

WELCOME TO
SACRED HEART SCHOOL

Dear Parents and Students:

Welcome! We at Sacred Heart wish to provide the best atmosphere that will be conducive to learning. The rules and regulations of this Handbook are simply one means to this end.

Sacred Heart School does not discriminate on the basis of sex, race, color, religion, national and ethnic origin in the administration of educational policies, scholarships, athletic and other extracurricular programs. Sacred Heart affords all students - without discrimination - the rights, privileges, programs and activities generally accorded or made available to students at the school. It is our aim to help each student to develop fully according to his or her God-given talents and capabilities.

Your cooperation as students, parents or guardians in knowing and following these rules and regulations is of the utmost importance if we are to accomplish our goals.

Our model and guide, St. Louis Guanella, will certainly assist us from heaven to reach our goals if we but ask him.

Again, welcome to a new academic year.... together we can accomplish many wonderful things!!

MISSION STATEMENT

The Sacred Heart School Community lives the Guanellian family Spirit of charity by embracing with respect and esteem, children who are culturally and socially diverse.

We provide a Catholic education that fosters the development of each student's physical, spiritual, intellectual, moral, social and emotional capabilities.

We recognize Christ in each person and foster the utilization of his or her gifts and abilities so as to prepare each member of our community to be able to contribute positively to their Church and society.

Philosophy of Sacred Heart School

The staff at SHS strives to encompass all facets of Christian living in its education of the child. We are committed to creating an environment which encourages students to achieve the maximum potential of their God given talents.

We support and encourage the role of PARENTS as the PRIMARY educators of their children and we are committed to assist them.

We recognize the diverse abilities of the students and some who do not speak English as their first language in the home. We strive to assist them in their quest for knowledge.

We respect the dignity of each child as a unique member of God's family and encourage each student to respect the other.

Through partnership with parents, we hope to prepare young men and women for the challenges of the 21st century. We aim to instill in each one an understanding of their role as stewards of God's gifts and protectors of these gifts for future generations.

GENERAL INFORMATION

The policies of SHS are alphabetically listed for your convenience.

ACCIDENTS

Accidents which occur on school property during school hours are reported to the supervisor of the activity immediately. The child, if able to walk, is then sent to the office. If it is a serious accident, the parents and EMTs will be notified. School and playground rules are established to insure the safety of all. Accidents on the school bus or boarding or leaving the bus away from the school are not the responsibility of SHS. Accident insurance is taken out by the school for every child registered in the school. Forms are available upon request for those without any other insurance.

AGREEMENT

By registering at SHS, the parents and students contract with the school to abide by its guidelines, regulations, rules and policies. The Principal has the right to amend these at any time. If over the course of time, changes need to be made, an addendum will be sent home.

ATTENDANCE

The length of the school year for all students in Rhode Island is 180 days. The school day begins at 8:20am and ends at 2:35pm. Students should **NOT ARRIVE** at school **BEFORE 8:00am** since there is no outside supervision in the morning until that time. They may enroll in the before school program at Sacred Heart Day Care Center. (see: Before & After School Care) Students who are tardy are to report to the school office for a tardy slip in order to be admitted to class. (see: Late Slip)

Regular attendance is expected. Progress in school depends on regular attendance by the student. The following procedures are to be followed in case of absence - for the protection of each child:

A parent or family member is to notify the school office by phone

(401-434-1080) between 8:00am and 9:00am on the first day the child is absent and each consecutive day the child remains out of school. If a parent does not call by 9:00am, school staff will call home to verify the absence.

If a child is absent three or more days due to illness, a doctor's note must be brought into school when the child returns.

State Law mandates that a note, signed and dated by the parent or guardian, be given to the teacher upon return to school. This note should include the reason for absence. This is necessary even after having called the school.

If the absence is due to a communicable disease, a doctor's release is necessary.

Cases of excessive absence and / or patterns of unverifiable absences will be handled by school officials on an individual basis. Truancy from school is absence without permission. Such absence is serious and will be treated as such.

Medical and Dental appointments should be scheduled AFTER school hours if possible. If it is necessary for your child to be excused from school for medical/dental appointments, a note must be sent to the teacher for approval as far in advance as possible before the time of the appointment.

