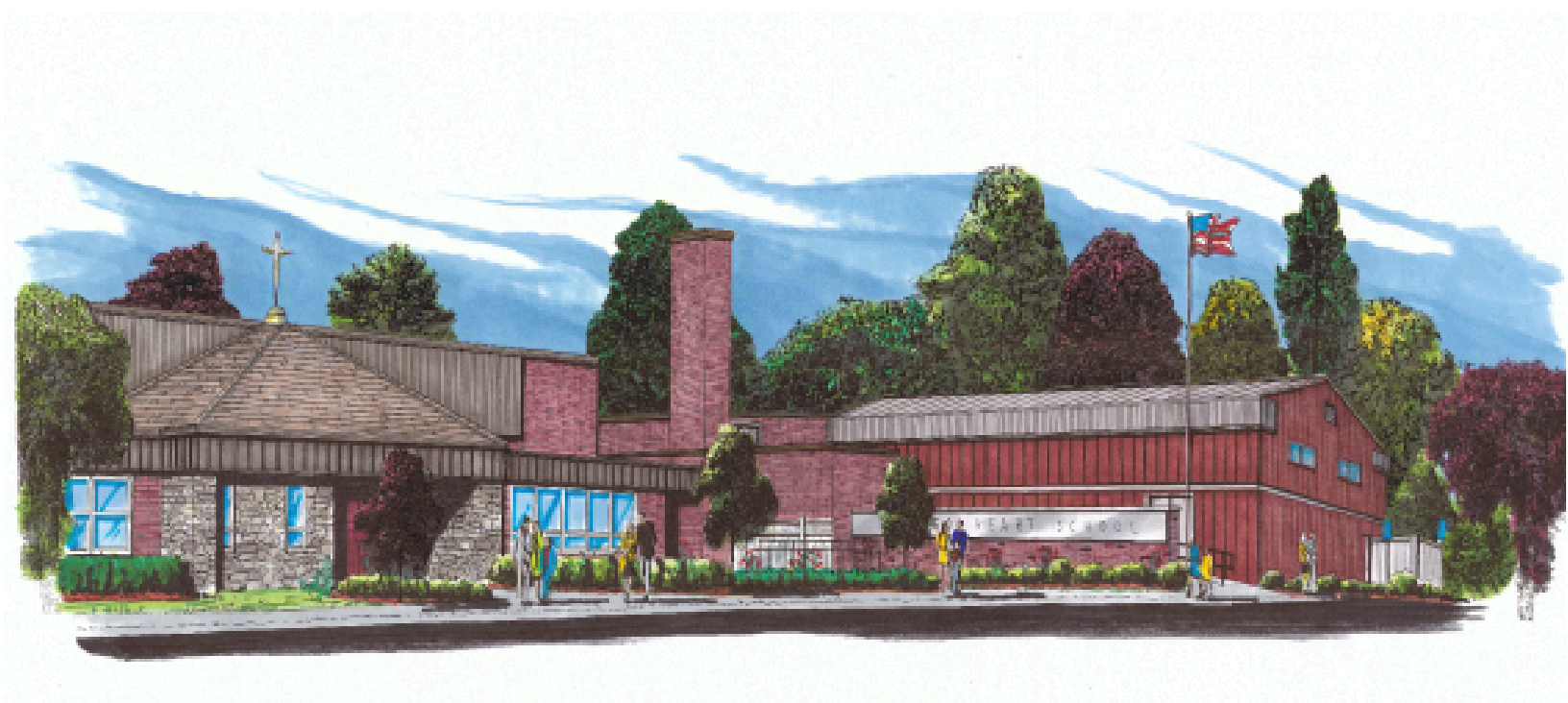




# Sacred Heart School

Where JESUS is the HEART of everything we do.

# Family Handbook





# Sacred Heart School

Where JESUS is the HEART of everything we do.

Here is your family's copy of the 2025-2026 family handbook for Sacred Heart School. Please review all policies as there are always changes in some areas. Included at the end of the booklet is a form for each family to sign and return to the office on or before September 5<sup>th</sup>, letting us know that you have read and understand the policies of the school and agree to follow them. If our school is to have good order, it is important that all of our parents cooperate with school policies.

Sacred Heart is a school steeped in Catholic tradition and philosophy. We are Catholic first and educators second. We pride ourselves in being family oriented and it has always been the parents that have helped us create this atmosphere. We also pride ourselves in having some of the best educators around.

We are accredited by the Department of Education, State of Connecticut and the New England Association of Colleges and Schools, the most prestigious organization in New England that is responsible for accrediting schools. We are very proud that our students score significantly above average on National Standardized Testing conducted annually.

We thank you once again for allowing us the privilege to educate your children for another year and thank you for your support and cooperation in all our endeavors.

**SACRED HEART SCHOOL  
2025-2026**

**SCHOOL ADDRESS**

Sacred Heart School  
50 Sacred Heart Drive  
Groton, CT 06340  
860-445-0611  
860-448-4999 (fax)  
Website: [www.sacredheartgroton.org](http://www.sacredheartgroton.org)

**RECTORY  
ADDRESS**

Sacred Heart Church  
69 Groton Long Point  
Road  
Groton, CT 06340  
860-445-1446

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Sacred Heart Asbestos Letter  
Sign Off Sheet

# SCHOOL OFFICE PERSONNEL

Pastor: Father Brian Converse

Principal: Kelli Hammond

Office Manager: Nicole Peck

Administrative Assistant: Nicole Lawton

# SCHOOL FACULTY

Pre-Kindergarten 3

Pre-K 3 Aide

Pre-Kindergarten

Pre-K 4 Aide

Kindergarten

Kindergarten Aide

Grade 1

Grade 1 Aide

Grade 2

Grade 2 Aide

Grade 3

Grade 4

Grade 5

Middle School

Middle School

Advanced Math

Physical Education

Spanish (K-8)

Music

Computer

Art

Special Education

School Nurse

Kayla Folz

Mary Manes

Katie Trask

Elizabeth Hanson

Patricia Fleury

Tracey Davies

Kathleen Doyle

Jennifer Babb

Karen Kowalyshyn

Avery Rembish

Maureen Kamercia

Eileen Whelan

Elizabeth Ashley Ager

Andrew Pearson

Katherine Malafronte

Barbara Hamanaka

Tana Brewer

Marisabel Huarca

Pamela Eberly

Barbara Hamanaka

Tana Brewer

Alyssa Santos

Maria Kostopolous

Facilities

Victor Perez

Richard Morgana

Felicite Musanganire

# OUR MISSION STATEMENT

Our Sacred Heart School community exists for the purpose of guiding all of its students, recognizing their unique learning styles and abilities, toward Catholic faith-based values and morals, academic excellence, creative expression, responsible citizenship, and physical and social development.

