



Parent & Scholar

Handbook

2024-2025

SCHOOL PHILOSOPHY

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

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

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

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

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

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

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

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

Mission Statement

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

Sacred Heart STEM School Vision Statement:

1. Sacred Heart’s vision of success is that **ALL** scholars will meet or exceed high academic growth on their summative assessments.
2. Sacred Heart will develop ALL scholars to be CEOs of their own education. To play an active role as co-creators of their own educational experience through a rigorous STEM curriculum utilizing the Engineering Design Process (EDP). Empowering all scholars with the ability to change their world.
3. Sacred Heart will actively amplify (or cultivate) a scholar’s Catholic Identity through learning, piety and service, to develop faith filled leaders of the 21st Century

PREAMBLE

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

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

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

Belief in God.

ADMISSION POLICY

Archdiocese of Boston Admission Policy - Notice of Nondiscriminatory Policy

The goal of our Catholic Schools is to provide students a rigorous academic, spiritual and moral education based on Catholic faith and values. Catholic school principals and faculty teach students to love and worship God, strive for high academic achievement, live the Gospel values, work together, build community and give service to others. Our schools welcome all qualified students whose parent(s)/guardian(s) accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum. We count on our parents to partner with our principals and faculty in the student's educational experience. The Catholic Schools of the Archdiocese of Boston admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, and in the hiring of school personnel.

Sacred Heart STEM School Admissions Policy

Screening is mandatory for all applicants-grades Pre-kindergarten through grade 8. Students with special needs, whether intellectual, physical, or emotional, will be considered based on the school's ability to fulfill the needs of the students through its Resource Room. In cases where the public-school assessment recommends that the child would benefit most from services delivered wholly by the public school, and furthermore, when the administration, in consultation with the child's classroom teacher(s), also agree with such findings, re-registration may be denied for the upcoming year. This decision will be made for the benefit of the student when services offered by Sacred Heart School are not sufficient for the individual student's educational needs. Class size will be determined in accordance with the guidelines established by the **Board of Education of the Archdiocese of Boston** and/or requirements of **Massachusetts Department of Early Education and Care (EEC)**. SHSS uses a target size of 20 students per class for grades K2-8. PreK and K1 classrooms are determined according to the guidelines of EEC. The actual number may be slightly more or less.

Privacy Policy

Sacred Heart STEM School maintains academic, attendance, health, and personal information about students and their families. This information is limited to what is relevant to the educational needs of the student. Information in these records is made available to appropriate school personnel and is available to the student's parents and/or legal guardian, but the school will otherwise make reasonable efforts to guard confidential information.

Purpose of the Handbook

The success of a student at Sacred Heart STEM School depends in great measure upon the cooperation between parents and school personnel. This handbook is intended to promote home/school cooperation by addressing frequently asked questions and expressed communication between home and school by defining policies and procedures. Students should benefit from knowing what is expected of them, especially regarding behavior at school and at home. The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken. The Parent/Student Handbook is intended to be a reference guide and may not touch upon all contingencies.

Unauthorized Use of School Name

No student, or student's parent or guardian, without the express prior written authorization of the principal, may utilize the school's name, or identifying logo, for any purpose, including but not limited to the use of the Academy name:

- to open a bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the Sacred Heart STEM School's name or identifying logo, if committed by a student may subject the student to disciplinary action up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

Catholic Faith Formation

In addition to daily prayer and classes in religion, students will participate in liturgical celebrations, including Mass, Penance services, Stations of the Cross, and other celebrations. Parents are welcome to attend and participate in any of these services.

Children in grade two will be prepared for First Penance and First Holy Communion at Sacred Heart parish. Parents are required to attend all parent meetings regarding these sacraments. Regular attendance at Mass is required of all Catholics. Families are considered the "First Church" in which children learn by example. Holy Days are full days of school. Mass will be celebrated during the school day.