Early dismissal requests disrupt the learning process of the child and should only be requested for very serious reasons.

If there is an emergency, the child MUST be picked up at the school office by the parent or legal guardian. A parent or guardian must also sign the visitor's log documenting the time the child is dismissed from school.

Family trips requiring a child's absence from school are GREATLY DISCOURAGED. Parents planning a vacation which does not coincide with regular school holidays should

discuss the matter with the principal and the child's teacher WELL IN ADVANCE of the trip. (The school calendar indicates all the vacation weeks and is distributed to all at the beginning of the scholastic year - Thanksgiving long weekend, Christmas recess, Mid-Winter break, and Spring break). Parents should NOT ask teachers to work out a program of study in advance of absences not on the calendar. It is the RESPONSIBILITY of the PARENTS AND STUDENTS to complete any and all work that has been missed.

BEFORE AND AFTER SCHOOL CARE

The Sacred Heart Day Care Center offers both before school and after school programs to the families of our students. Parents who desire to take advantage of this service need to contact the Day Care Center directly by calling 434-2462. The before school program begins at 7:00am. The after school program begins at the school's dismissal time and continues until 6:00pm.

BIRTHDAYS

We encourage students who are celebrating their birthday to share their special day with the class. Parents should ask the teacher's permission before bringing in cookies, brownies or cupcakes. Check with the teacher to see if there are children with food allergies when planning a treat.

No child is to distribute invitations for birthdays or other celebrations within the classroom setting. These should be mailed to those to be invited, UNLESS the ENTIRE class is to receive an invitation.

BULLYING

Bullying in any form will not be tolerated at Sacred Heart. Please see the Diocesan Policy on Bullying which Sacred Heart School has also adopted. The policy can be found on our school's website: sacredheartepri.com.

BUSES

The transportation office of the East Providence School Department has the responsibility to assign buses and bus routes to students whom they judge may ride the buses. Their rules, as published each year, must be kept. There must be an effort on the part of the parents - in cooperation with school personnel - to see to it that the children are well behaved on the bus and while waiting for the bus either at home or at school. The transportation office has designated the school Principal as arbitrator in the removal of a child from the bus list either temporarily or permanently. Any questions regarding busing should be directed to East Providence School Department (ask for transportation at 401-431-4632).

If a student who regularly rides the bus has a change in plans on any day, a written notification must be sent to the teacher or a call made to the office in advance with an explanation of how the child will be going home.

CELL PHONES/ELECTRONICS

Cell phones and/or other electronic devices may **not** be used during school hours without the express permission of the Principal. These should be left at home unless the parent specifically requests permission for the student to bring it/them to school for a legitimate reason. **If a cell phone or other device is brought to school, it must be checked in with the teacher or at the office before classes begin.** It can then be picked up just prior to dismissal. **If a student is caught with a cell phone or other electronic device without permission during class, it will be confiscated by the Principal and returned to the parents in June.** Exceptions will be made if it is the explicit wish of the teacher to use these devices during a class project. Parents and students should use the office phone if needed.

CHANGE OF ADDRESS

If any of the personal information such as address, phone number, emergency names/numbers, etc. change during the school year, it

is **imperative** that the office be informed of these changes as soon as possible. The school must be able to reach the family in case of an emergency.

CHILD ABUSE / NEGLECT ALLEGATIONS / SUSPICIONS

All school personnel are mandated by law to report any and all allegations / suspicions of child abuse and/or neglect to the Dept. of Children & Family Services whenever such circumstances may arise.

COMMUNICATIONS

Communication between the home and school is of the utmost importance. The school will employ various means to insure that parents are informed of the happenings at school. Phone messages will alert emergencies, coming events and due dates. Be sure to frequently check the School's Facebook account for news: (<http://www.facebook.com/sacredheartepri?fref=ts>)

At the beginning of the academic year, parents are all invited to the "Meet the Teacher Night". They will have an opportunity to meet their child's teacher and be informed of their child's curriculum, classroom procedures, and schedules. This first formal meeting will open the lines of communication for the year.