## **Motto**

Where **JESUS** is the **HEART** of everything we do.

## **OUR PHILOSOPHY AT SACRED HEART SCHOOL**

Sacred Heart School provides a steadfast foundation for the continuing growth of each individual, keeping Jesus at the heart of all that is taught. Instruction is authentic in doctrine and contemporary in presentation.

Through a nurturing environment, each child is helped to discover their talents and to develop self-confidence to the best of their God-given abilities and to develop into moral, productive and compassionate members of society. Respect and love for oneself and for others, as well as a sense of social responsibility, are lived and learned in Sacred Heart's faith community. Knowledge of God, of life, and of diverse cultures is offered to prepare students to effectively meet the challenges and opportunities of society.

## **GOALS AND OBJECTIVES**

**GOAL:** To strengthen Sacred Heart School's faith community

**OBJECTIVE:**

- Build effective communication among individuals and groups
- Develop unity and appreciation for our commonalities
- Show appreciation and respect for individuals and their uniqueness
- Encourage leadership and participation
- Provide opportunity for group and school liturgical worship and prayer.

**GOAL:** to guide students in the discovery of their God-given talents

**OBJECTIVE:**

- Encourage creative expression
- Promote academic excellence
- Support physical and social development

- Provide varied opportunities for expression of gifts and knowledge through projects and sponsored co-curricular and extra-curricular activities

**GOAL:** to serve God, our communities and one another in the world

**OBJECTIVE:**

- Begin each day with school-wide prayer and patriotic observance
- Encourage participation in charitable projects
- Develop an appreciation for student participation in church worship and community service

### **NON-DISCRIMINATION POLICY**

Sacred Heart School admits students of any race, color, or ethnic origin. Each student is guaranteed all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial, or ethnic origin in administration or its educational policies, admission policies, scholarships, or loan programs. The school does not discriminate against any application or employee because of race, nationality or gender and does not discriminate against any applicant or pupil because of race, nationality, or gender in admissions or education programs.

## **PARENTAL/GUARDIAN OBLIGATIONS**

If you accept placement for your child at Sacred Heart, you are automatically expected to:

1. Be very familiar with the school philosophy and uphold all school rules and policies. Students or parental attitudes, on or off school premises, which interfere with the implementations of the philosophical goals or objectives of the school, may lead to the withdrawal of a student from Sacred Heart.
2. Pay your monthly tuition, fees, and other expenses on the due date.
3. Be actively involved in the school volunteer program. All volunteers must complete training through the Office of Safe Environments. For more information, please contact the office.
4. Become actively involved with all fundraisers, which help finance the school.
5. Work cooperatively with the administration, teachers, volunteer, parishioners, and families of Sacred Heart.

6. Volunteer for at least one program or major event at our school..

## ADMISSION POLICY

Sacred Heart School admission policy does not discriminate on the basis of race, sex, or national origin; however, we give first priority in admissions to siblings of current students, followed, in order of priority, by children of parishioners of Sacred Heart Church, Catholic children who are not parishioners of SHC and non-Catholic children. The final decision rests with the pastor and the principal. New applications for the following school year are accepted starting with our open house during Catholic Schools Week. New families are encouraged to call the school during the month of January to obtain information about the open house.

The deadline for the submission of applications for new students is March 1 and acceptance, notification of child being placed on a waiting list, or non-acceptance is made at that time. After this date, any available spaces will be filled on a first-come, first-serve basis. In instances where there is a greater number of applications than the number of spaces available, acceptance as well as the order of qualified candidates on a waiting list shall be determined by a lottery following the prioritization criteria described above. Students will not be accepted, if in the opinion of the administration, it is felt that the school cannot meet the education and/or developmental needs of the child. Even after admission, if it is determined by the principal, in collaboration with faculty and/or staff member(s) that the educational/developmental needs of a student are not being met, the student will not be offered a space the following school year.

Current families need to re-register on an annual basis for the students to remain enrolled. Re-registration for students currently enrolled must be received by March 1. Current students whose re-registration process is not completed by the designated deadline may lose their enrollment.

The application, admission and registration process at Sacred Heart School involves the following steps:

Pre-K students:

1. Completed application form, all accompanying documents submitted, including the most recent IEP and Service Plan were applicable

2. Payment of Registration fee to secure space
3. Once classes begin, new students have a probationary period of six (6) weeks to ascertain whether the school can adequately meet the student's needs and whether the student is able to adjust to the academic and behavioral climate of the school.

Kindergarten students:

1. Completed application form, all accompanying documents submitted, including the most recent IEP and Service Plan were applicable.
2. Kindergarten recommendation form.
3. Completion of Kindergarten readiness assessment.
4. Payment of Registration fee to secure space
5. Satisfactory completion of screening test for Kindergarten
6. Once classes begin, new students have a probationary period of six (6) weeks to ascertain whether the school can adequately meet the student's needs and whether the student is able to adjust to the academic and behavioral climate of the school.

Grades 1 – 3:

1. Completed application form, all accompanying documents submitted, including the most recent IEP and Service Plan were applicable
2. Copies of all report cards/transcripts from previous school
3. Payment of Registration fee to secure space
4. Once classes begin, new students have a probationary period of six (6) weeks to ascertain whether the school can adequately meet the student's needs and whether the student is able to adjust to the academic and behavioral climate of the school

Grades 4 – 5:

1. Completed application form, all accompanying documents submitted, including the most recent IEP and Service Plan were applicable
2. Copies of all report cards/transcripts from previous school
3. Interview of student and parent(s) with the principal
4. Payment of Registration fee to secure space
5. Once classes begin, new students have a probationary period of six (6) weeks to ascertain whether the school can adequately meet the student's needs and whether the student is able to adjust to the academic and behavioral climate of the school

### Grades 6 – 8:

1. Completed application form, all accompanying documents submitted, including the most recent IEP and Service Plan were applicable
2. Copies of all report cards/transcripts from previous school
3. Interview of student and parent(s) with the principal
4. Teacher recommendation form.
5. Payment of Registration fee to secure space.
6. New student admission into the seventh and eighth grade is reserved for parishioners in our tri-parish community, siblings of current students, and students moving into the area. Exceptions may be made at the discretion of the principal.
7. Once classes begin, new students have a probationary period of six (6) weeks to ascertain whether the school can adequately meet the student's needs and whether the student is able to adjust to the academic and behavioral climate of the school.

