



*Experiencing Joy through Faith, Family and Community*

# **PARENT/STUDENT HANDBOOK**

2024-2025

**The School of Sacred Heart St. Francis de Sales**

307 School Street

Bennington, Vermont 05201

(802) 442-2446

[www.sacredheartbennington.org](http://www.sacredheartbennington.org)

## **MISSION STATEMENT**

The School of Sacred Heart St. Francis de Sales is dedicated to providing excellence in academics and a deepening faith in God and Gospel values. In an environment that is caring, challenging and respectful, our school strives to develop, in every student, the habits of thinking critically and acting responsibly in daily life.

## **THE SCHOOL OF SACRED HEART ST. FRANCIS de SALES**

The School of Sacred Heart St. Francis de Sales (formerly known as Sacred Heart School) was established as an educational institution on September 1, 1891. It is a part of the educational mission of Sacred Heart St. Francis de Sales Parish and the Catholic Community of Bennington, Vermont.

Our school works to develop and nourish the ideas, curiosity, creativity, attitudes, and behaviors, which are necessary for good Christian living. Our school teaches each child to recognize that he/she is special and is God's child, to think intelligently, to make sound decisions, and to act in the light of the morals developed by Catholic teaching. Care is given to the total development of each student and open communication with parents is maintained throughout the school year.

The school exists today as a Catholic community dedicated to the education of young people by providing excellence in academics and a deepening faith in God and Gospel values. In an environment that is caring, challenging, and respectful, we strive to develop in every student the habits of thinking critically and acting responsibly in daily life.

**We are blessed to have you in our community of faith!**

### **PARENT/STUDENT/SCHOOL AGREEMENT**

This Parent/Student Handbook contains many policies and important information. We feel these are necessary for you and your child(ren) to understand the basic procedures used to operate our school. It should be read carefully and referred to when questions arise.

The Parent/Student Handbook is an agreement between school, parent, and child, in which we endeavor to provide your child(ren) an outstanding academic and religious education, and to ensure they are provided every opportunity to achieve their maximum potential. You are requested to personally read this handbook and discuss it with your child(ren) each and every year with the intent of ensuring he/she/they, and you, understand the school's policies and procedures in order to avoid problems or conflicts.

We consider school to be a partnership with families. If, in the opinion of the Principal and/or Pasto, the partnership is in any way compromised or broken, parents may be required to withdraw their children from our school.

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## **2024-2025 Faculty and Staff**

**Pastor:** Fr. Kevin Russeau, CSC.

### **Administration**

Principal

Mrs. Tiffany McKenna

Assistant to the Principal

Mrs. Marcia Hendery

### **Office Staff**

Receptionist

Mrs. Kristi Segura

Business Office Secretary

Mrs. Susan Paustian

Bookkeeping/IT

Mr. Robert Gorry

### **Faculty**

Pre-Kindergarten:

Mrs. Christine Becker

Mrs. Erin Lyon

Mrs. Terri Pettibone

### **Elementary**

Kindergarten:

Mr. Matthew Bersaw

Mrs. Nancy Hopkins

Grades 1&2:

Mrs. Sarah Paquin

Mrs. Jillian Weaver

Grade 3:

Ms. Julie Saie

Grade 4:

Mrs. Maria Gorry

Art/Physical Education:

Mrs. Jennie Hogan

Music:

Ms. Karen Webster

Library:

Mrs. Marcia Hendery

### **Grades 5-8**

Science:

Mr. Nathan Adams

Social Studies/History:

Ms. Abigail Adams

English & Language Arts:

Ms. Emalyn Remington

Mathematics:

Mrs. Kristi Knapp Steere

Religion:

Mrs. Patricia Dailey

Physical Education:

Mrs. Samantha Lauzon

### **Electives**

Musical Theater:

Mrs. Kristi Segura

Latin:

Mrs. Christine Cope

Art:

Mrs. Nora Kennedy

Band/Chorus

Ms. Karen Webster

Journalism

Mrs. Laura Krause

\*Elective offerings subject to change throughout the school year to provide more opportunities.\*

**Custodians:** Mr. Bill Evans & Mr. Bill Slade

**Communication Procedure**

It is important that the lines of communication between home and school be kept open. If a parent has a school-related concern, the process below is a helpful way to facilitate productive communication. Please follow this protocol:

- 1.) Express any classroom concerns directly to the teacher first.
- 2.) If further attention is needed, contact the Principal at (802) 442-2446
- 3.) A meeting with the teacher, parents, principal, and student may be necessary to help resolve the problem.

To be sure a teacher is available, you must make an appointment.

Parents are always acknowledged as the primary educators of their children. Therefore, every effort will be made to keep parents informed of the intellectual progress and general behavior of their children. Parents are asked to inquire of their children, the outcome of any tests or assignments received from a teacher or any other concerns they may have during the year.

**Teachers are expected to answer emails within 24 hours (excluding weekends and holidays).**

## Admission of Students

### **Inquiry**

Families may inquire about our school on our website at [www.sacredheartbennington.org](http://www.sacredheartbennington.org). Following an inquiry, you will be contacted by school staff to schedule a tour..

### **Visiting the School**

Families are encouraged to visit and tour the school. Prospective students may also shadow a class for a day. Please call the office to schedule an appointment.