Each month, a calendar of events, activities and various reminders will be sent home. Be sure to **read thoroughly the calendar notes** on the reverse side of the calendar.

Progress reports and report cards are the school's formal means of communicating to the parents an update on the progress of the student. Report cards will be issued at the completion of each 12 week grading period. Conferences can be scheduled at these times. **Unless a conference has been scheduled, teachers may NOT be disturbed during school hours. No one is allowed to go to a classroom during regular school hours without FIRST REPORTING TO THE MAIN OFFICE.**

CONDUCT

Students are to act and speak in a **respectful manner** at all times. The school will consider any disrespect towards teachers, staff, or fellow students as a serious matter. Students may never leave the building without the express consent of the teacher and / or office. Students who have differences of opinion may never resort to fighting. Smoking in the school or on the bus, as well as drinking alcohol on school property or at school functions, or using drugs, stealing or vandalism will be subject to serious disciplinary action in accord with School and Diocesan policies.

DISCIPLINE PROCEDURES

The purpose of our school is to provide a Christian and caring atmosphere in which students can learn, develop and grow to their fullest potential. Disrespect, disregard for school regulations or the rights of others will NOT be tolerated. **Parents are expected to support school policies regarding discipline procedures.**

In order for our students to learn in a disruption free environment, the school implements a classroom system of rules, regulations and consequences, along with a demerit/detention system.

A DEMERIT SLIP is a notification to the parents of a minor infraction by a student. It will be issued to a student for any of the following reasons:

- Consistent incomplete assignments or homework
- Parent signature request which was not returned to school
- Disobeying classroom rules
- Disobeying rules of the lunchroom, hallways or other areas in the school.

A demerit slip **MUST** be signed and returned to school the following day. Your signature indicates that you are **AWARE** of the infraction, **NOT** that you **APPROVE** of the behavior. If a student receives three demerits, he/she must serve detention.

A DETENTION (being kept after school for a length of time determined by the teacher) will be given for the following reasons:

- Lack of respect toward school personnel (abusive or foul language)
Lack of respect toward another student (verbal or physical abuse)
- Defacing of school property
- Disruptive classroom behavior
- Disruptive behavior exhibited in and around school
- Receiving three demerit slips

A student who receives a detention MUST have the form signed by a parent and returned the next day. If a student misses detention, he will make it up by serving **two periods** of detention.

When a student repeatedly acts in a disrespectful manner, teachers must take more concrete actions. These will involve conferences with the student, parent and principal.

A SUSPENSION is a very serious measure and is enforced ONLY when extreme behavior is obvious. Suspension is the right of the Principal alone and may be of two types: in school or at home. The following behavior will warrant suspensions:

- Possession or distribution of drugs, tobacco, or alcoholic beverages – or being under the influence of any of the above named substances during school hours or at schools activities.
- Vandalism or theft.
- Possession of any device that could be used as a weapon.
- Threatening a staff member or other student.

In case of suspension a parent conference is MANDATORY before reinstatement of the student.

EXPLUSION from the school is a VERY SERIOUS step and will

be exercised ONLY as a last resort in situations involving serious misconduct. The Principal alone has the right to expel a student. Before a student can be expelled, his/her parents must be notified by the Principal, a meeting must be held with all concerned and the reasons for the expulsion must be discussed.

DRESS CODE FOR STUDENTS

All students wear the regulation uniform purchased from Donnelly School Apparel in Providence – (401) 942-5202.

BOYS: GRADES K - 5

- Gray perm-press dress pants worn with a belt. Grey corduroy pants are allowed from November 1 to April 1; grey dress shorts may be worn in warm weather... never after November 1st or before May 1st.
- Shirt – white knit
- Sweater – maroon V-neck, crew neck or cardigan (to be worn over the white shirt); or maroon gym top.

GRADES 6 – 8

- Black perm-press dress pants worn with a belt. Black dress shorts may be worn in warm weather. ... never after November 1st or before May 1st.
- Grey long or short sleeve Polo Knit shirt (Sacred Heart School in maroon letters).
- Sweater – same as stated above

ALL GRADES:

- Socks - white, grey, or burgundy **CREW SOCKS. SPORT SOCKS MAY NOT BE WORN.**
- GYM Uniform: maroon jogging top and pants with grey tee shirt worn under the top. Maroon gym shorts may be worn in warm weather. ... never after November 1st or before May 1st.