## ENROLLMENT AND RE-ENROLLMENT

In order to secure a spot for enrollment, new families must submit a non-refundable fee of \$350.00 per family. Returning students must reserve their spot by paying the enrollment fee by the date designated. All enrollment fees are non-refundable. There will be a \$30.00 fee for all returned checks and made payable to Sacred Heart School.

## TUITION INFORMATION/PARISH AFFILIATION

All Catholic families with active parish affiliation are subsidized by Sacred Heart parish or the parish in which the family is registered. Catholic families affiliated with a parish will receive a form to be presented to their Pastor for a signature acknowledging they are active parishioners. Catholic families are expected to contribute to their church by using the envelope system on Saturday or Sunday to determine if they are parishioners of a particular parish. If, upon verification, you are not registered with Sacred Heart parish, your tuition will be adjusted accordingly. If you are registered with a parish other than Sacred Heart and that Pastor indicated you are not registered, your tuition will be adjusted accordingly. This policy will be strictly enforced.

## **TUITION PAYMENTS**

Tuition is due on the date agreed upon each month according to the FACTS and School agreements and is payable in monthly installments unless arrangements for an alternative payment schedule have been set according to our tuition agreement. Final payment is due in May.

If tuition is more than 2 months late, your child/children may not be allowed to return to school until tuition is brought current.

A \$30.00 fee will be charged for a returned check from the bank.

If there is a financial difficulty in your family, please make an appointment with the bookkeeper **before** your tuition becomes delinquent. Arrangements for payments will have to be made before the next billing date.

## **TUITION REFUNDS**

Parents are asked to give two (2) weeks notice of withdrawals. Any tuition refunds will be pro-rated, at the discretion of the principal. **Registration fees are not refundable.**

## **WITHDRAWALS AND TRANSFERS**

When a student leaves Sacred Heart, the receiving school must formally request the student's records, which will then be forwarded directly to the new school. Students who withdraw from Sacred Heart School may return, but they must complete the admissions process again. **Records will not be given to parents to hand carry.**

## **PERSONAL APPEARANCE**

Students are expected to attend school well groomed, in complete uniform with clothing and hairstyles which do not draw attention from others. Because Sacred Heart believes that a student's appearance affects attitudes and behavior, the following code has been developed and will be strictly enforced.

## **ALL STUDENTS**

- Boys in all grades are not permitted to wear earrings or bracelets; religious necklaces are allowed
- PE uniform: gray long or short sleeved tee shirt with school logo. Maroon shorts with school logo (must be purchased from Donnelly's)
- Turtlenecks are not allowed. **No show socks are not allowed.**
- Shirts are expected to be tucked in at all times, clean, no rips or tears.
- Sweaters: maroon cardigan or sweater from uniform company
- Sweatshirt: gray school sweatshirt with logo, which can be purchased from Donnelly's
- Shoes: Boys in K through 8 must wear black leather dress shoes with uniform. Girls in Kindergarten through fifth grade must wear black Mary Janes (see middle school girls' shoes).

## **BOYS UNIFORM (Kindergarten through Grade 5)**

- Shirts: light blue oxford button down, collared, short or long sleeve
- Pants: Navy permanent press twill/plain or pleated. No cargo pants
- Belts: Black only and must be worn at all times (grades 2 through 5)
- Socks: white or navy socks. Ankle socks with summer uniform
- Tie: plaid tie from uniform company

## **GIRLS UNIFORM (Kindergarten through Grade 5)**

- Blouse: short or long sleeve white uniform blouse with round collar
- Jumper: Blue plaid uniform jumper worn at knee length
- Slacks: (10/1-4/30) Navy blue permanent press twill plain or pleated. No cargo pants
- Socks: white socks, white or navy tights, white or navy knee socks. No tights and sock combinations. White or navy leggings. Ankle socks with summer uniform only.
- Belts: Black only and must be worn at all times (grades 2 through 5)
- Bike shorts, white or blue, should be worn as part of the uniform under the jumper

## **MIDDLE SCHOOL BOYS (grades 6 through 8)**

- Shirts: white oxford, button down, collared, short or long sleeve
- Pants: Gray permanent press twill/plain or pleated. No cargo pants
- Belts: Black only and must be worn at all times

- Socks: White or gray socks. Ankle socks with summer uniform
- Tie: Solid maroon tie
- Shoes: Black dress shoes

### **MIDDLE SCHOOL GIRLS (grades 6 through 8)**

- Skirts: Donnelly's gray uniform skirt only; must be worn at knee length
- Slacks: (10/1-4/30) gray permanent press twill/plain or pleated. No cargo pants
- Blouse: Maroon polo shirt or Maroon Blouson shirt
- Shoes: Girls may wear the academy slip-ons from Donnelly's or black ballet shoes (plain black only)

### **SUMMER UNIFORM – May 1<sup>st</sup> through October 15<sup>th</sup>**

**The summer uniform is an alternative to the regular uniform and may not be mixed with the winter uniform.**

### **BOYS AND GIRLS (Kindergarten through Grade 5)**

- Shorts: uniform navy walking/Bermuda shorts. No cut off pants. No cargo shorts. Girls are permitted to wear navy blue skorts
- Shirts: Sacred Heart polo shirts. Gray polo shirt required for kindergarten through grade 3; gray or white polo for grades 4 and 5
- Socks: white or navy socks. Ankle socks must be worn with summer uniform. Sneakers must be worn with the summer uniform. No high tops or light up sneakers.

### **BOYS AND GIRLS (Grades 6 through 8)**

- Shorts: Gray walking/Bermuda shorts. No cut off pants. No cargo shorts.
- Shirts: Maroon Sacred Heart polo shirts
- Socks: ankle socks must be worn with the summer uniform.

### **PHYSICAL EDUCATION UNIFORM (boys and girls)**

**PE UNIFORMS ARE TO BE WORN ON PE DAYS ONLY**

Year Long (kindergarten – grade 8):

- Sacred Heart t-shirt.
- Sacred Heart PE shorts, maroon with logo

Fall/Winter (Kindergarten through grade 8):

- Gray school sweatshirt.
- Maroon sweatpants will be worn over PE shorts.