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

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

SCHOOL HOURS

- School hours for all scholars from K2 to grade 8 are 8am to 3:00pm
- Scholars in grades K 2 to grade 8 should be in the schoolyard by 8am to walk into school with their class.
- After 8am all scholars must enter through the front door.
- No scholar is permitted to leave the schoolyard after arrival.
- After-school program runs 3:00 to 5:30
- The school office is open from 7:30 a.m. to 3:30 p.m.

ATTENDANCE POLICY

Daily and regular attendance is a vital key to success. Every effort must be made to be sure that all students attend school each day. However, please do not send a child to school if he/she is sick. Please call the school office by 8:00 AM if your child is absent. As prescribed by law, students returning from an absence must bring a written note from a parent/guardian explaining the absence. Arrangements for making up missed work are the responsibility of the student and/or parent. Students will be allowed as many days missed to make up the work. (3 days absent, 3 days allowed for make-up work.) Parents will be notified by school office where patterns of absence are documented. If a student is absent twenty or more days without home instruction, he/she could be asked to repeat the grade.

Attendance Issues

Vacations should not be scheduled when school is in session; education suffers when students miss valuable instruction. Vacations during school time are considered unexcused absences. Students will be required to complete assignments to cover the time they were not present and must earn a particular grade to pass a specific subject. Arrangements for all make up work are the responsibility of the student and/or parent. Any work/tests not made up will receive a failing grade. Teachers are not expected to prepare work beforehand or give individualized instruction upon return. All students are expected to be on time and “ready to learn” except in the case of illness, emergency, or excused absences. Late arrivals disrupt learning, and excessive tardiness and/or absences may result in a conference with the teacher, parent, and the principal. Parents are asked to make arrival to school on time a priority for the benefit of their children and their classmates. Early dismissals are discouraged as they lessen the amount of time students have to learn. Medical or dental appointments should be scheduled when school is not in session. If an early dismissal is necessary, parents must notify their child’s teacher in writing.

- If a scholar has 4 or more unexcused absences in a term the scholar will be marked Incomplete for the term.
- If a scholar has 12 or more unexcused absences in a school year the scholar may be retained in their current grade.

TARDY POLICY

Scholars will be marked tardy after 8:10am. Scholars must report to the office for a tardy slip before going to their classroom.

If a scholar is tardy 3 times in one term, you will be contacted by administration. More than 3 tardies will result in the loss of perfect attendance and may result in a suspension. **Excessive tardiness causes classroom disruption and will result in loss of privileges, recognition and awards.**

SAFETY OF CHILDREN: Supervision in the schoolyard begins at 7:45 a.m. Therefore, we are not responsible for the scholars who arrive in the schoolyard prior to 7:45 a.m.

DISMISSAL:

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

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

NO ONE IS ALLOWED TO DRIVE INTO THE SCHOOLYARD TO DROP OFF OR PICK UP SCHOLARS. NO STOPPING OR PARKING IN CONED BUS LANES.

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

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

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

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

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

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

Arrangements with private transportation services must adhere to school dismissal times.

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

FACULTY MEETINGS: There will be at least one full day faculty meeting a month. **There will be no childcare program on these days. THERE WILL NO PUBLIC SCHOOL BUSES ON HALF DAYS.**

SAFETY OF CHILDREN: Supervision in the schoolyard begins at 7:45 a.m. Therefore, we are not responsible for the scholars who arrive in the schoolyard prior to 7:45 a.m.

BOOKS/ TECHNOLOGY

Students are responsible for all textbooks and workbooks assigned to them. Parents must pay for lost or damaged books. A mandatory fee of \$50 will be collected if a book is not returned in perfect order. If a scholar loses or damages a technology device, a mandatory fee to replace the item will be collected.

Internet Rules

- Do not use a teacher's computer.
- Use appropriate language.
- Access appropriate sites only.
- Do not plagiarize material found on Internet.
- Do not use another person's username or password.
- Do not give your username or password to another person.
- Do not tamper with hardware or software

COMMUNICATION:

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

MONTHLY CALENDARS/LETTERS: A letter from the head of campus and a monthly calendar are sent via email. These describe the events and happenings and are an important means of keeping parents informed. The calendars indicate half days and no school days for that month. Please keep these available for reference. The calendar can also be found on the school Web Page.