### **Application**

Following an inquiry and tour, families will receive a packet of information that includes the Application for Admission. An application is not considered until all necessary paperwork is submitted (ie: immunization record and report from previous educational institution, IEPs, etc.) After applying, a letter of acceptance or denial will be sent to the family via USPS or email.

If applying/ enrolling for kindergarten, the child **must** turn five (5) **prior** to September 1st of that school year. Limited exceptions can be made at the discretion of the pastor and principal with recommendation by the preschool director after completing two years of preschool at The School of Sacred Heart St. Francis de Sales.

### **Registration**

The registration fee is dependent on the payment plan. A non-refundable deposit is required to hold a spot in a classroom for the following school year. The registration fees are \$85 if you plan to make one or two payments *or* \$150 if you plan to make monthly payments through FACTS. The fee is separate from tuition, non refundable, and must be paid at the time of registration. Registration fees may apply and vary each year.

### **Tuition 2025-2026 (Pre-School):**

5 Full Days: \$6,450

4 Full Days:

3 Full Days:

2 Full Days:

- -

5 Half Days:

4 Half Days:

3 Half Days:

2 Half Days:

\*Financial Assistance is not available for students attending our preschool program but *some families may be eligible for the Vermont Child Care subsidy.*

**Tuition 2025-2026 (K-8th Grade):**

Your oldest student will pay full tuition and discounts will begin with your second child:

First Student: \$6,450

Second Student:

Third Student:

Fourth Student:

**Tuition Assistance (Offered to grades K-8)**

Any family who would like to apply for tuition assistance **must** complete a FACTS Grant and Aid application. For more information, contact the school.

\*See Tuition Policy for more information. See page 57.

**Parent's Rights**

**Confidentiality**

Public Law 93-380 includes an amendment popularly referred to as the "Buckley Amendment" which requires school systems to refrain from publicizing information about children when parents do not wish such publicity to occur. Examples of the school's publication of a list of names would include honor roll lists, music or dramatic performances, athletic events, and other student activities such as Student Council officers or award recipients. Unless written notification is received from parents, it will be assumed that publication is agreeable. The school reserves the right to take videos of school productions and to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture to be used must notify the principal in writing at the beginning of the school year. Administrators/teachers will keep confidential information entrusted to them by students as long as no one's life, health or safety is at stake. Parents will be promptly notified of the school's concerns.

**Custody**

Schools must have accurate custodial information on file. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. The School of Sacred Heart St. Francis de Sales abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order.

**Parents' Rights to Records**

Student records are the property of the school but will be available in an orderly and timely manner to parents. A parent may challenge any information in a student's record believed to be inaccurate, misleading or in violation of the privacy or other rights of the student.

### **Program**

The School of Sacred Heart St. Francis de Sales is an Approved Independent School by the State of Vermont and is accredited by the New England Association of Schools and Colleges. We offer a complete curriculum for grades Pre-K through grade 8 that includes the following subjects:

- Religion, including daily Prayer Services, weekly Masses and May Crowning
- English, Language Arts, and Literature
- Social Studies and History
- Science
- Mathematics
- Fine Arts
- Physical Education
- Instrumental Lessons (grades 4-8) and Band
- Middle School elective offerings change by year.

Field trips are used to enhance curriculum and incorporated throughout the year as teachers deem appropriate.

### **Religious Education**

Religious Education is an integral part of the curriculum at The School of Sacred Heart St. Francis de Sales. All students are expected to take these courses, complete assignments and take tests. All results will be entered into the teacher's record book.

### **Books**

The school provides books for student use. Books must be covered and taken care of throughout the school year. They must be returned at the end of the year in usable condition. If they are not returned or are not in usable condition, a fee will be charged to replace them. A yearly book fee is charged for consumables, resources, and materials. Text books will be made available upon payment of the book fee. The book fee for each grade level is published yearly.

### **Athletics**

Competitive soccer, basketball, and softball programs are available at Sacred Heart St. Francis for middle school (grades 5-8) students if the numbers allow.

- Before the start of each season, students and parents must sign a code of conduct agreement.



- Student-athletes must also show consistently appropriate behavior in classrooms and retain a passing grade point average. Performance in school out ranks athletic participation.
- Student-athletes must represent both our school and our community in the best possible manner. Coaches will determine consequences for any player that acts inappropriately at practices and games. Infractions may result in removal from the team for the remainder of the playing season.
- A medical release form along with a physical examination by a medical doctor is also required before any student athlete can begin practicing.
- Participation in sports (practices and games) is dependent upon attendance and promptness to school, specifically on the day of the activity. In order to participate in an after school activity, students must be in school on the day of the event for *at least* a half of a school day. If late, they must sign-in to school by 11am. If leaving early, they may not sign out prior to 11:30am. Offenders may face suspension from subsequent participation in that activity.

### Concussion Protocol

Assessment of concussion-like symptoms MUST be determined immediately following one of the following:

- Direct head to head contact
- Direct trauma following a vicious hit
- Head to ground contact

A coach, referee or an athletic trainer may pull ANY athlete from competition if there is suspicion of a concussion. A physician must clear the athlete prior to being allowed to return.

If concussion-like symptoms ARE present that athlete WILL NOT be allowed to return to any athletic activity. Symptoms to look for:

- Headache
- Dizziness
- Nausea
- Light sensitivity
- Feeling in a fog or out of their body
- Difficulty remembering simple words/previous coach discussions
- Difficulty concentrating
- Extreme fatigue/lethargy

Treatment: Any concussion-like symptoms will be monitored by the person in charge following an injury until the athlete is released to his parents. If symptoms worsen within the same day a referral to the doctor is warranted.

