before or after indicated times unless (1) they are attending the Extended Day Program (2) they have a pre-arranged meeting with a teacher or the principal or (3) have been assigned to detention or (4) are attending a school club or activity. At the discretion of the principal, students may be admitted to the building before school due to inclement weather. No student will be allowed to retrieve forgotten homework or items from their classroom after 3:15 p.m. without specific permission from the office.

### **ACCEPTABLE USE POLICY FOR TECHNOLOGY AND SOCIAL MEDIA:**

At Sacred Heart School, our students have access to many valuable instructional technology tools. Our goal is to teach our students to use these electronic resources to advance their own learning and enhance our school's instructional goals.

Sacred Heart School has taken precautions to ensure that students use the Internet and other electronic resources for appropriate educational means. Parents should review the following acceptable use policy with their children.

1. Students should remember that their use of technology at Sacred Heart School is open to inspection by the teacher.
2. Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse.
3. Students are expected to respect and not attempt to bypass security in place on computers and the school network. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
4. Students will use the technology resources of the school only for education and research.
5. Students will respect the privacy of other people's files.
6. Students will use technology only for honest endeavors.
7. Students will observe software copyright laws. No students will bring software from home to copy on school technology hardware, nor will students copy school software for personal use.
8. Students will only use school-approved materials and websites. If a student comes across material that makes him/her feel uncomfortable, he/she will report it immediately to the teacher.
9. Students will use technology in ways that show consideration and respect, following the rules of etiquette and behavior as outlined in this handbook.

**ACCREDITATION:** Sacred Heart School is fully accredited by the New England Association of Schools and Colleges.

**ADMISSION POLICY:** Sacred Heart School accepts students and families regardless of sex, race, religion, nationality, and sexual orientation and complies with town regulations regarding age of admittance and health requirements. Preference is given to siblings of those already enrolled and to children of registered Sacred Heart parishioners. Students outside the parish and non-Catholic students are also welcomed. Students in the K1 and K2 program are not automatically admitted to the following grade (see re-registration policy). All registration fees and deposits are non-refundable.

**ADMISSIONS PROCEDURE:** PreK, K1, and K2 registration for the upcoming September begins at the October Open House and continues throughout the school year. There is a non-refundable registration fee at that time. Acceptance is conditional upon receiving all health and immunization records, original birth certificates, non-refundable deposits, academic references and/or academic reports when applicable. K1 and K2 also have a screening test that will be administered in late February or early March.

For Grades 1-8 the admissions process consists of: a preliminary interview with the student(s), parent(s) or guardian and the principal, a day visit to the school by the student, and a review of all educational records. Acceptance is conditional upon the receipt of all educational records, health records, and non-refundable deposits and fees. A final decision is then made regarding the needs of the student and the ability of Sacred Heart School to meet these needs. A trial period of the first two marking periods will be in place for all new students to ensure that the school is able to meet the student's needs and that the student adjusts to the new school.

**APPOINTMENTS:** A planned parent/teacher conference day in November is indicated on the school calendar. However, if for any reason outside of this planned time a parent wishes to confer with a teacher, a written note or e-mail should be made to the teacher. Also, a phone message left at the office will be passed along to the teacher. We ask parents to respect the appropriate times for conferences and give the teacher(s) ample time to prepare. Parents may also request a conference with a group of teachers at one time. Concerns regarding grades, class work, or behavior should be first directed to the teacher(s) responsible for the course or class. Conferences with teachers must be coordinated ahead of time. Teachers may not be distracted or disturbed from their instructional or monitoring duties in order to conduct even a short conference.

**ASBESTOS:** In compliance with Federal Asbestos Hazard Emergency Response Act (AHERA) regulations, Sacred Heart School is required to inform all parents and persons associated with the school of its Asbestos Inspection Reports. These reports are on file in the school office and are available for inspection during normal business hours of the school.

**ATTENDANCE: Grades PreK-8:** Each student should arrive between 8:30 – 8:40 a.m. in the morning. Students may enter the school beginning at 8:30 a.m. and go to their homeroom. Teachers will be on duty in their classrooms. A faculty member or administration will not allow students in the building without express permission and supervision before 8:30 a.m. PreK and K1 students will meet their teacher in the school yard. Parents must assume responsibility for unsupervised students who arrive before the designated time. Students arriving consistently very early will be placed in the Before School Program. Students leaving consistently very late will be placed in the After School Program. This is done for the safety of the students and the parents will be notified and charged.

**Absence:** Regular attendance is an absolute necessity to ensure that your child develops to the greatest potential. Attendance and participation are considered a part of each student's overall achievement. Absence from school prohibits a student from participating in any after school or evening social, educational or athletic events. Unexcused absenteeism of longer than a total of 14 days in a school year will require the services of a tutor in order for the student to pass the required courses.

If a student is sick, a parent must call the school office to report the absence. The day your child returns after an absence, you are required to send a signed explanation of the absence. If your child is absent for three consecutive days due to illness, a doctor's note is required. All signed notes regarding school

absences will be kept on file. Excused absences include illness, injury, unavoidable family emergencies and unavoidable medical appointments. Other absences are considered unexcused. It is the parent or student's responsibility to find out all the assignments and tests that were missed. Assignments and make-up work or tests cannot replace classroom instruction, explanation, clarification, and teacher/pupil exchange. Your child loses this opportunity every time he/she is absent from school.

**Dismissal:** No student will be released from school without a written parental request. The student must be met in the office by a parent, legal guardian or someone designated by the parents as listed on the Early Release Form. It is important that there is someone on your child's emergency card that is available and accessible by phone during school hours in case of illness or accident. All dismissals will be recorded in the office and on the permanent record cards. Any dismissals before noon will result in the child being recorded as absent for the day.

***For the safety and protection of all students, parents and school officials, we CANNOT dismiss a child to another parent without written permission. Please see that your child brings a written note to school if he/she is to go home with another parent or by an alternate means.***

**Tardiness:** Your child is tardy after 8:40 a.m. and must be signed in at the school office. Every effort should be made for your child to arrive in time to enter the classroom before the 8:40 a.m. bell rings. This helps your child to begin the day in a consistent routine designed to maximize learning and promote an orderly school climate. More than three (3) tardies in a given academic quarter is considered excessive. After the third unexcused tardy in a given marking period, a note will be sent home from the homeroom teacher requiring parent signature. Subsequent tardies in a given quarter will result in loss of recess on the day the student is tardy.