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

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

CELL PHONES: Wait until 8 policy has been implemented. Only scholars in Grade 8 may bring cell phones which are turned in. **ANY INFRACTIONS will result in loss of cell phone privileges for the year.** IF YOU NEED TO CONTACT YOUR CHILD, PLEASE CALL THE SCHOOL OFFICE 617-323-2500.

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

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

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

HEALTH AND SAFETY

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

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

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

In the event of any medical emergency, the school tries to reach the parents at the numbers indicated in the Family portal and emergency contacts. If parents are unavailable, the school then calls the doctor listed in the Enrollment packet. From that point, we follow the doctor's advice.

In the event of any serious or life-threatening situation, the local rescue unit is immediately called, and the child is taken to the nearest hospital at the discretion of emergency service personnel. It is crucial that information in the Family Portal is current. We will count on you to advise the school of changes.

HEALTH RECORDS

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

MEDICATIONS

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

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

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

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

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

SCHOOL HEALTH ATTENDANCE POLICY

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

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

UNIFORM CODE

- All uniforms must be purchased from:

METRO SCHOOL UNIFORMS (MSU): metroschooluniforms.com

- **Scholars who do not wear the proper uniform will not be allowed into the classroom.** If a scholar does not wear the proper uniform the parent will be called. The scholar will sit in the office until the scholar has the proper uniform.
- All scholars are to be in full uniform the first day of school and throughout the school year.
- We do not allow additions or changes according to changing styles. T-shirts with pictures and sayings must not be worn under shirts.

GYM UNIFORM – GIRLS AND BOYS

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

The way a student is dressed influences his/her performance. We believe adherence to the established uniform policy by all our students is necessary. Enforcing this adherence indicates to our students that the school is a special and important place of learning. When all students conform to the uniform policy, the sense of belonging and community, along with the development of personal responsibility and self-respect is clear. All students must always be in full uniform unless permission to do otherwise is given by the principal. Failure to comply with the Sacred Heart's dress code may result in a discipline infraction..

UNIFORM CODE – ALL K0 & K1 SCHOLARS

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

UNIFORM CODE – GIRLS IN GRADES K2-Grade 4

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

UNIFORM CODE – GIRLS IN GRADES 5-8

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

UNIFORM CODE– BOYS GRADES K2- 4

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

UNIFORM –BOYS GRADES 5-8

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

QUICK DRESS CODE REVIEW

- No boots, sandals, clogs, flip-flops, or crocs in classroom No sneakers (except with gym uniform)
- Socks must be worn at all times
- Uniform skirts and jumpers must be appropriate length Jeans are never allowed as uniform pants
- No logo or words on shirts, sweatshirts, or pants, other than the Sacred Heart STEM school emblem
- All uniform clothing must fit properly. Tight fitting or oversized clothing is not allowed.
- All dress shirts must be tucked into pants or skirts
- Stretch, sweat, stirrup, or tight-fitting pants are not allowed
- No excessive jewelry, including dangling earrings, chunky necklaces and bracelets
- No body piercing
- Make-up such as eye shadow, lipstick, etc. is not permitted Hair coloring and cut must be neat, natural, and not distracting. Mohawks and head shavings/designs are not acceptable
- Boys must be clean shaven

SCHOLAR EVALUATION

REPORT CARD: Report Cards are emailed three times a year: Approximately December, March, and June. A parent must email the teacher that they received the report card. Should you wish more information about your child's progress, please make an appointment with the teacher(s) involved. All teachers are ready and willing to consult with you regarding your child's strengths and weaknesses.

PROGRESS REPORTS: Progress Reports for grades 1 – 8 will be reported midway between each marking period. Please email the teacher upon receipt of the report.