PLEASE NOTE: A mild headache with no other symptoms still may indicate a concussion.

## **Student Support**

### **Academic Support**

The School of Sacred Heart St. Francis de Sales understands that each child is built uniquely by God. Our academic supports are limited. Through our Local Education Association, The Southwest Vermont Supervisory Union, a Title I reading interventionist, a special educator, and a Speech and Language Pathologist is provided for a limited amount of time on a weekly basis.

If a teacher is concerned about a child's academic ability, the family will be notified. If after concerns are identified, information is gathered, and support is not showing the growth needed, the team (teacher(s), parents, administration) can proceed with the evaluation process.

Parents can request an evaluation at any time.

If it is determined that a student has a need for support beyond those available by the school, the administration has the right to act in the best interest of the child and dismiss the child.

## Health Care

The School of Sacred Heart St. Francis de Sales does not have a school nurse in the building during the school day. In the event that a student is not feeling well, students will be sent to the office. The student will then be screened by a member of the staff and/or administration. If deemed appropriate and/or necessary (if a fever is present and/or student is vomiting), parents will be contacted immediately for pickup. Parents must then pick up the child within 30 minutes.

It is not the school's responsibility to diagnose or treat illness or injury. School personnel are responsible for giving immediate aid and notifying parents. If the parent cannot be reached, the Principal or nurse will call one of the emergency numbers designated on the child's emergency card. This person will care for the child and notify the parent.

A child will be sent home for the following: abdominal pain; emergency bee sting when allergic reaction occurs; elevated temperature; head injury; continuing nose bleed; any communicable disease; weeping poison ivy or poison oak or poison sumac; serious skin condition such as an unknown rash; ringworm; sprain, fracture or dislocations; severe toothache or broken tooth; vomiting; convulsions; animal bites; earache; eye injury; fainting; head lice. Parents will be notified of anything of a serious nature.

A student returning to school after an illness should be well enough to participate in all of the school activities, including recess and physical education class. Exceptions to this policy will be made upon receipt of a note from the student's physician.

If at all possible, medication should be given at home. Parents should check their child before sending him/her to school to be sure the child is free of any sign of disease or illness such as: headache, upset stomach, sore throat, runny nose, rashes, flushed face, red and watery eyes and the like. If your child is exhibiting any of these symptoms before the start of a given school day, please keep them home. It is in everyone's best interest to do so.

A child **MUST** be "fever free" for 24 hours without the use of fever-reducing medication before he/she returns to school.

The School of Sacred Heart St. Francis de Sales recognizes that many children are able to attend school because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses.

In the event that a student needs medication, all medication must be brought to the Main Office upon arriving at school. Medication will be secured during school hours and dispensed by

appropriate personnel. Best practice is to keep your child home if he/she is not feeling well. It is also advisable to give medication at home. In rare cases, upon the recommendation of a physician, when medication (including over the counter drugs, such as Tylenol and cough syrup) needs to be taken during school hours, the following procedures must be followed:

Prescription medication:

- Written orders from a physician detailing the name of the student, the name of the medication, dosage, reason for giving, and time medication is to be given, must be received by the school nurse and/or the building administrator before the medication can be given. A renewal of a long-term medication order is required each school year (i.e. seizure medication, bee sting medication, inhalers, etc.).
- Written permission from the parent/guardian of the student requesting that the school comply with the physician's order must accompany the physician's order.
- Medication must be brought to school in a container appropriately labeled by the pharmacy.
- Medication must be stored in a locked cabinet in the office
- Unused medication will be destroyed or returned to the parent/guardian for disposition by the last day of school each year.

Non-Prescription medication:

- The office must be notified if a non-prescription medication is to be used during school hours or activities.
- The medication must be in its original container and accompanied by a written note from the parent/guardian indicating the student's name, name of drug, dosage, reason for administering, and time to be given.

Reminder: children must be kept at home when they are ill and only return to school when they are fever free for 24 hours without the use of fever-reducing medication.

Student visits to the office for medical reasons (even most minor cases) will be documented in Ren-Web, the school's Student Information System, often also resulting in a medical notification email being sent home to families.

**Student Accident Insurance**

The Roman Catholic Diocese of Burlington has secured student accident insurance for all parish and Diocesan schools. This insurance coverage is **secondary or excess and claims must be submitted to student's primary insurance first.** For the 2023-2024 school year, this insurance is through First Agency (for Basic Insurance) and AIG (for Catastrophic Insurance).

Accidents must be reported to the school within 20 days. Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 104 weeks (or two years) are considered. Benefits are determined on the basis of REASONABLE AND CUSTOMARY for the geographic location where services are performed.

Here are the actions for the school to take in the event of a student accident incident:

1. Seek appropriate medical attention for the student
2. Contact the student's parent/guardian
3. Complete the Diocesan Incident Report and submit it to the Diocesan Insurance Office  
*(fax and email address on the form)*
4. Complete the School-specific sections of the 1st Agency and AIG Claim Forms. Claims can be submitted online or the form can be downloaded and faxed or mailed. Claim forms can be found at <https://www.1stagency.com/k12claimforms>.
5. Once you have completed the school-specific sections of the forms, provide those to the parent/guardian to complete the balance of the forms before they submit them as instructed with appropriate documentation.
6. Direct the parent/guardian to also call both First Agency and AIG to provide the basic information on the injury so they know there may be future paperwork coming in.
  1. First Agency: 630-715-5654 Kyle McWeeney, Agent
  2. AIG: 800-551-0824

## Grading and Assessment

### **Grading System**

To evaluate student progress, a variety of means is employed including teacher-made tests, quizzes and assignments, tests provided by textbook publishers, direct observation, oral presentations, all forms of written materials, etc. Grading is the most widely used method of reporting student progress.