**Perfect Attendance:** End of year certificates will be awarded to those students who have achieved perfect attendance for the school year. If a student has four or more unexcused tardies during the school year, they will not be eligible for a perfect attendance award.

**Family Vacations:** The staff does not encourage extended family trips during the scheduled school days. However, if it is necessary for a student to be absent from school due to a family trip, please notify the student's teacher in writing and the office one week prior to the trip. Make-up work is the sole responsibility of the student. Teachers are not required to give assignments prior to a student being absent. Parents planning to be out of town while their child is attending school must notify the principal and teacher with the name, address, and telephone(s) of the supervising adult.

**BEHAVIOR:** Each student is expected to conform to the rules and regulations of the school both inside and outside of school property. One of the goals of Catholic education is to instill in our students the importance of respect of self, authority and others. A student of a Catholic school is expected to reflect gospel values in word and deed and to uphold the reputation of Sacred Heart School. For serious reasons, written disciplinary slips may be issued to a student and must be returned to the office with parental signatures. The principal would also be in phone contact with the parent regarding the seriousness of the situation. A suspension may be invoked once a student receives three disciplinary slips. However, in cases where the principal, principal's designee or pastor determines that certain conduct is very serious, a student may be immediately suspended, without having received any prior disciplinary slips.

Grades 6, 7, 8 have a "Detention Policy" in place. This detention policy encompasses both behavior and

academic concerns. Students and parents will be given a separate sheet outlining this policy.

**Sacred Heart School has a “no touching policy” and a zero tolerance policy for physical, verbal, or emotional bullying. We are committed to enforcing these policies to protect the safety and well-being of all students and staff. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Engagement in online communication may result in disciplinary action if the content of the student’s writing includes defamatory comments regarding the school, faculty, other faculty or the parish. Sacred Heart School adheres to all Archdiocese of Boston policies regarding bullying and retaliation (see Appendix B).**

**BIRTHDAYS:** “This is the day the Lord has made, let us rejoice and be glad”. To honor their special day, students may come to school “out of uniform” on their birthday. If a birthday is Saturday/Sunday, they will wear their regular clothes to school the Friday before. Summer birthdays will be celebrated on a designated day in late May or June. Appropriate dress is expected.

**CALENDAR:** The annual school calendar is sent home in the summer. A list of scheduled events will be included in the principal’s weekly newsletter and on the school website. We try to anticipate activities so that parents can be present whenever possible. The calendar of events is displayed on the school’s website. The principal will also use the School Messenger automated phone system and e-mail to notify parents of school events.

**CELL PHONES:** Students are not allowed to use cell phones during the school day. The school understands that some students may bring cell phones to school. All cell phones must be turned off and in the student’s schoolbag in the closet/locker during the school day.

**COMMUNICATION:** Notices, menus, newsletters and monthly calendars are sent home with the youngest child in each family in a communication envelope. This envelope must be returned to the teacher, thus ensuring that the parents received the communication. The envelopes are usually sent to the classrooms Wednesday afternoon for take home that day. Sacred Heart School also uses Constant Contact to send e-newsletters to families on Wednesdays. The School Messenger automated phone system and email are also used by the principal for communication.

Communication with your child’s teacher is critical. You will be kept informed of your child’s progress through 4 progress reports, 4 report cards, personal messages, emails or telephone calls from the teacher, when necessary, and scheduled conferences as needed or desired. Parents should first contact the teacher in the event that they have any questions or concerns regarding specific issues involving their child. Direct communication with the teacher is the fairest and most effective means for addressing specific concerns/questions. The principal asks you and your child’s teacher to negotiate these concerns/questions before intervention by the principal. The principal will assist with these negotiations when necessary. If the matter is still unresolved, it may be brought to the pastor. The pastor has the final determination in the matter.

**CORI:** All faculty, paid staff, volunteers and parents who are in any way involved in any school related activity directly involving children must complete a CORI, a criminal record check, completed by the Archdiocese of Boston.

**CRISIS PLAN:** Sacred Heart School has a comprehensive crisis plan filed with the fire and police departments. The Principal, Pastor, members of the School Board and Faculty, and Town of Weymouth Police Officer, Robert Barry, formulated the Crisis Plan.

If an emergency is confined to the immediate area of the facility, e.g., fire or hazardous materials release, and the children cannot remain on the premises, the children will be re-located to the Tufts Library on Broad Street. They will remain there accompanied by teachers and staff while parent/emergency contacts are notified and arrangements are made for either transport home or caretaking for the remainder of the day.

In the event of a major emergency that necessitates a large-scale evacuation, evacuation arrangements may be coordinated with community public safety/emergency management officials to other places of safety that can accommodate the students and staff. This information will be provided to the parent's emergency contacts so that arrangements can be made for transportation home. The use of the School Messenger automated phone system would be implemented.

If the school should need to close for an extended period of time (extreme weather conditions, health issues, natural disasters) school to home communication will be conducted through our School Messenger system, email or regular mail as best possible. We will make every effort to provide students with appropriate schoolwork in the event of an extended closure.

**CURRICULUM:** The course of studies as prescribed by the Massachusetts Common Core State Standards and the Department of Education of the Archdiocese of Boston is implemented in all classes.

**DRUGS, ALCOHOL, WEAPONS:** Guns, knives, or other dangerous weapons, drugs, alcohol, and tobacco are prohibited on school property and/or at any school-sponsored function or activity. Violation of this policy is answerable to local police authorities and/or left to the discretion of the principal, principal's designee or pastor. The school prohibits the consumption of alcohol at any school events where children may be present.

**EXTENDED DAY PROGRAM (EDP):** Any student currently enrolled at Sacred Heart School is eligible to participate in the EDP's Before School Program and After School Program. Parents may utilize this program as needed and should indicate this need as soon as possible. There is a one-time registration fee for both programs. All financial obligations must be current in order for a child to be admitted into or continue in either program. All requirements for the program are detailed in the EDP handbook.

The Before School Program begins at 7:00 a.m. and continues until fifteen minutes before the start of school. At that time the EDP students are brought to the schoolyard and/or homeroom with the rest of the students. The After School Program begins immediately at the close of the regular school day and extends to 6:00 p.m. Monday through Friday except on days when there is no school. On Early Release days the program begins at dismissal and continues until 6:00 p.m. EDP does not run on Early Release days prior to the Thanksgiving and Christmas breaks and the last day of school.