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

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

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

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

ASSESSMENT

STANDARDIZED TESTING: Scholars take part in the Diocesan Testing Program each year. The testing program measures the child's academic growth in core subject areas. The NWEA MAP formative Test is administered to scholars in grades K2 thru 8 three times a year.
PLEASE CHECK YOUR CHILD'S PLANNER ON A DAILY BASIS!!

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

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

Parents of children in grades K2 – 3 are expected to help their children with sight vocabulary, spelling and math facts each night.

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

Planners are given to each scholar. **Parents should check the planner on a daily basis (ALL**

GRADES 1-8). Planners must be kept in good condition throughout the year. Replacement planners cost \$5.00.

ALL SCHOLARS ARE REQUIRED TO COMPLETE ALL HOMEWORK!

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

LUNCH PROGRAM:

Sacred Heart STEM School will be participating in the National School Lunch/Breakfast program, designated as a CEP school. As part of this program, **Sacred Heart STEM School** will offer healthy meals every school day at NO COST due to the Nationwide Waiver to Allow the Seamless Summer Option through School Year 2021-2022. Students will be able to participate in these programs without having to pay a fee or submit a household application. Sacred Heart School's lunch program will comply fully with the standards of the USDA.

YOU STILL NEED TO SUBMIT A COMPLETED LUNCH MENU ON TIME.

GLASS BOTTLES ARE NOT ALLOWED IN THE CAFÉ OR CLASSROOM.

WELLNESS POLICY

The USDA Child Nutrition Programs aim to improve the health of students, help mitigate hunger and obesity and model healthy eating by providing meals that are low in fat and sodium, and abundant in fruits, vegetables and whole grains. These programs support the development of lifelong healthy eating patterns while accommodating cultural food preferences and special dietary needs.

In order to be compliant with the USDA final rule, Sacred Heart School will participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will provide meals that meet the nutrition standards for school meals by including:

- fruits and vegetables, including a variety of fruits and vegetables that meet the required vegetable subgroups (dark green, red and orange, dry beans, and peas and legumes)
- grains (whole grain-rich)
- meats and meat alternates
- fat-free and low-fat milk
- access to free drinking water

In addition:

- school meals will be accessible to all students, and the district will accommodate special dietary needs and food allergies as required by federal regulations
- school meals will be administered by a team of qualified nutrition professionals who meet or exceed the hiring and annual continuing education/training requirements of the USDA Professional Standards for Child Nutrition Professionals

- the district will make every effort to ensure, to the maximum extent practicable, that the method of payment does not identify a student as eligible for free or reduced-price meals (e.g., using prepayment systems which mask students' eligibility status)

The school requires that:

Water will be available throughout the day to students, faculty, and staff.

- free, safe and unflavored drinking water is available to students during the school day and during the extended school day* (including during out-of-school time/and before and after school),
- water cups/jugs are available in the cafeteria if a drinking fountain is not present
- students can bring and carry approved water bottles filled with only water before, during and after the school day across the school campus
- all water sources and containers (e.g., drinking fountains, water jugs, hydration stations and water jets) will be maintained regularly to ensure adherence to health and safety standards

SMART SNACKS:

The school requires that all foods and beverages sold outside of the school meal programs during the school day and during the extended school day (including during out-of-school time/and before and after school) will, at a minimum, meet Smart Snacks standards.

The school requires that all foods and beverages served and offered on the school campus outside of the school meal programs during the school day and during the extended school day (including during out-of-school time/and before and after school) will, at a minimum, meet Smart Snacks.

School lunches are ordered from Essence of Thyme and follow the National School Lunch program requirements. The program is Allergy Aware. Menu order forms will be sent home monthly. The school provides balanced meals with low-fat milk. **Soft drinks, candy, and other non-nutritional foods are NOT sold in the cafeteria.** For safety reasons, students are NOT allowed to use a microwave at lunch. In the interest of fairness to all students and to encourage healthy eating habits, fast food and /or take-out food are NOT allowed. **NO OUTSIDE FOODS WILL BE SOLD, and branding and marketing of these foods is prohibited.**

CELEBRATIONS:

Celebrations and positive reinforcement are an important part of our school's culture of supporting students.