**ADDITIONAL UNIFORM NOTES:**

- Students are not allowed to wear hats in the building
- Jewelry – girls are allowed only one post earring per ear. Religious necklaces are allowed
- Boys are to have regular haircuts, no longer than two (2) inches in length and at least one (1) inch above their collar
- No FAD hairstyles (example: tails, partially shaved heads, artificially colored hair or highlights)
- No make up or nail polish
- No tattoos or body piercings
- Uniforms, especially shirts, are to be ironed, untorn, clean, fit and tucked in
- No oversized clothes allowed. Blousing is not permitted
- Sleeve buttons must be buttoned
- Plain black belts are to be worn on long pants or shorts, except in Kindergarten and Grade 1
- **All articles of clothing should be labeled with student's name**

**Dress Down Guidelines:** Sacred Heart School believes that appearance and clothes affect attitude. Therefore, on uniform free days students are to be neatly and appropriately dressed. No offensive logos, tight or short clothing will be allowed. No makeup and nail polish, no bare midriffs, low necklines, etc. No hoop or dangle earrings, no hats to be worn in the building. No flip flop style shoes, no tank tops or spaghetti straps. **Shorts must come to the knee.**

**Books and book bags:** Each student is required to have a book bag in school each day and to have textbooks covered, numbered and named. Rolling backpacks are permitted.

**Damaged or lost textbooks must be paid for by the student.**

**Birthdays:** All students will be allowed a uniform free day on their birthdays. Students with weekend, holiday, or vacation birthdays may choose the school day immediately before or after to dress up.

**Field trips:** The dress code for field trips, including the decisions as to whether or not uniforms will be worn, is up to the principal and will be announced in advance of each trip.

### **UNIFORM VIOLATIONS:**

Students who are in violation of the uniform code will:

- **First offense:** receive a uniform violation letter from their teacher, which will be signed and returned by the parent
- **Second offense:** student will serve appropriate grade level detention.

**Since it is not possible to predict all dress scenarios and changes occur frequently in what is fashionably current, the administration reserves the right to make final decisions regarding appropriate dress and appearance.**

### **UNIFORM FREE DAYS**

Periodically there will be days on which students will be allowed to dress down. Uniform free days do not apply when Mass is scheduled or other special events are scheduled. Holiday dress downs are free of charge. Paid dress downs (\$1.00) will take place once a month to benefit various extra-curricular activities. Please refer to the monthly school calendar for dates. In addition, principal's dress down passes will be distributed as a reward for special accomplishments and participation in fundraisers.

## **LOST AND FOUND**

The lost and found area is in the cabinet outside the cafeteria. **Students should have their names on their belongings and clothing.**

### **TELEPHONES/FORGOTTEN ITEMS**

Students are only allowed to use school telephones in case of an emergency. Students are encouraged to be responsible. Teachers will determine whether a student will be given a pass to call home.

Students are not allowed to use the telephone without permission nor are they permitted to receive calls on it. **Cell phones are not allowed to be used in school under any circumstances.** As per diocesan regulations, cell phones

shall be confiscated by the administration and the parents will be contacted.  
**Students are not permitted to receive personal phone calls.**

## LINES OF COMMUNICATION

This is one of the most important sections of this handbook. Please read carefully and consider how vital correct communication is in any school, particularly one devoted to Christ's teaching.

**Classroom-related concerns should be brought directly to the teacher. Teachers should be alerted to matters under their control before such matters are discussed with other parents, neighbors, secretary, principal, or pastor. Unresolved concerns or matters relating to the school in general should be brought directly to the attention of the principal.**

School-related concerns should be brought directly to the principal before being discussed with anyone else. All members of our school community are expected to be careful not to violate the privacy of others and should refrain from spreading rumors or comments that may affect the well-being of our school and church community.

- **You are requested to do all in your power to verify facts, through the correct channels of communication, before passing on a rumor.**
- Parents are asked to make every effort to resolve any disagreement with a teacher or school personnel without undermining their authority in front of the student.
- The student's respect for their teacher or school personnel is crucial to ensure their safety and academic growth.

## APPOINTMENTS WITH THE PRINCIPAL

The principal is available to parents/guardians whenever they have a concern. Please call for an appointment to ensure that sufficient time is scheduled. If there is an emergency, call immediately.

## CLASSROOM VISITATION

If you plan to visit the school or a classroom please:

1. Park in the main parking lot in front of the school
2. Parking in the handicapped parking spaces adjacent to the school entrance is prohibited
3. Use the main entrance
4. Sign in at the school office before going anywhere in the school building
5. If you wish to pick up your child, please go to the office. We will page the classroom to have your child dismissed. Do not go to your child's classroom
6. Do not bring pets onto the school grounds
7. If you wish to see a teacher, please send a note into the school requesting a conference or e-mail the teacher directly. The teacher will contact you, as soon as possible, to discuss the arrangement.

With the exception of shadowing, classrooms are restricted to enrolled students of Sacred Heart School.

## CELEBRATIONS

The celebration of birthdays, holidays, and student achievement are an important form of recognition in our school setting. In order to ensure that celebrations of all types are in fitting with the mission statement of Sacred Heart School, the following guidelines for healthy celebrations have been created:

1. Small sized cupcakes or muffins
2. Cheese and crackers
3. Pretzels
4. Fruit or vegetable tray
5. Extra recess or game time
6. Parent visitor to read to the class

Classroom teachers can be used as an additional resource for creative, healthy ideas for celebrating birthdays. The school nurse should be used as a resource whenever a student's dietary concerns come into question.

## FIELD TRIPS AND SPECIAL FUNCTIONS

Field trips and enrichment programs are an essential part of the curriculum. Students are expected to take part in planned field trips. Any parent who feels their child should not participate in a planned field trip must submit a written request to the teacher. The principal will make the final decision.

Field trips and special functions; i.e., dress downs, participation in school dances, and parties, etc.) may be denied as disciplinary action for misbehavior, lack of cooperation or failure to complete assignments. If a student does not participate in a field trip or special program, he/ she must report to the school on that day for an alternate assignment. Failure to complete the work will result in a failing grade for the assignment.

**Written permission is required from parents or guardians for all field trips. Students who fail to bring their permission slip will lose the opportunity to go on the trip.**

Each grade should be afforded an opportunity for at least one (1) field trip annually from September to June.