**FACULTY MEETINGS:** These meetings will take place on the FIRST FRIDAY of every month. The students will be dismissed at 12:00 pm. Faculty meetings will begin at 12:30 p.m.

**FIELD TRIPS:** Field trips are educational in nature. Teachers have the privilege of initiating field trips with the assistance of parent chaperones chosen at the discretion of the teacher. Parents will be notified well in advance concerning cost. Each child must have a written permission slip from parents to participate. Verbal permission does not suffice. Participation is a privilege, not a right, and the school will not be held liable for any mishap. All students are expected to attend these trips since they are educational and do occur during the school day. If a student is not attending the field trip, the student will be assigned to another class.

**FIRE DRILLS/CRISIS DRILLS:** Children are expected to move quickly and quietly when the fire alarm is rung. They exit through the nearest door and form lines in designated places. Students who are separated from their classes should follow the nearest class out of the building and, with a teacher's permission, rejoin their class at its assigned space. In case of a tornado or lockdown, students are expected to follow the directions of the adult in charge. Because every faculty member must be aware of the location of each student at all times, no student can leave their expected location without expressed permission from the principal, faculty member, staff or volunteer on duty. In the event there are visitors in the building, all visitors must also exit through the nearest door.

**FUNDRAISING:** In order to maintain a financially viable school and to hold down the tuition costs, ALL parents of currently enrolled students are expected to financially support or raise a certain amount of money through the school's development and fundraising efforts. Programs and events that need support include, but are not limited to, the Annual Fund, Ronan Tynan Benefit Concert, Spring Gala/Auction and the Spring Raffle. Support of these events and programs includes financial donations, volunteering on committees, soliciting financial support outside the school community and attendance at these events. Additional programs that raise money for SHS are the Box Tops for Education program and the Stop and Shop A+ program; we strongly suggest that you participate in these programs as well. Please note that the November Calendar Drive is a tuition reduction program and is not considered part of our families' fundraising/development commitment.

**GUM:** Students may not bring gum to school. It is not allowed at any school activity - before, during or after school.

**HAZING:** Sacred Heart School complies with Chapter 269, Section 17, 18 (copy is available in the office). Students in a Catholic School are expected to uphold the dignity of all students.

**HEALTH SERVICES:** A part-time nurse (5 hours daily) will be available to the school for daily needs, distribution of medicines, health education, health screenings, immunizations, and record keeping. Sacred Heart School follows the policies and procedures of the Town of Weymouth Public Schools.

The school nurse will administer prescription medications during this time only. Therefore, in accordance with Massachusetts law, no prescription or over the counter medication will be administered to any student by any employee of Sacred Heart School. If medications must be taken during school hours when the nurse is not present, a parent or designated adult, with written authorization from a parent, will be required to administer such medication. A parent may give written permission for the student to self-administer such medication, only if the medication ordered is an inhaler for asthma or epinephrine for allergic reaction provided the school nurse /M.D. determines it is safe and appropriate.

**For all medications administered at school, the following completed forms are required by the Massachusetts Department of Public Health:**

- Signed medication order from a licensed prescriber
- Signed parent/guardian consent for medication administration
- Signed confirmation of medications delivered to school

These forms are available from the nurse. Most physician offices have their own format for signed medication orders and these are also acceptable.

No student may carry any type of medication on his/her person or keep medication in a book bag, desk or other location within the school. The only exception would be an inhaler. That exception must have the approval of the school nurse and principal. All medication, prescription and nonprescription, must be kept locked in the nurses' office. The exception to this rule is an epi-pen or inhaler, which will be stored in the red emergency classroom bag. Prescription medicine must be delivered to the office in a prescription container and clearly marked with the physician's name, student's name, date and type of medicine, dose, number of doses, and the time to be taken

***ALL MEDICAL PROBLEMS MUST BE DIRECTED TO THE SCHOOL/NURSE'S OFFICE.***

Should an illness or accident occur at school, nurse/school personnel will administer first aid and parents will be notified.

Any child with communicable diseases, skin rashes and other such conditions may not return to class without a written note by the doctor or nurse practitioner. Children need to be fever-free for 24 hours prior to returning to school. If a child goes home with a fever, he/she should not return to school the following day (per the 24-hour rule).

**Limitations of physical activity**

When it is necessary to excuse a student from Physical Education or limited physical activities due to medical reasons, written notification is required from both parent/guardian and physician. Written notification is also required to resume participation in gym class.

**It is expected that parents will notify the school in writing of any changes in a child's health during the year.**

**Food Allergy Policy**

Sacred Heart School is an "allergy aware" school. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work in partnership with students, parents and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Each child with a food allergy and/or other life threatening medical condition will have an individualized health plan. This plan will be set up by the school nurse with the input of the child's parent/guardian and their physician. The individualized health plan will be renewed/revised annually. The plan will be shared with all persons deemed necessary to prevent and manage accidental exposure to your child's allergen. Students with life threatening allergies must have at two epi-pens on hand at the school. One epi-pen will

be stored in the Nurse's Office and the other epi-pen will be stored in the red emergency classroom bag that travels with the class throughout the day. These epi-pens are to be provided by the parents of the student with a life-threatening allergy. Appropriate personnel are instructed annually on the proper use of the epi-pen. Please note that if your child attends the Extended Day Program, an additional epi-pen must be supplied and will be stored in the EDP red emergency bag.

### **Family's Responsibility**

- Notify the school of the child's allergies and provide emergency contact information.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, lunchroom, after-care program, and during school-sponsored activities.
- Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of the child's attendance at school.
- Educate the child in the self-management of their food allergy including:
  - identifying safe and unsafe foods
  - not trading food with others
  - how to refuse anything with unknown ingredients or known to contain any allergen
  - how to avoid exposure to unsafe foods (e.g., refusing offers of food, sitting away from problem foods, etc.)
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (if age appropriate)
- Review policies/procedures with the school staff, physician and the child (if age appropriate) after a reaction has occurred.