The regulation gym uniform is to be worn to school on gym days in place of the school uniform.

GIRLS: GRADES K – 5

- Plaid Jumper. Grey corduroy pants are allowed from November 1 to April 1. Grey dress shorts may be worn in warm weather... never after November 1st or before May 1st. White blouse.
- Sweater – same as stated for boys

GRADES 6 – 8

- Plaid skirt – the plaid is distinct from K – 5.
- Black perm-press or corduroy pants worn with a belt are allowed from November 1 – April 1. Black **walking shorts** may be worn in warm weather... never after November 1st or before May 1st. **NO SHORT SHORTS!**
- Grey long or short sleeve Polo Shirt (Sacred Heart School in maroon letters).

ALL GRADES:

- Socks – white or grey **CREW SOCKS** or knee socks; or wine or white tights. **NO SPORT SOCKS.**
- GYM UNIFORM – same as boys

REGULATION SHOES FOR ALL: LEATHER dress shoes (black, or brown). Heels may NOT be higher than $\frac{3}{4}$ inch. Students are **not permitted** to wear boots, storm shoes, athletic shoes, work boots, sandals, flip-flops, clogs, platforms, etc. If a child wears boots to school during inclement weather, he/she **MUST CHANGE** into regulation shoes before entering class.

NOTE WELL:

- ✓ A shirt/blouse must be worn under a sweater AT ALL TIMES.
- ✓ NO colored shirts, blouses, or turtlenecks are permitted.
- ✓ **Make up is not allowed.**

- ✓ Only earrings which DO NOT dangle are permitted. Excessive jewelry is not permitted.
- ✓ Earrings and/or facial hair on boys is NOT permitted.
- ✓ Only **CLEAR or NATURAL** nail polish is permitted.
- ✓ Hair must be kept neat and clean at all times; for the boys---hair length is NOT to extend beyond the shirt collar.
- ✓ The length of the girls' jumpers/skirts must be NO SHORTER than 2 (TWO) inches above the knee.
- ✓ Nose, lip, or eyebrow piercing/jewelry is forbidden.
- ✓ On special "dress-down" days, clothes must be appropriate for a student attending a Catholic School. Halter tops, mini skirts, or short shorts will not be permitted at any time. Flip-flops are NEVER permitted at school; they may be worn at the Grist Mill Pool outing at the end of the year.

The final judgment of a student's appearance and attire belongs solely to the Principal.

EMERGENCY CARD

Each family must fill out an emergency card supplied by the school. The following information is required:

1. The address and telephone number where the parents may be reached during the day.
2. The address and telephone number of at least two relatives or close friends who have previously agreed to take the parents place in case of an emergency. Either of the two just mentioned should live within a reasonable distance of the school and should have a car and be free to come for the child.
3. Any additional information may be put on the back of the emergency card. **This card MUST be kept up to date at all times.**

FACEBOOK

Sacred Heart School now has a Facebook Page that you can check frequently to see coming events or other important notices. The account can be easily accessed with this address:

<https://www.facebook.com/sacredheartepri/fref=ts>

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by the classroom teachers throughout the school year to supplement different aspects of the classroom curriculum. These are truly educational and are an active part of the curriculum. The school requires a separate written parental consent for each child before a child is permitted to go with the class. We ask that these consent forms, when sent home, be returned as soon as possible so that transportation, chaperons, etc. can be planned in a timely manner.

FIRE DRILLS

Fire drills, held at regular intervals, are required by law and are an important safety precaution. A fire evacuation plan is posted in each classroom, demonstrating where the exits are located. It is essential that, when the fire signal is given, everyone evacuates the building promptly and in an orderly fashion.

Absolutely **NO RUNNING NOR TALKING IS PERMITTED** during a fire drill. Once the room has been evacuated, the doors are to be closed.

No one is permitted to return to the building until the signal is given by the administration. In the event that visitors are in the building during the fire drill, all visitors must also proceed to the nearest exit.