## MONEY AND VALUABLES

Students are discouraged from keeping large sums of money with them. Checks (no cash please), should be sent to school in a sealed envelope with the student's name, grade, and explanation of payment on the outside. The envelope should be given to the teacher upon arrival at school.

The student should carry only small amounts of money for lunch. Students should not keep large sums of money in coats, book bags, desks, lockers, etc.

- Students should not bring electronic games, cell phones, I-watch, or other valuables to school. They will be confiscated and parents will be contacted.
- Games and toys should not be brought to school without the teacher's permission.
- Sacred Heart School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all

electronic devices. Sacred Heart School reserves the right to search any items brought to school.

## DISCIPLINE

Discipline is considered an aspect of moral guidance and not merely a form of punishment. The purpose of discipline is:

1. To maintain a safe and positive environment
2. To educate students with an appreciation of Christian values especially self-control and responsibility
3. To help build a sense of faith and community
4. To interact respectfully with others at all times

It is expected that students work cooperatively with the administration, teachers, assistants and volunteer parents while at school and all students will be allowed the freedom needed to study, learn, pray, and play without undue interference from another.

Parents/guardians are expected to be familiar with the parent handbook. Parents/guardians and students will be held responsible for abiding by all rules set forth in the handbook. Parents/guardians and students must sign the handbook to verify that the rules and policies have been read, understood, and agreed upon. Please read and review together with your child.

**Parental attitudes, on and off school premises, which interfere with the implementation of the philosophical goals or objectives of the school, may lead to the withdrawal of your child from the school.**

## CLASSROOM RULES

Each classroom has a list of general classroom rules, which each student must observe. Please be sure that your child is aware of and understands these rules:

1. Speak and act with respect at all times to all staff, adult supervisors, and classmates
2. Keep hands, feet, and other objects to yourself
3. Raise your hand and wait to be recognized before speaking
4. Remain seated unless otherwise instructed
5. Complete all assigned work thoroughly, neatly, and on time

**All students are expected to come to school on time and prepared.**

# DISCIPLINARY ACTION

The individual teacher/staff member is responsible for the discipline of students under their supervision.

Unless a very serious violation occurs, the following apply:

1. A child will be given opportunities to correct him/herself through counseling, detentions, etc.
2. If not effective, parents will be called in to discuss the problem with the teacher
3. If improvement does not occur, the principal, teacher, and parent will meet to discuss the conditions necessary for the child to succeed in school. The student may be placed on probationary status at this point.
4. If not effective, the administration will determine the action to be taken.

## DISCIPLINARY ACTIONS WILL BE TAKEN FOR THE FOLLOWING REASONS:

- **IRRESPONSIBILITY** – destroying or defacing any school property, furniture, walls, drinking fountains, or bathroom fixtures. Damaged textbooks must be paid for according to the amount of damage. Littering outside is not permitted.
- **DISCOURTEOUS BEHAVIOR** – answering back, refusing to accept correction, being disrespectful to others, showing a negative attitude, open or persistent defiance of authority.
- **LACK OF COOPERATION** – annoying other students by unacceptable behavior, talking during a lesson or other quiet time, writing notes and passing them to other students, throwing anything in the classroom, frequent absences, constant tardiness, or lacking necessary supplies.
- **VIOLATION OF SOCIAL HABITS** – calling names or bullying, showing unkindness physically or verbally, failure to keep desk or materials in good order, failure to follow uniform or grooming regulations, failure to demonstrate good table manners or safe behavior at lunch, failure to cooperate with other students when involved in group learning situations, academic dishonesty (cheating, forging signatures, changing grades).

**All of the above also apply to behavior on the bus and during before and after school programs.**

**The administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off campus behavior includes, but is not limited to, cyber-bullying.**

**Photos and captions on a student or parent's social media pages that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.**

## DETENTION

Any student who continues to not follow classroom rules, Sunshine Program rules, and bus rules after being given two (2) warnings will be issued a detention with the principal from 3:00 until 4:00 p.m. Monday through Friday. No student is permitted to participate in any extracurricular activity in the evening of the day the detention is given.

The following are classroom infractions. They will be enforced according to the standards established in each individual classroom:

1. Failure to complete homework
2. Lack of class materials
3. Excessive talking
4. Lack of cooperation
5. Conduct or behavior unbecoming a Catholic student

In case of serious violation of school policies, parents may be called to immediately remove their child from school.

## SUSPENSION

In-school suspension will only be used when other corrective measures have failed or a serious offense has been committed. If a student is to be suspended, the parents will be notified and given the reasons for the disciplinary actions.

Depending on the seriousness of the offense, the student may be suspended for as much as two (2) weeks. The principal and parents will do whatever is reasonable to help the student bring about a change in behavior. It is expected that parents will cooperate with the administration to bring about a change in behavior.

Under severe circumstances, at the discretion of the administration, parents may be called for the student's removal.

## EXPULSION

Expulsion is an extreme but sometimes necessary measure. The following offenses, committed by students while under the jurisdiction of the school, may be grounds for expulsion:

1. Actions gravely detrimental to the physical, moral or spiritual welfare of the students
2. Continued willful disobedience
3. Use, sale, or possession of any narcotic or alcoholic substance on or near school grounds or at a school activity
4. Willful damaging in any way of school property
5. Habitual truancy
6. Theft
7. Assault or battery or any threat of violence directed toward any school personnel or their property
8. Threatening another student or a faculty member
9. Bringing a weapon to school
10. VAPING on school grounds

### Categories of Weapons Requiring Expulsion

- **Firearm** – any weapon that can expel a projectile by the action of an explosive; a firearm frame, receiver, muffler, or silencer; or any destructive device which includes explosives, incendiaries, and poison gases (but not rifles intended for sporting, recreational, or cultural purposes or knives) (18 USC 921(a)(3-4))
- **Deadly weapon** – any device from which a shot can be discharged, a switchblade or gravity knife, billy, blackjack, bludgeon, or metal knuckles (CGS 53a-3(6)); an air pistol such as a pellet gun (State v Hardy, 28 Conn. 113 (2006))
- **Dangerous instrument** – a device or animal that, under the circumstances in which it is used, can cause death or serious injury, including an attack dog or a vehicle (CGS 3a – 3 (7))
- **Martial Arts Weapon** – a nunchaku, ama, kasari-fundo, octagon sai, tonfa, or chinese star (CSG 53a – 3 (21))

## COMMUNICATING STUDENT PROGRESS

Report cards are issued three (3) times each year, with parent conferences scheduled following the issue of report cards for the 1<sup>st</sup> period. Letter grades are earned in grades 3- 8, including PE, Foreign Language, Art, and Music. Progress reports will be issued only if there is a cause of concern/failing.