### **School's Responsibility**

- The school nurse will review the health records submitted by parents and physicians.
- The school nurse will assure that all staff who interact with the student on a regular basis are trained to recognize symptoms and know what to do in an emergency.
- The principal will assure that all staff who have been informed about a student with an allergy maintain the confidentiality of the student's health information, following applicable federal laws, including FERPA and HIPAA.
- Faculty and staff will practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency or effectiveness of the plans.
- The school nurse will ensure that an emergency kit, provided by the child's parents, containing the child's emergency medications and the Food Allergy Action Plan with physician's standing orders is readily available in an easily-accessible, secure location.
- The school nurse will review policies/prevention plan with the teachers, parents/guardians, student (age appropriate) and physician after a reaction has occurred.
- The school nurse will assure that there is at least one person available on field trips who is trained to administer emergency medication to food-allergic students and that the emergency kit is sent with the responsible teachers on every field trip.
- The faculty will assure that food-allergic students are included in school activities. Students should not be excluded from school activities based solely on their food allergy.
- SHS faculty and administration will take threats against a child with an allergy seriously.

### **Student's Responsibility**

- The student should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- The student should not share food with others and should refuse offers of food from others without prior arrangements made by their parents.
- The student should notify an adult immediately if they eat something they believe may contain the food to which they are allergic, or if they are feeling any symptoms of an allergic reaction.

### **Birthdays/Celebrations**

Students may observe their birthday by bringing a treat for the entire class. Such treats are limited to the Safe Foods List (available on the school website under Parent Resources) regardless of whether or not there is a student in the class with a food allergy. Requests for food for classroom celebrations will be made by the classroom teacher or room parent. Food items for classroom celebrations must always come from the Safe Foods List. Students with a life-threatening allergy may consume treats from the Safe Foods List with express written consent from their parents.

The only exception to this rule will be cupcakes for Dr. Seuss' birthday during the Read Across America celebration. Express written consent for participation will be sought from all families with a child with a food allergy.

### **Daily Mid-Morning Snacks in the Classroom**

The number of students with life-threatening allergies has increased substantially in recent years. Every allergic reaction has the potential to develop into a life-threatening and potentially fatal anaphylactic reaction. In order to minimize the risk of exposure to allergens, the daily mid-morning snack must come from the Safe Foods List regardless of whether or not there is a student in the class with a food allergy. The Safe Foods List is quite extensive and provides several options for snack choices, while maintaining a safe environment for children with life-threatening allergies. The Safe Foods list can be found in the Parent Resources section of our school website.

### **Lunch/Cafeteria**

Sacred Heart School has a strict no-sharing policy when it comes to food.

Each child with a documented food allergy will eat lunch at a designated "allergy aware" table in the cafeteria. Students who bring a sack lunch to school may only sit at the designated "allergy aware" table after the teacher checks his/her lunch and grants approval. Students who purchase school lunch (no ice cream) may also sit at the designated "allergy aware" table.

The school lunch program is an "allergy aware" program and parents of children with a documented food allergy may choose to have their child purchase school lunch with written permission.

At all times during lunch there is a trained teacher on duty. Parent volunteers should immediately direct any allergy-related concerns to the teacher on duty.

## Extended Day Program

Snacks provided for students during the Extended Day Program always come from the Safe Foods List. On early dismissal days when the Extended Day Program is in session, students will eat their lunch in the cafeteria.

**HOME AND SCHOOL ASSOCIATION:** The purpose of the Home and School Association is to promote programs and activities designed to instill a closer relationship between families, the home and the school, thus building a Catholic community. The Home and School Association is also instrumental in helping to raise the additional funds needed to help with the financing of the educational program for the students of Sacred Heart School.

**HOMEWORK:** Homework is an integral part of the curriculum. All students are expected to complete assignments themselves. The amount of time which different students in the same grade spend doing homework will vary. All homework is expected to be passed in on the day that it is due. The following provides a guideline as to the amount of time an average student should spend daily on homework.

Grade 1	10-20 minutes
Grade 2	20-30 minutes
Grades 3-4	30 minutes to 1 hour
Grades 5-6	1 to 1½ hours
Grades 7-8	1½ to 2 hours

All students are expected to complete the long-term assignments by the designated date.

**INTERNET POLICY:** To gain access to the Internet, all students and parents must agree to adhere to the acceptable use policy as outlined on page 4 of this document. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards. Our intent is to make Internet access available to further educational goals and objectives. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using this information source. Access is a privilege, not a right. Individual users of the school computer networks are responsible for their behavior and communication over the networks. All users will comply with school standards. During school hours teachers will guide students toward appropriate materials.

**INVITATIONS TO PARTIES:** Since one of the goals of Sacred Heart School is to build community, it is inappropriate for children or parents to distribute party invitations in the school or schoolyard unless there is an invitation for either the whole class or all the boys or all the girls. Sacred Heart School will not release students' mailing addresses or phone numbers.

**LIBRARY:** All students are expected to obey library regulations. The library computers may be utilized for instructional and research purposes only. No student may use a computer without the presence of a teacher, parent volunteer and/or librarian. No student may access the Internet without express permission of the principal, librarian, parent volunteer, and/or homeroom teacher.

**LUNCH/RECESS:** Lunch/recess lasts for 1/2 hour each day. Teachers and parent volunteers supervise the lunch/recess period. It is expected that students will be obedient and respectful at all times. Hot lunch is served daily and menus are sent home monthly. No soda or glass containers are allowed. All students are expected to eat nutritious meals and parents will be contacted if a student is not eating.

Recess for Grades K-4 occurs in the mid-morning and is supervised by teachers. Recess for grades 5-8 occurs after lunch and is supervised by a teacher. Generally recess is taken outdoors unless a decision is made to do otherwise. A break supervised by teachers is provided for students in mid-morning. Snacks may be brought from home. It is recommended that snacks come from the Safe Foods List, which can be found in the Parent Resources section of our school website.

During recess, running, rough playing, or any type of action which might result in bodily harm is not permitted.

**NO SCHOOL ANNOUNCEMENTS:** Generally we abide by the Town of Weymouth regarding school cancellations and delayed school openings. Radio and TV stations will carry the Weymouth announcement and we would also use the School Messenger automated phone system to notify every Sacred Heart family of a "No School" announcement and/or a message about a delayed opening.

If Sacred Heart is in session for Grades 1-8, our PreK, K1 and K2 will also be in session even if Weymouth's kindergartens are cancelled. In those circumstances, parents are asked to use their discretion. In the event of an early dismissal, the exact time of arrival home will be difficult to determine. If possible, private pick up is recommended when this type of special circumstance occurs.