Using food as a reward or withholding food as a punishment undermines healthy eating habits and interferes with children's ability to self-regulate their eating.

In order to be compliant with the USDA final rule, the school will ensure that celebrations and rewards are consistent with our nutrition policies and comply with Smart Snack guidelines.

Physical Education:

In order to be compliant with the USDA final rule, the school requires that a combination of physical activity

opportunities from, but not limited to, the list below be offered to students:

- physical education (
- classroom physical activity
- active academics
- daily recess
- before- and after-school activities, including sports

Classroom physical activity is defined as any physical activity done in the classroom. Classroom physical activity can take place at any time and occur in one or several brief periods of time during the school day.

Classroom physical activity should be offered in addition to physical education and recess and at all school levels.

The primary approaches for classroom physical activity are:

- physical activity integrated into planned academic instruction
- physical activity outside of planned academic instruction

Classroom physical activity can benefit students by:

- improving their concentration and ability to stay on-task in the classroom
- reducing disruptive behavior, such as fidgeting, in the classroom
- improving their motivation and engagement in the learning process
- helping to improve their academic performance (higher grades and test scores)
- increasing their amount of daily physical activity

The school requires that:

- classroom physical activity be incorporated into planning throughout the school day and the extended school day
- classroom physical activity be integrated into planned academic instruction to reinforce academic concepts and to reinforce skills learned in physical education
- physical activity be provided in the classroom outside of planned instruction (physical activity breaks)
- classroom physical activity be offered in addition to physical education and recess at all school levels
- barriers to classroom physical activity, such as lack of equipment or available space, are minimized
- schools do not utilize activities or materials that are the product of a food, beverage or dietary supplement company
- classroom physical activity **is not withheld** from or required of students as a disciplinary approach
- classroom teachers receive resources and annual training on promoting physical activity and integrating physical activity in the classroom

Recess is a scheduled time that provides an essential break from demanding cognitive tasks. Recess provides time to move, play, problem solve and socialize. Increased attention span and academic performance can result after recess, and recess helps children to learn social skills that may not be achieved in a structured classroom environment. Recess is offered in kindergarten through 8th grade.

These physical activity periods to provide student-selected opportunities to engage in physical activity and take a break from academic work during the school day.

The school will ensure that all elementary schools will offer 20 or more minutes of recess on all days during the school year which will complement, not substitute for, physical education class and will:

- provide schools and students with adequate spaces, facilities, equipment and supplies for recess
- ensure that spaces and facilities for recess meet or exceed recommended safety standards
- prohibit the exclusion of students from recess for disciplinary reasons or academic performance in the classroom
- provide staff members who lead or supervise recess with ongoing professional development
- provide strategic inclusion and oversight of opportunities for students with special needs or disabilities to participate
- assess the accessibility of playgrounds and outdoor play areas and make changes to improve access

A healthy school nutrition environment provides students with consistent, reliable health information. Good nutrition is essential for optimal learning. The classroom and lunch program provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.

- Availability to participate in after-school physical activities.
- Health/nutrition classes by the school nurse.
- Gym once a week
- Daily exercise and activity
- Daily walking
- School wide field days

WELLNESS GOALS:

Wellness is a state of being healthy in body, mind, and spirit. It is the result of making choices that lead to a more balanced and fulfilling life. When we are well, we have more energy, feel better emotionally, and are able to enjoy our lives more fully. By making small changes, we have a great opportunity to build lasting wellness through healthy habits and ultimately achieve our health goals.

Drink more water. Ideas: Use larger (re-fillable) water bottles; implement 30-second “water breaks/reminders” during your classes; keep a post it notes at your desk to track water consumption throughout the school day. Faculty and staff will model healthy water consumption throughout the day. Water is available to all students throughout the day.