GUM CHEWING

Students are forbidden to bring gum to school. Gum chewing is absolutely forbidden in the school building and on school grounds at all times. A student found chewing gum will be given a demerit.

HEALTH PROGRAM

The Commissioner of Education states that the following be observed for students requiring medication during school hours:

- Except for a nurse-teacher, only a parent or person designated in writing by the parent may administer medication to a student at school during the school day. The parent–designee must be an adult family member or friend, and **may not be** an employee of the school.

- No school employee may dispense or administer medication (both prescription and OTC) to a student except for minor first aid treatment and in an emergency as allowed by the Health Department.
- No student may carry or self-administer medication at school.
- The exception to this policy is stipulated in Section 14.3 of the Rules and Regulations for School Health Programs. This is in regard to an epinephrine auto-injector. Written parental authorization allowing a student to carry and/or self-administer the auto-injector must be kept on file. Self-administered inhalers are also allowed.
- All the above requirements must be met for medication to be administered at school. A child who feels ill in the morning should be kept home for the day or part of the day.

HOMEWORK

Homework is an outgrowth of class work and is assigned with one or more of these ends in view: to review material previously learned; to correlate past and present materials; to enrich material already mastered; and/or to provide for supplementary reading. Parents are expected to provide a proper environment and supervision for doing homework. All written work should be done neatly and completely.

In the event that a student is absent from school, he/she is responsible to ask the teacher for work covered in class and arrange for any make up tests. Parents may call the school office to make arrangements for school work to be sent home for the child who is absent. The call must be made early in the day (before 10:00am). Normally, the work should be picked up between 2:45 – 3:00 pm.

Absences for vacations not in the regular school calendar should **BE AVOIDED**. In cases of absolute necessity, a note must be brought to the Principal's office at least a week in advance of the requested absence. Teachers must also be informed in writing.

All class and home work missed during one of these absences must be completed within two weeks of the child's return to school. Teachers are not obliged to remain after school to provide extra help in cases of absence due to extra vacations. Tests and quizzes are to be made up at the convenience of the teacher.

HONORS PROGRAM (Middle School Students)

The Honors Program is a special recognition for academic achievement of our students. Students in Grades 6 - 8, who show excellence in their basic academic subjects and have NOT received any letters noting an area of concern in Christian Values and/or effort & study skills on their report card may be candidates for this program. Students must also maintain at least a 3.0 in all extracurricular subjects (art, music, computer, and physical education) in order to be considered.

1. HIGH HONORS WITH DISTINCTION – given to students who receive 4.6 – 5.0 in all subjects.
2. HIGH HONORS – given to students who receive 4.0 – 4.5 in all subjects.
3. HONORS – given to students who receive 3.5 -3.9 in all subjects.

LATE SLIP

A late slip will be issued to any student coming into school after 8:30am. If there is a VALID REASON for the lateness, an excused tardy slip will be issued and no consequences will result. If the student is late with NO VALID REASON, a late slip will be issued. All lateness must be recorded by State Law. All students who arrived after 8:30am MUST report to the office. A student who is late will NOT be eligible for any Perfect Attendance Awards.

LIBRARY

Students in Grades K-5 use the school library. Students are allowed to borrow one book for a period of two weeks.

Grades 6-8 will make use of the services of the Weaver Public Library located a couple blocks from the school.

Anyone wishing to make a DONATION OF A BOOK to the library to celebrate a child's birthday or other special occasion, may send in the money to the school and our School Librarian will purchase an appropriate book. A book plate will be placed in the front of the book noting the donation.

LOST & FOUND

Please help your child by **labeling articles of clothes and other items** that are brought to school. If you notice that your child comes home without something, check with the school office or classroom teacher immediately. **NO TOYS** or **VALUABLE ITEMS** are to be brought to school. The school cannot be responsible for their safety and they are a distraction to learning.

LUNCHROOM

Students are to bring a bag lunch from home. Milk is available and must be paid for on a semester basis. Applications for free and/or reduced rate milk can be sent home the first week of school. Please inquire in the office.