Special subject areas such as Art, Foreign Language, Music, and Physical Education will be graded according to a child's effort, behavior, and participation. In addition, the report card evaluates a student's work and study habits as well as social development.

The School of Sacred Heart St. Francis de Sales operates on a trimester reporting basis. If you are concerned about your child's report card, please call the teacher(s) for an appointment. Report cards are sent home via email to parents. Grades for the older students are also available through the FACTS family portal. Parents have 24-hour access to grades through this system. Teachers are expected to update grades weekly.

"INC" is used in place of a letter or numerical grade when a teacher has determined that there is not a sufficient amount of school work/assignments completed.

### **Student-led Conferences**

Near the end of Trimesters 1 and 2 (twice a year), student-led conferences will be held. This is an opportunity for students to share their goals and growth with their educational team - parents, family members, and teachers. A schedule will be sent home well in advance for your convenience. Parents are expected to attend these conferences. Additional conferences may be scheduled upon request.

Parents are always acknowledged as the primary educators of their children. Therefore, every effort will be made to keep parents informed of the intellectual progress and general behavior of their children. Parents are asked to inquire of their children, the outcome of any tests or assignments received from a teacher or any other concerns they may have during the year.

### **Honor Roll**

The honor roll will be determined and published after each trimester for grades 3-8 based upon the student's grade point average (GPA). Those students who excel in their studies are recognized by inclusion on the Principal's Honors list with an average of 95 or higher and no individual class grade below a 90. The High Honors list recognizes students with an average of 90 or higher and no individual class grade below an 85. The Honors list recognizes students with an average of at least 85 and no individual class grade below an 80. Grade point averages will include all academic and special subject areas.

### **Promotion and Retention**

At The School of Sacred Heart St. Francis de Sales, we believe that offering a student another year at the current grade level is really a *Gift of Time*. Not all children mature or learn at the same rate and allowing them to repeat a grade is often beneficial. When there is a question about promotion or retention of a student, the parents will always be a part of the discussion and the decision.

### **Graduation Requirements and Fees**

Eighth grade students are expected to complete and pass the subjects taken throughout their time at The School of Sacred Heart St. Francis de Sales. Families of students in the eighth grade are expected to fundraise throughout the year to offset the expenses of activities such as the class trip, caps and gowns, and graduation events. In the event that not enough money is raised to cover these expenses, families may be charged a fee. In the event of undue hardship, the principal should be notified.

### **Standardized Testing**

The School of Sacred Heart St. Francis de Sales uses the Terra Nova standardized test in the Spring of each year. A variety of tools are used to assess students throughout the school year.

### **Homework**

Homework is a very important part of your child's education. Teachers will present and review material in the classroom but students must be prepared to reinforce their learning at home. Homework should serve a positive purpose and be closely integrated with class work. It is not a substitute for what should be taught in the classroom; rather homework serves as a review or enrichment of materials learned within the classroom environment.

Parents are encouraged to provide a suitable time and place for their children to do their homework. Children need to know that you support their efforts and expect them to do their homework at a regular time each day. The following time frame should be used as a daily guide for Grades 1-8.

- Grade 1 - 10 minutes
- Grade 2 - 20 minutes
- Grade 3 - 30 minutes
- Grade 4 - 40 minutes
- Grade 5 - 50 minutes
- Grade 6 - 60 minutes
- Grade 7 - 1 hour and 10 minutes
- Grade 8 - 1 hour and 20 minutes

The school policy is that no homework assignments are given over weekends unless the student is to do work that he/she has missed because of absenteeism or failure to complete homework or classroom assignments on time. Long-term assignments such as reports or

projects do not apply to this rule because of the nature of time allowed. If a student has not been completing assignments within a specific time frame, a note will be sent to the parent indicating the incomplete assignments. Parents are encouraged to continuously check the student information system. When parents and teachers work together to support homework, we can facilitate good organization and study habits.

### **Absence/Makeup Work**

Students who are absent are expected to make up all the work that was missed. The student or parent should contact the teacher regarding the work that needs to be done. Work is expected to be made up in a reasonable amount of time. The student is allowed one day for each day absent to make work up, not to exceed the total number of days absent. Individual teachers may grant extensions when it is deemed necessary. Make-up tests must be scheduled with the teacher.

### **Middle School Late Work Policy**

This policy is universal for all School of Sacred Heart St. Francis de Sales middle school teachers, grades 5-8.

- Assignments turned in one day later will lose 10% of their original value.
- Assignments turned in two days late lose 20% of their original value.
- After 3 days, assignments are not accepted and a "0" will be entered into the grade-book.



## Attendance

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor interferes with a student's progress more quickly than frequent tardiness or absence.