**In the event there is a two-hour delay on a half day of school (e.g., First Friday of the month), Sacred Heart will not be in session.**

**PROMOTION/RETENTION/SUMMER SCHOOL:** Sacred Heart School follows the guidelines of the Archdiocese of Boston concerning the academic requirements for promotion and retention. Any student who the Sacred Heart School Faculty and Administration feels has not satisfactorily completed the requirements for a particular grade, who fails two major subjects (courses which meet 5 times a week), or who does not appear to have the readiness skills needed for the next grade will not be promoted at Sacred Heart School. If a parent wishes to transfer his/her child to another school for the purpose of promotion, against the advice of the professional staff, they will be required to sign a transfer form to the grade in question stating that this promotion has not been approved by the professional staff.

All students who receive a final average of below 60 in any subject are required to attend summer school or enlist the help of an approved tutor in that subject or in an area recommended by the teacher. Grades from this summer program must be sent to the school by the following September. Grade 8 students who receive a final average of below 60 in any subject must also attend summer school or enlist the help of an approved tutor. Grade 8 students may participate in graduation, but will not receive their Sacred Heart diploma until the summer school/tutoring is successfully completed.

**RECORDS:** Sacred Heart School complies with the provisions in the Buckley Amendment of 1975. If a parent wishes to review the educational record of his/her child, a twenty-four hour notice must be given in writing. The school also respects the rights of the non-custodial parent to review the educational records of a child unless a copy of the custody section of the divorce decree is supplied by the parent and is on file in

the office.

**RELIGION:** Catholic values and attitudes are an integral part of our curriculum. All students, Catholic and non-Catholic, are expected to attend religion classes. Students participate regularly in liturgies and para-liturgical celebration. Each teacher's classroom instruction is supplemented by the services of our parish priests and deacons.

**REPORT CARDS: Report cards and Progress Reports are issued four times a year for Grades 1-8 and twice a year for Grades Pre-K to K2.** These reports are handed to the student and/or parent and are to be returned with a parent or guardian's signature.

**Honor Roll:** Any child who is in Grades 6-8 may attain honor roll. All eligible students must maintain a 2, 3 or 4 in all conduct and effort marks. **Conduct and effort marks for all subjects are considered for honor roll status. Grades 6-8 will use number grades and the lower grades use letter grades.**

Principal's List	- All A's
Honors	- All A's and B's with a clear majority of A's
Honorable Mention	- All A's and B's with a clear majority of B's

Grading:	100 – 97 = A+	89 – 87 = B+
	96 – 94 = A	86 – 84 = B
	93 – 90 = A-	83 – 80 = B-

**RE-REGISTRATION:** Re-registration for students presently enrolled in Sacred Heart School and siblings of those students occurs during early to mid-January. All re-registration forms must be accompanied by a non-refundable \$100 deposit, which will be applied to the following year's tuition. Failure to return these forms by the due date or non-payment of the deposit may result in the student's seat being given to another registrant.

If more students pre-register than seats are available, siblings of present students will be given preference over those already enrolled. The acceptance of students already enrolled will be determined by the order in which re-registrations come into the office.

**SACRED HEART SCHOOL ADVISORY BOARD:** By nature the Sacred Heart School Advisory Board is consultative to the pastor and principal. Its principal role is to give advice in the formulation of general school policy. It is the responsibility of the principal to apply general policy to the daily operation of the school. In general, the following areas involve the Board: planning, policy, finances, development, public relations, facilities, school life and technology.

**SAFETY AT NON-SCHOOL HOUR EVENTS:** Parents are responsible for the supervision of their children at non-school hour events. Children cannot be dropped off and picked up at a later time. If you are unable to attend with your child, you need to identify an adult attending the event who agrees to assume the responsibility for the supervision and discipline, if needed, of your child. Remind your child that he/she needs to comply with the rules of the particular event. Chaperones are authorized to enforce the rules of the event, but they are not there to provide child care.

No child is allowed outside of the school building during the event, especially at night. No child is allowed

outside of the party area, except to go to a restroom on the main floor. An adult must accompany children in Grade 4 and under to the restroom. Parents/designated adults need to exercise their own judgment in allowing unaccompanied older children access to the main floor restrooms. No child is allowed in classrooms or any other part of the school or convent building before or after school hours without prior approval.

**SEARCHES:** The school reserves the right to search desks and clothes closets, which are school property. When the safety and/or well being of the students is in concern, the school also reserves the right to search a student's school bag.

**SEXUAL HARRASSMENT:** Sexual harassment is defined as conduct containing sexual matters or suggestions, which would be offensive to a reasonable person. It includes, but is not limited to, the following behaviors:

- Verbal and physical conduct such as jokes, derogatory comments or unwanted sexual advances or imitations
- Visual contact such as photographs, drawings or gestures
- Threats or demands
- Retaliation for having reported or threatened sexual harassment

All allegations will be taken seriously and promptly investigated. Confidentiality will be insured for both the alleged victim and the alleged perpetrator. At no time is sexual harassment condoned at Sacred Heart School and students are encouraged to report such incidents.

**SPECIALISTS:** There are specialists for art, computer, library, music, physical education and Spanish. These teachers are due the respect expected of students attending a Catholic School. Work assigned by these teachers is part of our curriculum.

**SPECIAL NEEDS:** Children with special needs are tested by the department of the city or town where the student resides per request of parents and after consultation with the respective teachers.

**SPORTS:** All boys and girls in Grades 5, 6, 7 and 8 may participate in our basketball program. Boys and girls in Grades 5, 6, 7 and 8 may participate in cheerleading dependent upon availability of volunteer coaches. Additional sports are offered to both boys and girls depending upon availability and interest. These programs are managed and coached by volunteers. Each student who wishes to participate must have passing grades and be present in school on the days of scheduled games and practices. Behavior and safety on off-school sites, in other buildings, and traveling to and from games must be consistent with school rules and regulations. The school is not liable for any injury, which may occur in conjunction with games, travel, and/or practice.

**TELEPHONE USAGE:** Only a teacher or administrator may give students permission to use a cell phone or other electronic device during school hours. Students who carry cell phones must keep them turned off and in their schoolbags in the coat closet or their locker during school hours. When students do not follow this rule, the phone will be taken and held by the administration and parents will be required to pick up the phone at the school office. The administration may inspect the contents of confiscated items, including cell phones, text messages, photographs, etc.