Glass bottles or breakable items should not be sent to school as part of the bag lunch or mid-morning snack. **No one is allowed to bring lunches in from "Fast Food Restaurants"**. This is not fair to other students who do not have this type of lunch. All lunches must be **READY TO EAT**; the school CANNOT HEAT any lunches. Hot lunches will be available for purchase at school according to the schedule published on the monthly calendar. Money for these lunches should be put in an envelope marked with the name of the child and the amount. The exact amount of money is greatly appreciated.

PARENT / GRANDPARENT VOLUNTEERS

Parents are encouraged to be an integral part of your child's school community. If you have time or skills that you can share to make the school a better place for our students to grow and learn, you

can be a very special resource for the school. Volunteers are especially needed for outings and to help with the hot lunch program. All volunteers must have a background check.

PERFECT ATTENDANCE AWARDS

These will be given each trimester for no absences along with no tardy/unexcused late slips.

PAYMENT OF MONIES

Whenever a student brings money to school for payment of any kind, he/she must submit this money, enclosed in a sealed envelope clearly marked as follows:

- a) Name of student and Grade level;
- b). Amount enclosed
- c) What the money is to be used for

PHYSICAL EDUCATION

All students must participate in Physical Education. It is strongly encouraged that each student visit the family physician for a complete checkup at the start of each new scholastic year to determine the amount of physical exercise that he/she is able to do. If any limitations are placed on participation in Physical Education, a written statement **MUST BE PRESENTED** which clearly states the limitations; this must be signed by the family physician. In similar fashion, if a student is unable to participate in Physical Education on any given day, he/she is to bring a note from home stating the reasons.

PROMOTION

Promotion through the primary grades is to be determined mainly by the child's progress in reading. (Policy 408E) In Grades 1-3 promotion/retention is determined by a parent/teacher agreement. Promotion in Grades 4-8 inclusive is to be determined by a score of 2 and above in each subject taught for any two of the three trimesters. (Policy 408E) Before a student is denied promotion, the Principal will request a conference with the parents/guardian of the student along with the faculty members who work with the student during the school year. Such a conference should help all

concerned to arrive at the decision which will most benefit the student. (Policy 410G) This conference should be held early in the third trimester of the year in order to:

- a) Enable the student to prove him/herself by the close of the third trimester;
- b) Permit transfer of the student at this time to another school if this is the desire of the parents.

If a student fails a major subject, that is, if his/her average is below 2, then this subject **MUST BE MADE UP** at a summer school and a passing grade earned.

8th Grade students who fail one or two major subjects, maximum, must attend summer school and pass those subjects before receiving a diploma.

8th Grade students who fail more than two major subjects, will not be allowed to repeat 8th Grade at Sacred Heart School. Failure of more than two subjects will result in the student becoming academically ineligible for promotion to the next grade.

REPORT CARDS

Report cards are distributed at the close of each trimester. Progress Reports will be issued about 3 - 4 weeks prior to each report card. These reports **MUST BE SIGNED** and returned to school within the **NEXT THREE(3) SCHOOL DAYS**.

All students in Grades 6 – 8 will be administered mid-term and final exams. Any student who receives two or more failing grades in major subjects during any given trimester, will be placed on **ACADEMIC PROBATION**. Probation will begin when the report card is issued and will continue until the next report card is distributed. Academic Probation does **NOT** apply to children in Kindergarten.

Cases of students with certified learning disabilities will be treated individually as exceptions to the above policy.

RESPECT FOR TEACHERS

Enrollment of the child in the school implies a PARTNERSHIP between the school and the parents/guardians. If in the unfortunate event that this partnership breaks down, parents can be required to withdraw the child from the school.

SAFETY AND SECURITY

For the safety of all of our students and school personnel, our school is equipped with a video surveillance camera. All doors are locked during school hours and no one is admitted except through the main entrance on Purchase Street. Please, NEVER ask a child to open the door for you from the inside. You may be asked to identify yourself before you are allowed to enter. PLEASE.... Do NOT be upset by this because everyone might NOT KNOW who you are. The safety of all is our PRIORITY !!

SCHOOL CANCELTION

If classes must be cancelled for any reason, radio station WPRO and most local TV news stations will make the “NO SCHOOL” announcements. Sacred Heart normally follows the decisions of the East Providence School Department on canceling school for inclement weather. Please do not call the rectory or school for this information. **Parents may solicit the radio/TV stations to send this info directly to their phones.**

SNACKS

A nutritious snack should be sent for morning recess time.