### **PARENT/GUARDIAN TEACHER CONFERENCES**

These conferences are scheduled midway through the first and second grading periods, after report cards are issued for grades K – 8. Also, conferences may be requested by the parent or teacher.

## 5.513.1 POLICY ON BULLYING

### **Diocese of Norwich**

Board of Education

Manual of Policies of Procedures

Approved: Bishop Michael R. Cote, D. D. – 9/1/2022

### **Policy on Bullying**

Bullying or bullying type activity is prohibited in all Catholic schools in the Diocese. It must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and bullying type activities which do not directly involve the school, but which create a hostile environment at school, infringe on the rights of students at school, or substantially disrupt the education process, or the orderly operation of a school, or which are perpetrated by a student at a Catholic school in the Diocese may result in disciplinary actions. These may include detentions, suspension or expulsion from school. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension, and expulsion from school.

Any student who retaliates against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension, and expulsion from school.

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student; a physical act or gesture by one or more students repeatedly directed at another student, that: (i) causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear or harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

School employees who become aware of any act of bullying must report the incident to the school administrator for further investigation. They have one school day to submit oral reports, and three school days to submit written ones. It is essential that reports are submitted as timely as possible to ensure immediate action and clear recollection of facts

Students and parents who become aware of any act of bullying are asked to report such act to the school administrator or teacher. While not required, students and parents are encouraged to file written reports of such acts with a school administrator.

Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publish the procedure in their parent/student handbook. Each school shall also set up a procedure so that parents or guardians of students may make written reports of acts of bullying. The guide to follow is the State of Connecticut Bullying Task Force Report, Brave Enough to Be Kind.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues. When schools receive reports of bullying, they must investigate them promptly. Parents of the children involved must be notified of the school's response within 48 hours after the investigation is complete.

Schools will respond to bullying outside the school setting if it creates a hostile environment at school for the bullied student, infringes on the rights of the student at school, or substantially disrupts the student's education or the orderly operation of a school.

If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing supervision plan with the parents.

In order to protect the privacy or rights of the students involved, school officials may report information to parents solely about their own child. Information about discipline, consequences, or services pertaining to any other child cannot be communicated.

Bullying incidents that demand suspension or expulsion shall be reported to the Superintendent before any final decision is reached.

## **HOMEWORK**

Appropriate guidelines for homework are set by the classroom teacher and should be a reinforcement of classroom teaching and learning. A regular

homework schedule establishes good study habits. The times that follow are at the discretion of the teacher:

Grades 1, 2 and 3 – 30 minutes

Grades 4 and 5 – 1 hour

Middle School – 1 ½ to 2 hours

## RETENTION

Retention is more successful in the primary grades than later grades; therefore, the primary teacher should diligently observe the learner so problems may be corrected before the student reaches upper grades. Although the opinions of the teacher and the parent/guardian are factors, the final decision to retain a pupil is the responsibility of the principal. All possible steps will be taken to assist a student as needed during the course of the year.

Consultation with other professionals may be necessary to complete accurate assessment.

## LIBRARY

Students are encouraged to use the school library. They are responsible for the care and welfare of the books and other items they borrow. Students are allowed to check out books for one (1) week with the option to renew. Damaged books will be paid for by the student. A student's library privileges will be suspended if a student repeatedly mistreats library items or has excessive overdue items. Please notify the school of lost items so borrowing privileges may be reinstated. If a book has not been returned by the end of the school year, the final report card will be held until payment is made or the book is returned.

## FOOD SERVICE PROGRAM

The Sacred Heart School offers lunch each school day through Pizzarama, a local restaurant. **Please do not bring any fast food into the school.**

1. We have a five-day-a week lunch program.
2. Menus are issued monthly and are available on the school website.
3. There are no free lunches.

4. There will be no credit for absences except for those of two (2) weeks or more or for a family emergency.
5. Use of the microwave oven for lunches is **not** allowed
6. According to state law, **no** children are allowed in the kitchen. This will be strictly enforced
7. Lunch menus will be returned to the family if no money accompanies the order

## SCHOOL ATTENDANCE

School begins at 8:45 a.m. All buses are expected to arrive by 8:40 a.m. Children will be marked tardy if they come in later than 8:50 a.m. On full days, dismissal is at 3:00 p.m. If a student arrives by private transportation before 8:25 a.m. he/she will be placed in the Sunshine Club Program and the parents will be billed for this service.

It is important that children be present for continuity in learning. It is understood when they are sick that they stay at home.

**Please telephone (860-445-0611) or email the school at [admin@sacredheartgroton.org](mailto:admin@sacredheartgroton.org) if your child will be absent.**

Please do not drop your children off in the back of the school, especially in the Kindergarten and First Grade areas. Parents are not allowed in the classroom after 8:50 a.m. This will help to keep order in the classroom. If you wish to speak to a teacher, please call or ask to see him/her later. All visitors must sign in and out at the office when entering and exiting the building.

## ABSENCES

Regular attendance is essential for satisfactory work. In order for a student to be eligible for promotion, it is required by Diocesan regulation that the student is in attendance no fewer than 160 days. Therefore, no student may accumulate more than twenty (20) excused absences for the **ENTIRE** school year. Extreme medical absences and/or homebound instruction may be excluded from the 20 days at the discretion of the administration and consultation with the Diocesan Superintendent when necessary.

A written request from parents is required for a pupil to leave school before the time of dismissal. The request must state clearly the reason for the early

dismissal and be approved by the principal. Students may be signed out by the appropriate person in the log that is kept in the school office. To avoid disruption in the classroom, please wait for your child to be dismissed from the office. Frequent absence is extremely detrimental to the student's academic program and will place your child in violation of the Diocesan regulations.

The principal must approve extended absences.

**According to Diocesan Policy, we can refuse to promote a student who is absent more than 20 days, especially if their work is not made up.**

### **TARDINESS**

All students and their parents must report to the school office when they arrive after 8:50 a.m. No student will be permitted into a classroom without a tardy slip from the office. Parents may be called for an interview with the principal.