### **Absences**

The School of Sacred Heart St. Francis de Sales has 175 student attendance days. If a student is absent from school, parents are asked to email [shsdevelopment@comcast.net](mailto:shsdevelopment@comcast.net) or call the Main Office at (802) 442-2446 before 9:00 am. If a parent is requesting work for their child, it should be requested at this time. If a parent requests work for their absent child prior to or by 9:00am, the teacher will be expected to utilize time during their preparatory period to gather the necessary work to have available at dismissal time on that same day for the family. Work being requested by a family later than 9:00am must be available by arrival time the following morning. Absences will be considered unexcused unless we have been notified of the reason for the absence from the parent.

### **Frequent Absences**

If a student is absent three or more days in a row, administration may ask for a doctor's note excusing the absence. If a student accumulates 20 total absences, the administration may call a meeting with the family.

If a student, for any reason whatsoever, is absent from The School of Sacred Heart St. Francis de Sales for more than 30 days (not necessarily consecutive days), and does not attend a School of Sacred Heart St. Francis de Sales approved educational institution during the time of his/her absence, he/she may be required to repeat the school year.

### **Tardiness**

Students in grades Kindergarten through Grade 8 arriving after 8:15 a.m. are required to report to the office to be signed in to school and will be marked tardy. The student will then be given a pass and sent directly to class. If students come during our Morning Prayer, students are expected to go directly to the office to sign in before joining the school at Prayer. It is essential that students arrive as close to 8:00am as possible to be sure they have time to be ready for the day.

Preschool families will check in directly with the Head Preschool Teacher to sign the child in.

At the School of Sacred Heart St. Francis de Sales, we are attempting to teach your child responsibility. Parents will be contacted if students are frequently tardy.

## School Day

### **Religion Class and Religious Functions**

Sacred Heart St. Francis is a Catholic school. Therefore, any student enrolled in the school must be a part of the religion classes taught in the school. At regular times during the school year, the faith community of the school will celebrate liturgies together; and all students attend these celebrations. Non-Catholic students join their schoolmates at the celebrations, but do not participate in the sacramental aspects of these events. Full student participation at such religious functions is necessary to build the type of community we desire at this school. This includes all devotions as well. As a Catholic school, we celebrate our beliefs as a vital part of our daily lives.

### **Visiting the School**

In order to ensure student safety and reduce interruption of the instruction program, we follow the Federal Law that requires all visitors, including parents, to report to the Main Office upon entering the school for any reason. \*See our updated VISITOR POLICY available in the Main Office.

### **School Hours**

Students may enter the school building when a staff member opens the doors at 8:00am. Classes for students at the School of Sacred Heart St. Francis de Sales begin at 8:10am. Students will be marked tardy if they are not in their classrooms *by* 8:15am.

Dismissal for the Preschool Program is 2:30pm.

Dismissal for Kindergarten through Grade 8 is 2:45pm.

### **Supervision of Playground**

There is no supervision on the playground or outside prior to 8:00 am. Parents, be advised that if students are dropped off prior to 8:00 am, they are to be accompanied by a parent or the family must utilize the Before-Care Program offered. If students are not picked up prior to 3:00pm, they will be sent to the After-School Program and parents will be asked to pay the fee for that day.

### **Early Release**

On early release days (half-days) indicated on the school calendar, dismissal will be at 12:00pm, following lunch.

### **Lunch**

- Students remain in school for lunch. Students may order a school lunch or bring a lunch from home.

- Students are expected to eat at lunchtime. While we understand the need for children to socialize, a five minute “chew time” may be put in place to ensure students are eating and not just socializing. We know the necessity and value of proper nutrition in the learning process.
- Forms for free and reduced lunches will be distributed with “first-day paperwork” at the beginning of the school year and will be available during the year in the school office.  
**The amount of Title I Federal Funds The School of Sacred Heart St. Francis de Sales receives annually is determined by the total number of approved forms. These allocated funds are utilized to provide tutorial services for our students. It is imperative that these forms are filled out entirely and returned to the school office each year.**

### **“Specials” Classes**

Our school is proud that we offer music, library, art, and physical education classes to our students. These classes are a requirement for all elementary students unless there is a medical reason for non-participation. Physical education is required for all middle school students while other electives are offered. If a student is to be excused from a class, a written note from a parent and/or doctor is to be presented to the office and to the teacher.

Sneakers are required for participation in all Physical Education classes.

Library books must be returned in a timely manner or the family may be asked to cover the cost of the missing book.

### **Cancellation of School/Early Emergency Dismissal**

In the event of school cancellation due to weather or other circumstances, families will be contacted directly by phone call, text, and email through an automated phone alert system. Announcements will also be made on WCAX.

### **Egress Evacuations and Crisis Response Drills**

The School of Sacred Heart St. Francis de Sales is required to do egress and crisis response drills on a monthly basis. During a fire drill, students will exit immediately from the class they are attending at that time. Students will walk in a single file line to the designated area. There will be no talking and classes will wait in line until the administration informs them that it is safe and instructs them to enter the building and return to the classroom.

Ensuring that basic safety needs are met is an essential first step in providing children with a school environment that is conducive to learning and socialization. Therefore, crisis drills will be conducted to ensure that all students and personnel are familiar with the emergency procedures that are in place. The School of Sacred Heart St. Francis de Sales has a fluid Emergency Procedures document that is designed to deal with a number of crises that could occur and it is available upon a family’s request in the office.