**TEXTBOOKS:** Textbooks must be covered at all times. Since books are the property of the school, the student is expected to show respect for that property. If a book is lost, damaged or defaced, the school will require the student to pay the replacement cost of the book plus shipping in order to receive a new copy.

**TRANSPORTATION:** Sacred Heart School uses the Weymouth Public School buses and pick up times are published in the Weymouth News and the Patriot Ledger the week before school starts. Students who are eligible for a pay bus will receive information the first few weeks of school. Only Weymouth students are provided with transportation. Other towns provide no transportation to our school at this time. All questions concerning the bus should be directed to the Weymouth Public Schools. Bus riders must remain seated at all times and obey the rules and regulations of the bus company. **No child may ride the bus unless he/she is a paying member. Alternative forms of transportation must be provided if a non-paying child is going to the paying child's home after school.**

Taxicabs: Daycare vans, etc., are the sole responsibility of the parents. The school cannot be responsible to wait with a student for after school program pickups. The agency must be informed of our daily dismissal time.

**Sacred Heart School is located in a high traffic area. It is the expectation of the school that all parents will drive responsibly and follow the following guidelines entering and exiting school property.**

**Private Car Pick-ups:** For dropping off or picking up students, the following should be adhered to: Enter only from Washington Street. Exit only onto Commercial Street. Adherence to state regulations regarding school buses and appropriate speed limits within school property (5 miles per hour) will be required in order to ensure safety within the schoolyard. Students should only be dropped off at the drop-off point, located at the rear of the school. Students should remain in vehicles until the drop-off area is reached. In consideration of the large number of students being dropped off each day, we ask the parent/guardian not to linger in designated drop-off areas. Students should be dropped off while observing safety rules in the parking lot. No student is allowed to leave the parking lot once dropped off. All students should be respectful to the drivers of the bus, van or private car.

At dismissal it is expected that students will be walked to their respective cars immediately. If they are in the playground area or in the front of the school under the supervision of parents who may be talking, students are still expected to observe all of the safety regulations of the school.

**Walkers:** No pedestrian crossing is allowed along Commercial Street or Washington Street other than in designated crosswalks. In the absence of a crossing guard, parents are solely responsible for ensuring that their children cross the street safely. All pedestrians are reminded that they should only cross the street at designated crosswalks. No child may change his/her method of transportation unless a written request has been received from the parent.

**Bikes:** If a student rides a bike to/from school, they must wear a helmet and WALK the bike on and off school property.

**TUITION:** Tuition is an investment in your child's education and religious formation. It is the responsibility of the School Board and the Administration to ensure that adequate financial resources are available for the school and that enrollment is as available and as affordable as possible to all families. Tuition is determined

by the Administration with the advice of School Board.

Families are expected to fulfill all financial obligations to the school within the academic year. As a tuition-based, non-profit institution, the school operations are predicated upon parents or those deemed financially responsible honoring their financial commitments.

Those families who have an inability to pay due to a specific hardship that arises during the school year must immediately contact the principal to discuss payment alternatives. The hardship must be documented by the principal and reviewed by the pastor before any alternative financial arrangements may be made. Any relief that may be provided under this arrangement will only be temporary (current school year) due to limited financial aid resources. Please note that families are only eligible for tuition assistance after they have completed the Facts Tuition Aid application process.

### **Tuition Payment Options:**

- Full payment for the following year tuition may be paid on or before July 1<sup>st</sup>
- Monthly payments may be made over 10-12 month period beginning in July through the FACTS tuition management plan. This plan is an automatic payment plan made through your checking or savings account.

**Late Registrations:** Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on/or after the first day of school shall be pro-rated over the number of months they will be in attendance.

**Late Payments:** It is the responsibility of each school family to keep the pastor or principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Families, who choose FACTS and miss a monthly payment due to insufficient funds, will be automatically charged a \$30 missed payment fee and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment, families are required to pay the amount due directly to the school within fourteen calendar days. If this is not possible, suitable arrangements must be made with the pastor or principal. All checks returned for insufficient funds shall carry a \$15.00 penalty fee.

### **Financial Aid**

A limited amount of financial aid is available from the parish for school families experiencing economic difficulties. Normally, request for such assistance should be made at the time of registration. Upon requesting aid, the parents will be given a FACTS financial aid form and will be asked to apply directly to FACTS. Notification is then sent from FACTS to the school recommending a certain amount of aid needed. Upon review of this recommendation, the principal and pastor will determine the amount that will be given. *Since economic difficulties are often unpredictable, families should not hesitate to inform the pastor or principal of their need whenever it may arise during the year.*

### **Non-Admission Due to Tuition Delinquency**

Families who fail to pay tuition according to any agreement they have made with Sacred Heart School or who have been unwilling to make alternative arrangements will be notified that their student(s) will not be

allowed to attend Sacred Heart School until payment is current. If such tuition delinquencies exist, the policy is as follows:

Tuition in arrears as of December 15	Student(s) will not be re-admitted on the first day of class in January until tuition account is current
Tuition in arrears as of March 30	Student(s) will not be re-admitted on the first day of class following April vacation until tuition account is current
Tuition in arrears as of May 30	Final report cards will show an incomplete in each subject. Eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma. Re-enrollment status for the following school year will be forfeited until tuition account is current.

### Withdrawal

The cost of your student's education is a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation of each child's full-year participation. Families who withdraw their student prior to the end of the school year are financially responsible to pay the tuition up to and including the month of withdrawal.

<b>Withdraw in any month</b>	<b>Payments are due through that month</b>
e.g. Withdraw in September	Payments due from July through September
e.g. Withdraw in December	Payments due from July through December
e.g. Withdraw in April	Payments due from July through April

You are responsible for contacting the business office to cancel your FACTS Payment Plan. If there is tuition due according to the schedule above or any outstanding debt from the Extended Day Program, Sacred Heart School will keep your FACTS agreement open to collect all debt until your obligation is met.

- Families who choose to withdraw their child must fill out a withdrawal form, which is available through the school office.
- Tuition must be current before student withdrawals will be processed, which means schools records cannot be sent until tuition is made current.
- All parts of registration fees are non-refundable.
- Financial aid and scholarships are not considered tuition payments and will not be refunded in the event of withdrawal.