### **VACATIONS**

Teachers are not required to give homework assignments when a student will be absent for reasons other than illness. **Please do not ask for work ahead of time.** Children can make up work when they return from vacation.

## **ARRIVAL AND DISMISSAL**

In the morning, buses will drop off students in the back of the building. Cars may drop off students in the front of the school.

**Do not drop off your child away from the curb and please DO NOT park in the front of the school. If you have to come into the building, you must park in the large parking lot. With safety in mind, we are requesting that if you need to speak with your student's teacher that you please make an appointment. The teachers need to have their full attention on the safety and well-being of all students in the morning and at dismissal, which cannot happen if they are talking with a parent/guardian.**

At the end of the school day, buses will pick up students in the front of the school. If you are picking up your student at the end of the day, please park in the large parking lot and your child will be walked out to the parking lot. Parents must

meet their child at the grassy area. All children must be escorted to their car regardless of age.

There is **NO PARKING** near the playground area located on the right side of the parking lot. **THIS IS SCHOOL POLICY.** The safety of our students and your children is an important issue to us. **Please leave dogs/pets at home or in the car.**

Students who are transported by car to/from school are referred to as “walkers”. If your mode of transportation changes for the day, please submit this change in writing to your child’s teacher. Without a note, students will follow normal dismissal home. Written permission must be given for your child to leave school with another parent or adult not on your emergency pick-up list.

**THERE IS NO PARKING IN THE HANDICAPPED PARKING SPACES WITHOUT THE PROPER HANDICAP PERMIT DISPLAYED.**

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities help create school spirit, create unity, encourage good relationships, instill good citizenship and promote the welfare of the school community. Sacred Heart offers the following activities:

- Choral Group
- Liturgy Participation
- Altar Servers
- Student Council
- Basketball for boys and girls in grades 4 through 8
- Cross Country
- Soccer
- Track and Field
- Drama Club
- Clubs

## ACADEMIC ELIGIBILITY

All students who participate in extra-curricular events should be in good academic standing by passing all courses. Students receiving a failing grade on a report card are subject to suspension from extra-curricular activities to include athletics. A conference among the student, parents and teacher(s) must be scheduled to create a specific action plan for making significant academic program based upon individual needs in order to be reinstated.

Students who are absent from school on the day of a scheduled sports event may not be allowed to participate in that event. Special circumstances may alter any academic, disciplinary, or attendance probation. The ultimate decision resides with the principal.

## CURRICULUM

The following subjects are taught at Sacred Heart School:

Art	History	Reading
Computer	Library Science	Religion
Science	Literature	Spelling
DARE	Mathematics	Social Studies
English	Music	Science
Family Life	Penmanship	Spanish
Geography	Phonics	Vocabulary
Health	Physical Education	

## SPECIAL ACTIVITIES

Special activities may be scheduled and some may include:

Concerts	Drama Performances	Ethnic Celebrations
Exhibitions	Religious Observances	Guest Speakers

# SPECIAL EDUCATION/PUPIL SERVICES

Special Education instruction is provided by Sacred Heart School and the Groton Public School System. Please refer to the [R.I.S.E.N. Learning Resource Center](#) for a complete listing of these services. In addition, we have a full-time nurse on staff.

## BUS SAFETY

Students at Sacred Heart School and who are residents of Groton have the privilege of riding on Groton School buses and in order to retain that privilege, students must adhere

1. Sit in assigned seats
2. Use polite language – no swearing or name calling
3. Keep hands to yourself. NO hitting or throwing
4. Never stand. Stay in seats at all times
5. Identify yourself upon request
6. Obey the bus driver

Bus safety violations will be handled in the following way:

- **First violation**: the principal will be notified by the bus driver or the secretary of the type of violation. The teacher will then send a bus behavior note home requesting a parent signature.
- **Second violation**: same as above and the principal will make a telephone call to the parents notifying it is the second violation. An in-school detention and written assignment will be given.
- **Third violation**: the principal will contact the parents and set up a conference. The child will be suspended from utilizing the bus service.

**Continued problems will result in the removal from the bus.**

## BUS RULES

**The following WILL NOT be tolerated:**

- Extending hands from the bus windows
- Throwing items from bus windows
- Pushing in line while waiting to get off the bus
- Using improper language or making derogatory remarks
- Shouting, yelling, or loud signing that could distract driver
- Eating or drinking on the bus

- Destruction of property
- Getting out of seats
- Disturbing other passengers

## HEALTH

Groton Public Schools provides the school nursing service for Sacred Heart School. An on-site professional registered nurse is responsible for carrying out the numerous activities that constitute the school health program as directed by CT State Legislation, the CT State Department of Health and CT State Department of Education. The goal is to help each student attain and maintain his/her optimum state of health so that he/she may receive the maximum benefit from his/her educational experience.

In accordance with Connecticut General Statutes (Section 10-204a and Section 10-206), students must submit documentation verifying physical examinations and immunizations prior to enrollment in Pre-Kindergarten, Kindergarten, and 7<sup>th</sup> grade. The physical must be dated within the year leading up to the first day of school for the current calendar year.

Students must also undergo yearly vision, hearing, and postural screenings as set forth by Connecticut General Statutes (Section 10-214). Vision screenings consist of a screening for distance visual acuity for students in Kindergarten, grade one, and grades three to five, inclusive. Hearing screenings consist of audiometric screening for students in Kindergarten, grade one, and grades three to five, inclusive. Postural screenings consist of screening for a number of postural abnormalities, such as scoliosis. Postural screenings are obtained for each female student in grades five and seven, and for each male student in grades eight or nine. Any screenings in school should never be considered diagnostic. Screenings are performed to identify the possibility of a need, and require further evaluation by a healthcare provider to determine if a medical diagnosis is indicated.

As there are numerous foods that any of our students and/or staff may be allergic to, any food contributions for parties must be consulted with the nurse prior to bringing them to school

## MEDICATIONS

A physician's written order, including written authorization by the parent or guardian, must be presented for any medication (including over-the-counter) to be administered in school. No medication (prescription or non-prescription), including cough drops, may be self-administered on school grounds, except for emergency medications, such as an inhaler for asthma, or epinephrine. These emergency medications require a written statement authorizing self-administration by both the prescribing medical provider, and the parent or guardian.

