

**Sacred Heart School**  
*Sacred Heart / St. Francis Xavier Partnership Schools*

**Family Handbook**  
**2021-2022**



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781-335-6010 (Office)

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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. Robert Murphy  
Headmaster

Shannon Mazza  
Assistant Principal

### **Mission Statement**

Sacred Heart School is a Catholic faith community, preschool through grade 4, 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:**

Kindergarten - Grade 4 school hours are 8:30am – 3:00pm. Students are marked tardy after 8:50am. Pre-K(3y & 4y) hours are 8:30am - 11:50am (half day), and 8:30am – 3:00pm (full day).

Students will not be allowed in the main school building before or after indicated times unless (1) they are attending Champions (Before and After school program) (2) they have a pre-arranged meeting with a teacher, Headmaster, or Assistant Principal (3) are attending a school club or activity. At the discretion of the Headmaster or Assistant 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 3:15pm 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.
5. Students will use technology only for honest endeavors.
6. Students will observe software copyright laws. No students will bring software from home to copy on school technology hardware, students will not 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.

**Admissions 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 - St. Thomas More Collaborative Parishes. Students outside the parish and non-Catholic students are also welcomed.

The age eligibility date per each grade is August 31st. Students who are 2.9 entering our Pre-K 3y program will spend 2 years in Pre-K 3y to be on track for entering Kindergarten.

Children are expected to be fully potty trained before entering the preschool program. By the term “fully potty trained”, we mean that the child will need to be able to express their need to go to the restroom, be able to pull their clothing down, wipe, and be able to pull their clothing back up. You are asked to bring a spare set of uniform clothing in case of the occasional accident. These accidents are a part of the growing process and will be handled in a kind and gentle way, with respect for the child’s feelings.

If a pattern of accidents occurs, your child’s teacher will set up a meeting to discuss if your child is fully potty trained and ready for school.

**Admissions Procedure:****Pre-K 3y, Pre-K 4y, and Kindergarten:**

Application for the upcoming September begins at the October Open House and continues throughout the school year. There is a non-refundable application fee of \$35/student.

Acceptance is conditional upon receiving all health and immunization records, original birth certificates, non-refundable fees/deposit, academic references and/or academic reports (IEPs, 504s) when applicable. A completed online Application and Enrollment packet, as well as a completed FACTS Tuition Payment Plan account is also required.

**Grades 1-4:**

Application for the upcoming September begins at the October Open House and continues throughout the school year. There is a non-refundable Application fee of \$35/student. 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 (report cards, IEP, 504). Acceptance is conditional upon the receipt of all educational records, health records, and any non-refundable fees/deposits. A final decision is then made regarding the needs of the student and the ability of Sacred Heart School to meet these needs. A completed online Application and Enrollment packet, as well as a completed FACTS Tuition Payment Plan account is also required.

**Appointments:**

A planned parent/teacher conference day in December 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 email 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.

#### **Attendance - Grades Pre-K - 4:**

Each student should arrive between 8:30am to 8:45am in the morning. Students may enter the school beginning at 8:30am and go directly to their classroom. Teachers will be on duty at the identified grade(s) entrances and in their classrooms. A faculty member or administration will not allow students in the building without express permission and supervision before 8:30am. Parents must assume responsibility for unsupervised students who arrive before the designated time. Students leaving consistently very late will be placed in the Champions 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 children develop to their 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 either retention or 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 Emergency Contact Form. It is important that there is someone on your child's emergency form 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.

***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 8:50am and must be signed in at the school office. Every effort should be made for your child to arrive in time to enter school before 8:30am. This helps your child to begin the day in a consistent routine designed to maximize learning and promote an orderly school climate. More than five 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.

**Family Vacations:**

There are numerous opportunities for family vacation throughout the school year and during summer. 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 will not give assignments prior to a student being absent. Parents planning to be out of town while their child is attending school must notify the Headmaster, or Assistant 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 God, 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. The Headmaster or Assistant Principal will be in phone contact with the parent regarding serious disciplinary actions. A suspension may be invoked at their discretion. In cases where the Headmaster, Assistant Principal, or pastor determines that certain conduct is serious, a student may be immediately suspended or expelled.

*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. Classroom Birthday Celebrations cannot include food or prize goody bags.

**Communication:**

Notices, newsletters, and handouts 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 Smore© to send e-newsletters to families on Wednesdays. The FACTS-SIS automated phone system and email are also used by the Headmaster or Assistant Principal for communication.

Communication with your child's teacher is critical. You will be kept informed of your child's progress through 3 progress reports, 3 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.