### **Before Care Program**

The Before Care Program gives working families that opportunity to drop their children at the school as early as 7:30am for a minimal fee. The Before Care Program is not offered on days that begin with a delay. The After School Program is not offered on early release days.

Before Care Program Cost : \$3/day

### **After School Program**

The After School Program provides activities for students in the Preschool Program through 8th grade. Homework Club from 3pm-4pm is included for students in grades 3-8 who are registered in the After School Program. The After School Program is offered Monday through Friday (no Homework Club on Fridays) from 3:00-5:00pm. The cost is by the hour and has flexible enrollment (choose one or any combination of weekdays).

#### Registration Process:

Parents must fill out the After School Registration forms weekly. Forms are attached to the Weekly Update (sent home on Wednesdays) or are available from the After School Coordinator. These signup sheets are then turned in, with payment, to their teachers for the following week.

Safety is our number one concern. Therefore, the program will be canceled any day that school is canceled for bad weather. If the weather worsens during the school day, we may also cancel programming.

After School Program Cost: \$5/until 4pm, \$10/until 5pm.

All authorization forms and registration forms for the After School Program are in the appendices.

### **School Vacations**

School is in session from the end of August through June. Students are expected to be in attendance unless they are ill or there is a family emergency. Major school vacations are scheduled during Christmas (two weeks), February (one week), and April (one week). Absences due to special vacations and trips outside the regularly scheduled school vacation periods minimize the value of school and should be avoided. It is important to note that the school's Standardized Testing schedule cannot be rearranged for special purposes (vacation schedules, doctor appointments, etc.). **In the event that you must take your child out of school for more than three days, you must notify the principal two weeks prior to your departure.** The student will be required to complete work, prepared by his/her teacher(s), and will be expected to be handed in upon returning to school. The teacher(s) will decide with the student if missed work needs to be made up.

### **Field Trips**

Occasional field trips by teachers and students to places of cultural and educational value are approved under the following conditions:

- the trip has some clear educational value
- the trip is planned to coordinate with class work
- the trip has specific goals
- parents have been informed and their permission obtained
- the cooperating organization has been informed
- adequate adult supervision must be assured
- teachers will accompany their students on all trips
- the trip does not involve great expense
- there is some form of follow-up evaluation done

All field trips are considered privileges. Students will be denied participation if they fail to meet academic and behavioral requirements. In addition, any trip requiring fundraising beyond the immediate school students, faculty, and staff must be approved by the School Board.

Before a trip will be approved, a complete description of the trip and a plan for fundraising must be submitted. Transportation for class field trips may be provided by a School Board approved bus service when field trips are not within walking distance or within a reasonable radius of the school.

If within a reasonable distance, students may be transported by private vehicles. Seat belts must be worn. Students under the age of 8 must ride in an approved child restraint (booster seat). Those students 8 years of age and older who are a minimum of 4'9" must wear seat belts (lap and shoulder belt). No student will be allowed to ride in the front seat of any private vehicle used for field trip transportation.

All drivers must have a copy of a valid driver's license and proof of insurance on file in the school office. When using a bus service, children may be transported by other means only if the driver is the child's parent.

A permission slip request from parents asking the school to take a student on a field trip must be signed by the parent for each field trip. Requests by telephone are not acceptable and may not take the place of the written request.

## Miscellaneous

### **Parties**

Classroom parties are celebrated at the discretion of the classroom teacher and are planned at a reasonable time within the context of the curriculum. "Room Parents" may be in contact with families in the classroom to donate goodies and/or supplies for different holiday parties.

Students that wish to hand out personal party invitations at school must include everyone in their class.

### **Allergies**

For students/staff with food allergies, we can make accommodations if need be. Please label treats if they contain nuts/peanuts or gluten if you send them to school for a birthday treat.

Teachers will reiterate that snacks/lunches from home are not to be shared. This is not just for the nut/peanut allergy but for the many other allergies that are present in our building.

### **Telephone/Cell Phone Policy**

Cell phones, Apple watches and other smart watches are prohibited during school hours and while on school grounds (8:00am to 3:00 pm on a regular school day and during the Before/After School Programs). Cell phones/other electronics will be required to be **turned off** and confined to the students' backpack. Anyone caught text-messaging or using the phone or smart watch during a test or quiz will receive a 0% on that test or quiz. Cell phones, smart watches, and/or other electronic devices must be shut off during school hours; a cell-phone/iPod causing a classroom distraction (ringing, alarms, etc.) will result in the item being taken away from the student. Phones/electronics taken from students during the regular school day will be taken to the school office where they can be picked up after school hours. After multiple infractions, cell phones/electronic devices will be returned **to the parent/guardian only**.

Students may use the school office telephone with permission. **Arrangements for after school activities should be made at home before coming to school.** Please call the office and leave a message for your child only when it is necessary.

### **School Property**

Parents of students who destroy or lose textbooks, library books, etc., or who destroy or vandalize school property will be notified by the Principal and will pay to the school the replacement cost of the property that was destroyed or lost. If a debt is owed to the school, final report cards will be held until the debt is paid in full. No students are to be on school property

after school hours unless they are involved with after-school activities such as an athletic team, chorus, club, science fair, or other activities supervised by a staff member.

## **Discipline Policy**

### **Goals**

The primary focus of The School of Sacred Heart St. Francis de Sales is the academic success of every student. We seek to build within each student a love of learning, sense of responsibility, self-discipline, a positive self-image and attitude, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

### **Philosophy**

Student discipline is a collaborative effort by parents, students, and faculty. The focus of our discipline policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth and development. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior, including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly toward others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to truly live our mission and strive for excellence.