All financial accounts, both tuition and non-tuition, must be cleared before the last day of school or graduating students will not be permitted to take final exams, thus preventing graduation. Other students will not be enrolled for the following year and will be placed on the waiting list. If an account remains delinquent after the student withdraws, the account may be reported to a national credit bureau.

**UNIFORMS:** All students in grades Pre-K through 8 are expected to wear the proper school uniform from the time they arrive at school until they are off school grounds. On gym days, the gym uniform may be worn all day. Uniforms should be ordered through JB Pride Uniforms of Weymouth.

### **Pre-K and K1**

- Navy pants, sweatpants, shorts, skorts with an official “SHS” logo shirt
- Girls may opt to wear a blue jumper with a white shirt

### **K2 – Grade 5**

- Pants; navy blue dress, corduroy or docker style with belt
- White polo shirt
- Solid navy blue, brown, or black dress shoes
- Cold weather: Students may opt to wear navy blue sweater or SHS school sweatshirts (no hoodies)
- Warm weather: Students may opt to wear the white SHS polo shirt, blue dress shorts/skorts, white athletic socks, and sneakers
- Girls may opt to wear the plaid jumper with white blouse or turtleneck, with blue knee socks, white ankle socks, or blue leggings

### **Grades 6 – 8**

- Navy blue dress pants with belt
- Light blue or red SHS polo shirt
- Solid navy blue, brown, or black dress shoes
- Cold weather: Students may opt to wear navy blue sweater or SHS school sweatshirts (no hoodies)
- Warm weather: Students may opt to wear navy blue dress shorts/skorts with white athletic socks and sneakers
- Girls may opt to wear the navy blue skirt with blue knee socks, white ankle socks, or blue leggings

### **Gym Uniforms**

- Solid gray or solid navy blue sweatpants, wind pants (school logo not required)
- Sacred Heart School logo T-shirt, sweatshirt
- Sneakers
- White athletic socks

*Warm weather:* Students may wear blue or grey shorts during warm weather months.

**Shoes:** In K2 – grade 8, sneakers may be worn with the gym uniform, with the warm weather uniform, and on TAG Days. Dress shoes must be worn with the regular uniform. During the winter months, students may decide to wear boots to travel to and from school. However, they should pack their dress shoes in their backpack as these are the only shoes permitted with the regular uniform.

**Warm Weather:** Warm weather options may be worn in the Fall during the months of September and October. Warm weather options may be worn in the Spring after April vacation week through the end of the school year in June.

**General:** Safety should be taken into consideration when purchasing appropriate footwear – ***no platform shoes, backless shoes, sandal, or shoes with a heel over 1 inch (measured from the back exterior***

**of the shoe) are permitted** for safety reasons. Shoes with laces must be tied at all times. Sneakers may only be worn on “Tag Days”, gym days and with the warm weather uniform.

Pride in one’s appearance should dictate the type of jewelry, hair decorations, and haircuts. Hair should be neatly groomed and traditional. Dyed hair or faddish haircuts are not allowed. Facial hair is not permitted. Jewelry is limited to small earrings (no larger than the size of a dime) and necklaces. Any piercing on body parts except for earlobes is not allowed. Tattoos are never allowed.

**“Tag Days”/Non-Uniform Days:** Appropriate dress is required – Students may NOT wear: flip-flop sandals, open back shoes, tank/halter tops, t-shirts with inappropriate writing, shoes that convert to roller skates, or short skirts. The principal has the authority to make judgments on a case by case basis about the appropriateness of clothing for the school setting. Any child that does not follow these guidelines will be asked to call home for a change of clothing. **GOOD RULE: If you think you shouldn’t wear it, you shouldn’t!**

**MAKE-UP:** It is expected that in this elementary school setting no make-up be worn. Students who should appear to have make-up on will be sent to the bathroom to remove the make-up. Simple, light-colored nail polish is acceptable and should be applied at home only.

**VISITORS:** All visitors must report to the secretary’s office first to sign into a log and obtain a visitor pass. Parents should not disturb classes with forgotten lunches, messages, etc. All outer doors will be locked at all times. Please remember to shut the outside doors tightly when leaving the building.

**VOLUNTEER POLICY:** Parents choosing to reduce their tuition by volunteering are required to volunteer 20 hours per school year. A “volunteer hour update” will be sent home periodically so that families may see where they stand with their hours. Families who fail to complete the twenty hours will be assessed the full tuition and will not be permitted to choose the volunteer option for the next school year.

*The list of “directives” outlined in this handbook certainly does not contain every rule or regulation that is incorporated into the daily life of Sacred Heart School, nor could it. It is understood that each student is to act in a courteous and respectful manner so that all students may pursue their spiritual and educational growth. With the cooperation of all parents and students in observing the guidelines in this handbook, our mission of a “Catholic Faith Community...” will be realized.*

## **Appendix A Email Policy**

Sacred Heart School's ongoing efforts to enhance the use of technology have resulted in the following e-mail use policy to provide additional communication resources for parents, teachers and administrators. The purpose of this policy is to guide parents, teachers, and administrators in their use of e-mail in order to ensure successful and productive home-school-community communication.

This policy has been developed with high regard and respect for the central responsibility of an elementary school teacher: to be present to the children in his or her care for the purpose of instruction. For this reason, teachers are not allowed to check e-mail while on duty in the classroom.

These guidelines support all policies and regulations of the Sacred Heart School Acceptable Use Policy.

Teachers e-mail addresses will be published on the school website (*About Us...Faculty & Staff*).

### **Parent Email Guidelines**

Parents are invited to use e-mail as a line of communication and additional resource for enhancing parent-teacher/administrator relations.

Confidential information and/or sensitive information regarding any student shall not be sent via e-mail. E-mail shall not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent, or other individual.

In general, parents may anticipate a response from the respective teacher or an administrator within 48 hours via e-mail, telephone, handwritten note, or other appropriate form of communication at the discretion of the staff member.

Professional staff will not be required to check e-mails on non-school days, including weekends and school vacations.

Parents should not expect to use e-mail as a means of retrieving homework assignments, grades, class schedules or information that is available through other communication methods.

Parents are advised that e-mail is not considered private and that Sacred Heart School does not guarantee privacy for e-mail.

Parents should exercise caution in sending and opening attachments in order to prevent the potential spread of computer viruses.