**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. CORI forms must be completed every year.

**Crisis Plan:**

Sacred Heart School has a comprehensive crisis plan filed with the fire and police departments. The Headmaster, Assistant Principal, Pastor, members of the School Board and Faculty, and Town of Weymouth Police Department 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 relocated to the Tufts Library field 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 FACTS SIS 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 FACTS SIS, 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 Frameworks, 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 Headmaster, Assistant Principal or pastor. The school prohibits the consumption of alcohol at any school events where children may be present.

**Before/After School Care:**

Students ages 4.9 and above currently enrolled at Sacred Heart School are eligible to participate in the Champions Before and After school program. Parents may utilize this program as needed and should indicate this need as soon as possible.

Champions will be meeting the needs of our children and families on school days, vacation days, and summer days. For information and registration, please visit their website at <https://www.discoverchampions.com/>. You may also contact [ch001637@discoverchampions.com](mailto:ch001637@discoverchampions.com), or 781-901-2269.

**Gum:**

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

**Health Services:**

A full-time nurse 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).

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

**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.

**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 an epi-pen on hand at the school. The epi-pen will be stored in the red emergency classroom bag that travels with the class throughout the day. The epi-pen is 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 Champions Before/After School Program, an additional epi-pen must be supplied and will be managed by the Champions staff.**

#### **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 Headmaster or Assistant 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 plans 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.

**Daily Mid-Morning Snacks and Lunch in the Classroom and Cafeteria:**

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, all classrooms will be Peanut and Tree Nut Free. All snacks and lunches must be Peanut and Tree Nut Free. Sacred Heart School has a strict no-sharing policy when it comes to food.

**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

**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.

**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 FACTS SIS 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 1-4, our PreK, and Kindergarten classes will also be in session even if Weymouth’s Kindergarten is 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.

**Pets on Campus:**

We love our fur babies at Sacred Heart School, but out of an abundance of safety and caution, please do not bring your pet to campus.

**Process For Making Requests:**

Please email or call the Headmaster or Assistant Principal with any school related requests.

**Promotion/Retention/Summer School:**

Sacred Heart School follows the guidelines of the Archdiocese of Boston concerning the academic requirements for promotion and retention.

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.

**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 three times a year for Grades 1-4 and twice a year for Grades Pre-K - Kindergarten. These reports are handed to the student and/or parent and are to be returned with a parent or guardian's signature.

**Grading for Pre-K (3y/4y) & Kindergarten**

S- Meets expectations

P- Progress is being made

N- Frequently needs teacher assistance

T- Needs time to develop necessary skills

**Grading for 1 & 2**

E - exceeds expectations

M - meets expectations

A - approaching expectations

N - needs improvement

**Grading for 3 & 4**

100 - 97 = A+

96 - 94 = A

93 - 90 = A-

89 - 87 = B+

86 - 84 = B

83 - 80 = B-

79 - 77 = C+

76 - 74 = C

73 - 70 = C-

69 - 67 = D+

66 - 64 = D

63 - 60 = D-

59 and below = F

**Grading Skill Codes for Grades 3-4**

E - exceeds expectations

M - meets expectations

A - approaching expectations

N - needs improvement

**Re-Enrollment:**

Re-enrollment for students presently enrolled in Sacred Heart School occurs during January. Re-enrollment is completed online in the Family Portal. There is a non-refundable re-enrollment fee that is submitted with the online enrollment process. Re-enrollment is complete once the

online form is completed, along with submission of the non-refundable fee. Failure to complete the online re-enrollment, or non-payment of the fee may result in the student's seat being given to another registrant.

### **Sacred Heart School Advisory Board:**

By nature, the Sacred Heart School Advisory Board is consultative to the pastor, Headmaster and Assistant Principal. The Headmaster or Assistant Principal's role is to give advice in the formulation of general school policy. It is the responsibility of the Headmaster or Assistant 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.

### **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 Harassment:**

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.

### **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.**

Uber, LIFT, 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.

**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.

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 notify the Headmaster, Assistant Principal or FACTS Tuition Manager to discuss payment alternatives. The hardship must be documented by the Headmaster, Assistant Principal or FACTS Tuition Manager 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 online Grant & 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 a 10-month period beginning in July through the FACTS tuition management plan. This plan is an automatic payment plan made through your checking or savings, or credit card account.
- Twice monthly payments may be made over a 10-month period beginning in July through the FACTS tuition management plan. This plan is an automatic payment plan made through your checking, savings or credit card account.
- Semi-annual payments may be made in August and December through the FACTS tuition management plan. This plan is an automatic payment plan made through your checking, savings or credit card account.

**Late Enrollment:**

Families enrolling after July 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students enrolling on/or after the first day of school shall be prorated over the number of months they will be in attendance.