Take more steps. Ideas: Don’t use escalators or elevators for a month; take a short class break to walk in place or take a quick lap of the classroom; set up a schedule to walk your pet (or your neighbor’s pet!). Recess games and physical activity.

Try a new form of exercise. Ideas: Dance to five of your favorite songs every day; join a sports team; try a new sport or game at recess.

Practice mindfulness. Ideas: Sit quietly for 5 minutes every day; listen to a calming instrumental song every morning while you get ready for school; get the entire class to spend two (quiet) minutes focusing on their breath after coming back from recess.

Create healthy sleep habits. Ideas: Read a few pages of a book before bed; don’t look at screens for 30 minutes before going to sleep; spend a few minutes stretching before bed.

Healthy School Celebrations. Birthdays are celebrated with a dress down day, birthday crown and a birthday pencil. No food may be brought into school for parties **NO OUTSIDE FOODS WILL BE SOLD**, and branding and marketing of these foods is prohibited.

Healthy Snacks. Parents are notified that no chips, candy maybe sent in for snacks. Acceptable

snack choices include fruit, vegetables, yogurt etc. Weekly nutrition classes for all grades.

The Wellness Committee's meeting times, minutes of the meetings will be made available to the public.

The Wellness Committee reviews its policy every three years. Policy established 2023. The next scheduled assessment of the policy will be in September of 2025. Results of that assessment will be made public by the website and notifications sent home.

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Meal Modifications in Child Nutrition Program

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation (7 CFR 15b), as well as the regulations governing the Child Nutrition Programs, make it clear that substitutions to the regular meal must be made, at no extra cost, for children who are unable to eat meals served in any Child Nutrition Program (CNP) because of their disabilities.

Definition of a Disability:

The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the meaning and interpretation of the term "disability." The changes demonstrated Congress's intent to restore the broad scope of the ADA by making it easier for an individual to establish that he or she has a disability. After passage of the ADA Amendments Act, most physical and mental impairments constitute a disability.

Please contact Iveka Soto at lsoto@sacredheart-boston.org or 617-323-2500 if you need a Meal Modification request form.

Meal Price Policy

Notification to Parents/Legal Guardians

To maximize federal nutrition benefits and minimize further debt to the household, during this 30-day period, school districts should affirmatively contact households and offer an application for the National School Lunch Program (NSLP).

When notifying households of unpaid meal debt, Sacred Heart School will contact the responsible parent or legal guardian of a student with unpaid meal debt. Recommended ways to ensure households have received and read the notification are either the use of first-class mail or through email communication that includes a receipt response.

Districts are urged to make every effort to reach and discuss unpaid meal charges with the responsible adult.

Determination of a Student's Free and Reduced-Price Meal Eligibility

During the 30-day period after notifying the parent or legal guardian of unpaid meal debt, DESE is requiring all school districts to access all methods of benefit determinations including:

- direct certification matching through the Virtual Gateway,
- determining if the student is otherwise categorically eligible through either the homeless, migrant or runaway categories,
- in foster care through the state, or
- determined through an NSLP household application.

As noted in the companion memorandum "New Requirements Related to Special Provisions," school districts are strongly encouraged to conduct monthly direct certification file uploads to timely capture students who are automatically eligible for free or reduced-price meals. Given the more than 30% increase in Supplemental Nutrition Assistance Program (SNAP) participation in the Commonwealth since the onset of the pandemic¹ and the expiration of the federal pandemic unemployment assistance in September of 2021, more Massachusetts students and their siblings are in receipt of SNAP benefits and thus are also eligible for free school meals.

Required Serving of a Reimbursable Meal

Students should not be denied access to school meals during the 30-day period unless the district has decided that the household is ineligible for free or reduced-price meals. Ineligibility for free and reduced-price meals takes place when an application is determined over income. The meal provided during that timeframe must meet the United States Department of Agriculture (USDA) meal pattern whether it is the main meal being offered or an alternate meal.

Protection of Students with Unpaid Meal Debt from Public Identification and Punishment

M.G.L. Chapter 71, Section 72B also protects students with unpaid meal debt from public identification, embarrassment or any disciplinary action due solely to unpaid meal debt.