### *Appropriate Uses of E-mail*

1. To request or confirm a phone call or conference.
2. To review a previously agreed upon special report of progress.
3. To provide information that has been requested by the teacher or administrator.
4. Appropriate e-mail must always have “*RE: (student’s name)*” in the subject line.

### *Prohibited Uses of E-mail*

- discussing a child’s behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting).
- discussing issues regarding other students, critical issues that require an in-person meeting or a timely response.
- explanation of homework, discussion of low test/quiz grades.
- sending or forwarding emails contained libelous, defamatory, offensive, racist, or obscene remarks or graphics.
- sending emails not related to school activities, including advertisements, unwanted spam, or messages such as “Joke of the Day” or greeting cards.

Parents and teachers should alert an administrator should they receive any email that is not in keeping with this policy.

## **Appendix B**

### **ARCHDIOCESE OF BOSTON Catholic Schools Office BULLYING PREVENTION POLICY**

The Archdiocese of Boston (“Archdiocese”) and the Catholic Schools Office (“CSO”) believe that each Catholic school in the Archdiocese of Boston must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other like disruptive or violent behaviors constitute conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and embracing environment. Pastors, principals, faculty, Staff and volunteers are expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, Seán Cardinal O’Malley, O.F.M., Cap., Archbishop of Boston, (the “Archbishop”) hereby promulgates this Bullying Prevention Policy (the “Policy”) which shall be applicable to all Catholic Parish Schools and all other Catholic schools over which the Archbishop has authority to appoint trustees, directors, governors or officers (each herein sometimes referred to as a “school”).

#### **Definitions.**

For purposes of this Policy, the following definitions shall apply:

“Aggressor”, means a student who engages in Bullying or Retaliation.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target’s property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this Policy, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying.

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- wire
- radio
- electromagnetics
- 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 knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means 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 the student’s education.

“Plan”, a Bullying prevention and intervention plan established by a school.

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

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target”, a student against whom Bullying or Retaliation has been perpetrated.

### **Prohibition Against Bullying and Retaliation.**

Bullying is prohibited:

- On School Grounds owned, leased or used by a school;
- On property immediately adjacent to School Grounds;
- At any 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 any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question:

- create a Hostile Environment at school for the Target;
- infringe on the rights of the Target at school; or
- materially and substantially disrupt the education process or the orderly operation of a school.

### **Prevention and Intervention Plan.**

On or before December 31, 2010, the Principal (or the individual who holds a comparable position) (herein, the “Principal”) of each school in the Archdiocese that is subject to this Policy shall be responsible for overseeing the development of a prevention and intervention plan (a “Plan”), in consultation with all stakeholders, which may include teachers, Staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this Policy, as well as Massachusetts and federal laws. In particular, reference is made to Massachusetts General Laws, Chapter 71, Section 37O. The consultation shall include, but not be limited to, notice and a comment period for all families that have a child attending the school.

The Plan shall include, but not be limited to:

- descriptions of and statements prohibiting Bullying and Retaliation;
- clear procedures for students, Staff, parents, guardians and others to report Bullying or Retaliation;
- a provision that reports of Bullying or Retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;
- clear procedures for promptly responding to and investigating reports of Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- clear procedures for restoring a sense of safety for a Target and assessing that Target’s needs for protection;
- strategies for protecting from Bullying or Retaliation a person who reports Bullying, provides information during an investigation of Bullying or witnesses or has reliable information about an act of Bullying;
- procedures consistent with state and federal law for promptly notifying the parents or guardians of a Target and an Aggressor; provided, further, that the parents or guardians of a Target shall also be notified of the action taken to prevent any further acts of Bullying or Retaliation; and provided, further, that the procedures shall provide for immediate

notification by the Principal or designee to the local law enforcement agency when criminal charges may be pursued against the Aggressor;

- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation shall be subject to disciplinary action; and
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of said students.

The Plan shall afford all students the same protection regardless of their status under the law. A school may establish separate discrimination or harassment policies that include categories of students. Nothing in the Plan shall prevent a school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

Although not required by applicable Massachusetts law, the Plan may include a provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, Staff, custodians, athletic coaches, advisors to extracurricular activities and volunteers to prevent, identify and respond to Bullying. The content of such professional development may include, but not be limited to:

- developmentally appropriate strategies to prevent Bullying incidents;
- developmentally appropriate strategies for immediate, effective interventions to stop Bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an Aggressor, Target and witnesses to the Bullying;
- research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the school environment;
- information on the incidence and nature of Cyber-Bullying; and
- internet safety issues as they relate to Cyber-Bullying.

The Plan shall include provisions for informing parents and guardians about the Bullying prevention curriculum of the school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school or school plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber-Bullying.

The Plan shall be reviewed and updated at least every two years.

The Principal is responsible for the implementation and oversight of the Bullying prevention and implementation plan within his or her school.

### **Retaliation.**

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.

### **Training.**

Annual training on the Plan shall be provided for Staff and, at the discretion of the Principal, for volunteers who have significant contact with students.

### **Publication and Notice.**

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of this Policy and the Plan. Relevant sections of the Plan relating to the duties of Staff shall be included in the school employee handbook.

Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

The Plan shall be posted on the school's website.

### **Reporting.**

A member of a Staff shall immediately report any instance of Bullying or Retaliation the Staff member has witnessed or become aware of to the school Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

### **Investigation.**

Upon receipt of such a report, the Principal or his or her designee shall promptly conduct an investigation.

### **Minimum Required Actions.**

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if the Principal or his or her designee believes that criminal charges may be pursued against an Aggressor;
- take appropriate disciplinary action;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target and, to the extent consistent with Massachusetts and federal law, notify them of the action taken to prevent any further acts of Bullying or Retaliation.

If the reported incident of Bullying or Retaliation involves students from more than one school district, Catholic school, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Principal or his or her designee first informed of the incident shall, subject to Massachusetts and federal law, promptly notify the appropriate administrator of the other school district or school(s) of the incident so that each school district and school may take appropriate action.

If an incident of Bullying or Retaliation occurs on School Grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or his or her designee informed of such incident shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.

**Target Assistance.**

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both alleged Targets and Aggressors, affected by Bullying or Retaliation, as necessary.

**Available Consultation.**

If any Staff member has questions concerning this Policy, he or she is encouraged to contact the Catholic Schools Office or the Office of the General Counsel of the Archdiocese.