**Late Payments:**

It is the responsibility of each school family to keep the FACTS Tuition Manager, Headmaster or Assistant 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 from FACTS 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, Headmaster or Assistant Principal.

**Financial Aid:**

A limited amount of financial aid is available from the parish for school families experiencing economic difficulties. Normally, requests 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 Headmaster, Assistant 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, Headmaster or Assistant 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 readmitted 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 readmitted 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 the tuition account is current.

**Withdrawal Policy:**

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 through using the following guideline:

- Should I withdraw my child(ren) between September 1st, 2020 - January 31, 2021, I am obligated to pay tuition through January 31st, 2021. (½ years tuition, 5mths)
- Should I withdraw my child(ren) between February 1, 2020 - Last Day of School, 2021, I am obligated to pay 100% of the student’s tuition.

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, 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 school 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. 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 4 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 can be ordered through JB Pride Uniforms of Weymouth, [JB Pride Uniform \(jbprideuniforms.com\)](http://jbprideuniforms.com).

**Pre-K (3y and 4y)**

- Navy or grey pants sweatpants, navy shorts, or navy skort
- Navy or grey t-shirt with SHS logo
- Navy or grey Sacred Heart School sweatshirt, fleece top, or spirit wear with school logo
- Navy blue sweater with Sacred Heart logo
- Girls may opt to wear a blue jumper with a white shirt
- sneakers or shoes (boots may only be worn to and from school during inclement weather. Students should pack their sneakers/shoes in their backpack to be worn during school.)

**Girls Uniform: Kindergarten–Grade 4**

- Plaid Jumper (knee length) or navy pants
- White blouse with collar (long or short sleeved) or white knit shirt (with logo)
- Navy knee socks, navy tights, or white ankle socks
- Navy blue sweater with Sacred Heart School logo
- Navy Sacred Heart School sweatshirt, fleece top, or spirit wear with school logo
- Black, blue, or brown dress shoes (no boots or sneakers)

**Girls Warm Weather Uniform: Kindergarten-Grade 4 (Sept – Oct 31 and after April Vacation)**

- Navy blue dress shorts or skorts (knee length)
- White polo shirt (with SHS logo)
- White athletic socks
- Sneakers

**Boys Uniform: Kindergarten–Grade 4**

- Navy pants with belt
- White polo shirt (long or short sleeved)
- Navy or Grey Sacred Heart School sweatshirt, fleece top, or spirit wear with school logo
- Navy blue sweater with Sacred Heart School logo
- Navy Socks
- Black, blue, or brown shoes (no boots or sneakers)

**Boys Warm Weather Uniform: Kindergarten-Grade 4 (Sept – Oct 31 and after April Vacation)**

- Navy dress shorts with belt
- White polo shirt (with SHS logo)
- Sneakers
- White socks

**Boys and Girls Gym Uniform: Kindergarten-Grade 4**

- Solid grey or solid navy blue sweatpants, wind pants (school logo not required) ● Sacred Heart School logo T-shirt, sweatshirt
- shorts (**during designated warm weather months; Sept-Oct 31 and after April Vacation**) ● Sneakers
- White athletic socks

**Shoes: Kindergarten–Grade 4:**

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. 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 (Pre-K-Grade 4)*** for safety reasons. Shoes with laces must be tied at all times.

**General:**

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 Headmaster or Assistant 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!**

**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.

## **Emergency Procedures**

### **Emergency Fire Procedure**

The signal for a fire alarm is one continuous bell (either via the school's bell system or the much louder fire alarm system). Teachers will lead their students out of the building via the classroom's evacuation route and will take their students to their designated safety location. Evacuation routes are posted in each classroom.

### **Indoor Emergency Lockdown Reminders:**

Sacred Heart School defines a **Lockdown** as a person/situation that poses an imminent threat to the school building and its occupants. Internal procedures are in place if a Lockdown was to occur.

### **Shelter In Place**

Sacred Heart School defines a **Shelter-in-place** is an effort to isolate students and staff from a perceived or real danger and is a temporary solution to a short-term problem. The **shelter-in-place** plan protects students and staff and is typically used when a medical emergency has occurred, or police are engaged in an operation nearby outside of the school, or when a national disaster has been declared. The goal is to keep students and staff safe and indoors. During a shelter-in-place staff and students are instructed to stay inside their classrooms. This measure is designed to prevent anyone from entering the rooms from outside. Students can continue with learning and working. Students should stay inside their classroom.

## 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***

1. discussing a child's behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting).
2. discussing issues regarding other students, critical issues that require an in-person meeting or a timely response.
3. explanation of homework, discussion of low test/quiz grades.
4. sending or forwarding emails contained libelous, defamatory, offensive, racist, or obscene remarks or graphics.
5. 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 and 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.