The medication must be delivered in and dispensed from the original pharmacy container, properly labeled with the original strength of the medication, and directions for administration. Parents or guardians must bring the medication to school, as students are not allowed to transport medication to or from school. Controlled substances must be counted upon receipt and/or pick-up for safety purposes. No more than a 45-day supply of any medication can be stored on school grounds. Long term medication orders are to be renewed once a school year. Unused medication must be picked up by the parent, guardian, or other responsible adult when notified by the school, or at the end of the school year, or else it will be destroyed.

## SCHOOL SPORTS AND ACTIVITIES

Students participating in school sports programs must submit a complete health form to the school. Coaches will also keep student's health forms and permission slips on file.

## EMERGENCY FORMS

Each family must have on file in the office an emergency form supplying certain necessary information, including the names of two (2) persons who may be contacted in the event neither parent can be reached in an emergency. **If there is a change to this information (i.e., address, employment, phone, etc.) please notify the office in writing.**

## IMMUNIZATIONS

It is the parent's responsibility to keep their child's immunization records up to date. All questions regarding immunizations should be addressed to the school nurse.

- Polio – at least 3 doses, last dose given on or after 4<sup>th</sup> birthday
- DTaP or DPT or DT – at least 4 doses, last dose given on or after 4<sup>th</sup> birthday
- MMR – 2 doses, separated by at least 28 days, 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday
- HIB – 1 dose on or after 1<sup>st</sup> birthday
- Hepatitis B – 3 doses; last dose on or after 24 weeks of age
- Varicella – 2 doses separated by at least 3 months; 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday; or verification of disease. 28 days between doses is acceptable if the doses have already been administered
- Influenza – 1 dose administered each year between August 1 and December 31
- Pneumococcal – 1 dose on or after 1<sup>st</sup> birthday
- Hepatitis A – 2 doses given 6 calendar months apart, 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday
- Meningococcal (grades 7 – 10) – 1 dose
- Tdap (grades 7 – 10) – 1 dose

## BEFORE/AFTER SCHOOL CARE

Sacred Heart School offers a program that is designed to provide quality care for students when they are not in school.

The **SUNSHINE CLUB** covers before and after school hours when school is in session:

Full day: 7:00 a.m. to 8:25 a.m. and 3:00 p.m. to 5:30 p.m.

Half day: 7:00 a.m. to 8:25 a.m. and 1:00 p.m. to 5:30 p.m.

## SUNSHINE PROGRAM POLICIES

1. Students are required to register at least one (1) week prior to attending the Sunshine Club. You may obtain forms at the school office

2. A parent/guardian is required to sign the student in and out of the program regardless of student's age
3. Bills are issued monthly. Payments are due 15 days after bills are issued. If payment is more than two (2) months late your child/children may not be allowed to use the sunshine program until payments are current
4. Extreme weather conditions may delay, shorten or cancel our program. On days with delayed openings, Sunshine will open at 9:00 a.m.

## SCHOOL CANCELLATIONS/CLOSINGS

Sacred Heart School will follow what the Groton Public School System does for school inclement weather cancellations or delays. **The Sacred Heart School EduConnect system will inform you by EMAIL of any delays and/or cancellations.** You may also check the following:

TV: WTNH – Channel 8

School cancellations should begin appearing on TV at 6:30 a.m. School delays will always be 2 hours and buses will pick up children accordingly. School early dismissals during the day will be announced no later than 11:30 a.m. and buses will pick up at 1:00 p.m.

## R.I.S.E.N. LEARNING RESOURCE CENTER

Responding to Inclusive Special Education Needs

### **MISSION**

We are an inclusive educational ministry focused on the overall development of the child with special needs, thereby maximizing their best of their given ability. We believe that it is through each child's differences that we come to learn more about the purpose and meaning of life. The entire faith community, especially parents and school staff, supports and participates in this development.

### **VISION**

We envision this as an opportunity for value-centered, quality education rooted in the Catholic faith which is accepting and embraces each other's differences. This experience incorporates academic excellence, faith formation, and enriches the communities we serve.

The R.I.S.E.N. Learning Resource Center has three goals: to provide a Christian education to students with diagnosed special needs, to provide tier 2 and tier 3 intervention for students who are at risk of falling below grade level, and to provide enrichment activities for children who are capable of working ahead of their peers.

The program includes a part-time special education teacher, a part-time early reading interventionist for kindergarten through second grade, and part-time Wilson reading specialists who work with students with dyslexia. We partner with Groton Public Schools to provide direct speech therapy services for qualifying students. Groton Public Schools also conducts all testing for students who may qualify for services. Sacred Heart School endeavors to meet the diverse educational needs of all of its students.

Diocese of Norwich Catholic School Policy 4.118 states that the final decision for admission and re-enrollment of any student rests with the principal. Sacred Heart School gives careful consideration to the admission of students with special needs, but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be reasonably accommodated.



# Sacred Heart School

Where JESUS is the HEART of everything we do.

August 2025

Dear Parents and Guardians:

Please be aware that an accredited inspector has inspected Sacred Heart School in November 2024, as required by the Asbestos Hazard Emergency Act of 1986 (AHERA). AHERA required Local Education Agencies (LEA's) to identify asbestos containing materials (ACM) in their school buildings and to take appropriate actions to control the release of asbestos fibers.

The buildings are inspected every six months to determine any changes in the condition of identified ACM and is re-inspected every three (3) years by an accredited inspector following the same basic criteria as the original.

Sacred Heart School maintains a complete updated copy of the Asbestos Management Plan in the school office. The Asbestos Management Plan is available during school hours, without cost or restriction, for inspection by representatives of EPA and the State, the public, including, teachers, parents, and other school personnel and their representatives.

Sincerely,

Kelli Hammond  
Principal

## Family Handbook Acknowledgement

To indicate the importance of this family handbook and the policies enclosed, we ask that you sign and return the following form. This assures us that you have read and understand our policies and what Sacred Heart stands for. Your signature also indicates that you agree to abide by all the rules and regulations stipulated in this handbook. Cooperation and understanding between your home environment are absolutely essential to insure the most effective and completion education for your child(ren). We thank you for your cooperation in this matter.

**You can find a copy of the Parent Handbook here:**

<https://www.sacredheartgroton.org/resources/parent-handbook>



**Please return by Friday, September 5, 2025.**

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We have read and understand the 2024-2025 Sacred Heart School Policy Handbook. We have gone over these rules and regulations with our family and we agree to abide by them.

FAMILY NAME: \_\_\_\_\_

Children: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_