Jesus came that we might have life and have it to the full (John 10:10). Discipline in our school is about students learning to choose life to the full and becoming disciples of Jesus. It is considered an element of moral guidance rather than a form of punishment. We also help develop a student's conscience, and for positive behaviors and growth, we provide the following Guiding Principles:

- **Excellence**: showing a commitment to be the best that we can be.
- **Responsibility**: showing responsibility in all areas of school life.
- **Respect**: having and showing respect for self, for others and for materials and property while showing respect for our own learning and that of others.
- **Honesty**: being honest in all areas of school life.
- **Dignity**: honoring the inherent dignity of each person.
- **Compassion**: being sensitive to the feelings of others and having a willingness to help and support others.

### **Disciplinary Actions**

While most students consistently observe these standards and behave safely and appropriately, there are times when behavior choices warrant intervention and consequences. Teachers use a variety of classroom and behavior management techniques to address such behaviors. When these strategies are unsuccessful in changing a student's behavior and/or serious incidents

occur, it is necessary for additional action to be taken. Some examples of more serious infractions include but are not limited to:

- theft
- cheating and other forms of dishonesty
- evidence of violent and aggressive behavior that poses threats to the safety of others and to the school community
- carrying weapons and other objects deemed to be potentially dangerous to others and to the school community
- bringing to school amounts of money unrelated to standard school activities and events
- showing by word or deed serious disrespect to others
- behaving in a manner that suggests the use of alcohol or illegal drugs
- possession of drugs or alcohol
- possession of pornographic material
- inappropriate use of technology (see section on Technology Policy)
- defacing or destruction of school property
- persistent misbehavior over minor matters that continue to be unacceptable
- other behavior deemed inappropriate by the administration and faculty
- bullying
- disrespect of the race or gender of others
- verbal, written and or physical threats made by any student toward any other student, staff member, and any other member of our school and parish community, or the physical plant.

### **Appropriate Behaviors**

In addition to following the rules established by each teacher and in order to create a safe and respectful learning environment, students are also expected to behave in the following manner:

#### Before school:

- Upon arrival, between 8 AM and 8:15, report directly to your classroom.
- Enter the building quietly.
- Cell phones and Apple or other smartwatches are not permitted and will be turned off and kept in a backpack upon entering school grounds.

#### In the school buildings

- Walk quietly through the halls.
- Use proper language at all times.
- Follow the dress code for regular school and any out of uniform days.
- Respect school property and the property of others.
- Have a respectful attitude toward everyone you encounter.
- Be on time for school as this affects the other students' ability to learn.

#### In the classroom:

- Follow all classroom rules.
- Be responsible by submitting homework assignments on time and making up missed assignments.



- Have a respectful attitude towards teachers and one another.
- Be responsible for school supplies.
- Be honest in all communications.
- Use computers and school equipment appropriately.
- Be in the classroom only when a teacher or another adult is present.

During lunch:

- Remain seated until finished eating and until dismissed by an adult monitor.
- Use an appropriate voice volume.
- Clean up at tables, pick up all papers, scraps of food, etc., and dispose of them properly.
- Obey the lunch room supervisors at all times.

During recess:

- Remain outdoors unless there is an emergency or the playground teacher has given you permission to enter the school building.
- Obey the playground teacher at all times.
- Use the playground equipment appropriately.
- Display good sportsmanship and exercise self-control.
- Play only in assigned areas.
- Stay on the school grounds at all times.
- Stop playing when the bell rings and walk quietly to designated lines.

After school:

- Follow dismissal procedures assigned by your teacher.
- Walk to the car line with the teacher and wait until parents arrive.
- Do not reenter the school building unless accompanied by a teacher or staff member.
- Leave by exiting via the driveway if walking or being picked up before the car line.

At school sponsored activities:

- All school rules apply.
- No running in the multi-purpose room or parish hall.
- Use school equipment appropriately when and only if permission is granted.

At athletic events:

- Practice good sportsmanship as spectators and participants.
- Show respect toward coaches, referees and visiting teams.

Outside of school:

- Behave responsibly off school property.
- If the Principal is made aware of misconduct off school property of a student, parents and/or guardians may be notified. (It is important to note, however, that the school is not responsible for students' actions that occur off school property, but if the action in any way harms the reputation of the school and/parish, disciplinary actions may be taken.)

## **Suspensions/Expulsions**

Please note that careful consideration is given to each individual situation so that the school's response to the student and situation is appropriate. Consequences may increase in the cases of repeated offenses. Suspensions will be considered when behavior is disruptive, detrimental to the operation of the school, and/or threatens the safety of other students or staff. An accumulation of suspensions can be cause for expulsion procedures or non-re-registration of the child for the next school year.

Suspension and expulsion are measures that are reserved for chronic forms of misbehavior that contradict our school mission and continue even after other remedial interventions. Suspension and expulsion are also measures that are reserved for extreme forms of misbehavior such as fighting, criminal acts, scandal, immorality, disruption constituting a threat to the physical or moral welfare of other students or staff members or acting in a way on or off campus that damages the good name and reputation of the school and parish.