M.G.L., Section 71, Section 72B (b) states the following:

No agent, employee or volunteer of a school or school district shall:

- take any action that would publicly identify a student when payment has not been received for a school meal or for meals previously served to the student.
- serve a student with unpaid meal debt an alternate meal that is not also available to all students at the cafeteria.
- deny a student a meal as a form of behavioral discipline or punishment.
- dispose of an already served meal because of the student's lack of funds to pay for the meal or because of unresolved meal debt.
- prohibit a student or a sibling of a student from attending or participating in non-fee based extracurricular activities, field trips or school events solely because of the student's unresolved meal debt.
- prohibit a student from receiving grades, official transcripts, report cards or from graduating or attending graduation events solely because of unresolved meal debt; or
- require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

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

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

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

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

All this is possible because of a BELIEF IN GOD!

DISCIPLINARY CODE:

Guiding Principles/Disciplinary Code

One of the principle aims of Sacred Heart STEM school is mutual respect. Therefore:

- Students are expected to treat every person (adult and child) with respect and courtesy.
- Answering back is never allowed. Never interrupt an adult when he/she is speaking.
- Vulgar or disrespectful language is unacceptable and will not be tolerated.
- Fighting (in school, school yard, or to and from school) is not allowed. Fighting violations include play fighting, karate kicking or chopping, pushing, shoving, or hitting, etc. A HANDS-OFF policy is always strictly enforced.
- Cheating is never allowed. Students are expected to do all their own homework assignments and work honestly and independently. Students who are caught cheating or talking during test/quiz will receive a zero.
- Smoking in or around the school is strictly forbidden. Possession of cigarettes in or at school events are never allowed.
- Possession and/or use of drugs or alcohol before, during, or after school or at school functions is cause for expulsion.
- Cell phones and/or beepers are not allowed in school and will be confiscated.
- No electronic games, I Pods, CD players, card collections or toys are to be brought to school. If confiscated, they will not be returned.
- Walking the hallways without permission is forbidden.
- During lunch period students are not to leave table without permission.
- Scooters, skateboards, wheelie shoes and/or roller blades are not permitted in school or on the school grounds.
- Students are expected to promote an educational atmosphere in their class and in the school.
- Students are to raise hands to speak or to ask permission to leave seat.
- Calling out is not allowed.
- No gum is allowed in any area of school or school yard.
- Students are forbidden to touch, pick up or throw snow.
- Students may not leave the school building or school yard without permission of the principal. This also applies to before and after school.

Plagiarism

Each student must be responsible for producing his/her own work. Students who cheat in a testing situation, submit work that is not their own, plagiarize from the **Internet, artificial intelligence** or provide answers to another student will fail the assignment and will have a meeting with the principal, parents, and teachers. Appropriate disciplinary consequences will be determined.

The Discipline Code is always in effect. This includes before, during and after school, including extended day, school and parish functions and field trips.

If any of the above rules are broken a strike may be given to a student. If a child receives three strikes within a year, he/she may be asked to leave the school.

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

SUSPENSIONS/EXPULSIONS Scholar behavior must be maintained at a high level to reap the greatest benefit from the teaching/learning situation. Therefore, the Head of Campus/Assistant Head of

Campus has the right to suspend any scholar(s) whose presence in the school is an impediment to the school's operation or reputation. Furthermore, any scholar who has a history of suspensions may be subject to expulsion. In severe cases, expulsion may be immediate. **ANY CONDUCT, WHETHER INSIDE OR OUTSIDE SCHOOL (INCLUDING ALL FORMS OF SOCIAL MEDIA) THAT IS DETRIMENTAL TO SACRED HEART SCHOOL MAY RESULT IN SUSPENSION OR EXPULSION.**

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

CORI (CRIMINAL OFFENDER RECORD INFORMATION)

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

MANDATORY REPORTING:

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

PLEASE NOTE:

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