STUDENT’S RESPONSIBILITIES

As a student of Sacred Heart School, you are to take responsibility for your own actions and decisions. This builds character and lays a solid foundation for your future success. The following responsibilities should be taken very seriously at Sacred Heart School....

1. Learn and spread the message of Jesus Christ with those with whom you go to school, at home and in the community. Demonstrate your love and consideration of your fellow students, your teachers, staff members, and family at all times.
2. Attend Mass each and every Sunday and Holy Day – giving back to the Lord a small measure of what He gives to you each and every day.
3. Read this Parent/Student Handbook, take it seriously and abide by the rules and regulations contained within it.
4. Attend school on a regular basis, using your God-given intelligence and talents.
5. Arrive at school and class on time.
6. Respect the property and rights of your fellow students, the teachers and staff, and all with whom you come in contact. **Bullying in any form is forbidden.**
7. Be sure to keep yourself clean and neat at all times; adhere to the “uniform policy” as outlined in this handbook.
8. Be accountable for your own actions and their consequences at all times.
9. Be proud of yourself; you are a special gift of God.
10. Be proud of your school; it is helping you to become the best person you can be.

TELEPHONE

The school telephone is a business phone; the use of it by the students – with proper permission of the Secretary or the Principal, will be limited to necessities ONLY. The students should be well trained to bring all necessary items to school – books, homework assignments, lunch, monies, etc. as well as any special permission slips needed. This is a good training in RESPONSIBILITY needed for life!

TEXTBOOKS

Some textbooks are provided the Department of Education of East

Providence. The majority of texts have been purchased for the student's use by the Sacred Heart School. It is the responsibility of the student to keep his/her books covered and clean at all times. Books are to be carried in a backpack. Students are financially responsible for any damage to or loss of books.

TRANSFERS

A \$2.00 fee will be charged for any child seeking transfer documentation to another school. This covers the cost of postage and materials. For 8th Graders, the first transcript to a High School is free; additional copies cost \$2.00.

TUITION

The main source of financial support is that of student tuition. Tuition must be paid according to the contracted agreement with Smart Tuition and/or the school. In the event that parents may have to be delayed in their payments, they should notify the Principal. Registrations for the following year are accepted beginning in February of the current academic year. Information regarding tuition and other fees will be sent out at that time, usually after the Open House.

TUITION REFUND

If enrollment for the coming year is to be cancelled without penalty, the parent/ guardian must notify the school office in writing prior to August 1st. The refund policy is as follows:

- If enrollment of a registered child is cancelled after August 1st and before Oct. 1st - with or without written notice to the school office, parents will be financially responsible for 25% of the annual contract amount plus the Book Fee (textbooks have been purchased).
- After Oct. 2nd, any cancellation before December 19th, will require a payment of 50% of the contract amount, plus the Book Fee.
- Any cancellation after December 20th will require full payment of the contracted amount.

- Registration and the Book Fee are NON-Refundable.

A fee will be applied for checks returned to the school by the bank.

Tuition bills are to be paid in full by the end of the year.

UNIFORMS

See “Dress Code” (pages 10 & 11)

VISITING

All visitors to the school must report to the School Office. No one is allowed to visit a teacher during class hours without the express permission of the Principal and/or teacher.

VIOLENCE

Any act of violence by any member of the school community that disrupts the peace of the community is UNACCEPTABLE!! Therefore, intimidation, harassment, threats of violence, and actual violence of any form, including the use of e-mail or other electronic devices, by a member of the school community to any other member of the school community or to an outsider, will be subject to SERIOUS SANCTIONS by the school which may include, but is not limited to, suspension, medical and psychological evaluation, and exclusion. All threats of violence will be taken VERY SERIOUSLY. **Bullying in any form will NOT BE TOLLERATED at any time.** Excuses such as “I was just kidding” are NOT acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate.

Parent / Student Handbook

SACRED HEART SCHOOL
56 Purchase Street
East Providence, Rhode Island 02914

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