Suspensions will be served as "out-of-school" penalties. During suspensions students are required to secure all assignments and to submit all work upon their return to class. Suspended students however are not permitted contact with classmates, may not participate in any school functions such as practices, or games, etc., and may be prevented from completing tests administered on the day(s) of their suspension. Such exclusion will result in a grade of zero for any missed test.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student may be immediately suspended for a period of one to five days. In cases of vandalism, the parents and/or guardians must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parents and/or guardians before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents and/or guardians will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents and/or guardians are called. The school reserves the right to expel a child for the possession of a weapon. It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents, guardians and the entire school community. Therefore, the school reserves the right to take disciplinary action for misconduct. Such misconduct could result in any number of consequences including the possibility of suspension and/or expulsion.

A child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a

crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

We also reserve the right to dismiss a child at any time it becomes evident to the Principal that his or her behavior or attitude, either inside and outside of school, or that of his or her family, are inconsistent with the community principles and are detrimental to the reputation of the school or parish.

Lastly, discipline matters often involve information which cannot be made public. For that reason, all discipline matters and decisions will be private and kept confidential between the administration, the staff members involved, the student, and his/her parents and/or guardians. Information concerning discipline matters will not be discussed or shared outside this context.

## Dress Code Policy

At The School of Sacred Heart St. Francis de Sales we take pride in how we dress and present ourselves. What we wear and how we wear it is a reflection of who we are. It is understood that students will comply with the dress code upon registration at our school.

The School of Sacred Heart St. Francis de Sales partners with Tommy Hilfiger with Global Schoolwear and Flynn O'hara to provide our school uniforms. All uniform items must be purchased through these companies at:

[www.globalschoolwear.com/school/SACR15](http://www.globalschoolwear.com/school/SACR15)

[www.flynnohara.com](http://www.flynnohara.com)

### **Warm Weather Uniform**

#### **(August through September 30th & after April Break through end-of-year)**

During these warmer days, khaki shorts and/or skorts may be worn with the green polo shirts that have the school logo. Formal uniform is required on Mass days.

### **Daily Uniform**

#### Girls:

The formal girls' uniform in Grades PK-4 consists of a plaid school jumper, a white dress blouse, and knee socks, or tights (white, black, or navy blue). The girls' uniform in Grades 5-8 consists of a plaid school skirt (2 different styles), a white dress blouse, a uniform navy-blue vest, and knee socks or tights (white, black, or navy blue). A white turtleneck or button-up blouse with a navy blue sweater or cardigan and khaki dress pants may also be worn as a formal uniform on cold days. Girls' skirts and jumpers should be of a reasonable length, falling below their mid-thigh.

The dark green polo shirt with the embroidered school name and logo is acceptable all year long, EXCEPT on days we attend Mass. **All students will wear the formal uniform to Mass.** The dark green polo shirts should be worn with the uniform pants and skirts/jumpers. The green polo shirt is only obtainable from a uniform supplier determined by the school. All green polos must be embroidered with the school logo. There are no substitutions. All students must wear solid white, black, or navy crew or knee socks.

#### Boys:

The formal boys' uniform in all grades consists of a plaid school necktie, light blue or white dress shirt, and navy blue or khaki dress trousers. Belts are recommended and shirts must be tucked in. Denim jeans of any kind or sweatpants are not acceptable. The dark green polo shirt with the embroidered school name or logo is acceptable all year long, EXCEPT on days we attend Mass. **All students will wear the formal uniform to Mass.** The dark green polo shirts

should be worn with the uniform pants. The green polo shirt is only obtainable from a uniform supplier determined by the school. There are no substitutions. All students must wear solid white, black, or navy crew socks.

#### All students:

Unnaturally dyed hair, tails, shaved heads with messages, body painting, and body piercing undermine our school's commitment to simplicity and lack of competition in the area of dress. They are not consistent with the school dress code, and therefore, are not acceptable. No gaudy or extreme cuts, designs, or colors are allowed for girls or boys. Hair must be clean and groomed appropriately so the child's face can be clearly seen.

Jewelry should be simple and of a conservative nature.

No student will have a tattoo, permanent or temporary, that is exposed while wearing school uniforms (including athletic uniforms). Hats are not to be worn in the school building at any time.

Shirts are to be fully tucked in at all times.

If the children wear sweaters during the school day, they must be uniform sweaters purchased from the uniform company. Sleeveless fleece vests/jackets with the school's emblem embroidered may be worn on cooler days. Only school sweatshirts/hoodies or fleeces will be allowed during the school day. All school uniforms, ties, and fleeces can be ordered through the Flynn and O'Hara Uniform Company or Tommy Hilfiger at any time during the school year. The school places hoodie orders in the fall.

Sneakers and dress shoes are both acceptable for the classroom but on days of Physical Education, students must wear sneakers. Shoes must have backs. High heels, flip-flops, crocs, sandals, or other backless shoes are not allowed for daily wear or for dress down days.

Shoes that have built in wheels also pose a safety hazard. The wheels on these shoes should never be used in school.

Socks are required for all students as a part of their daily uniform. Socks must be black, white, or navy blue and crew length or knee high. "No show", ankle length, or no socks at all is not acceptable.

Uniform shirts **must** be worn under all fleeces and hoodies. Hoodies are **not** considered part of the formal uniform.

#### **No-Uniform Days**

The Principal will have the discretion to determine if a student's attire is appropriate on no-uniform days and will also have the authority to set the mode of attire for these special occasion days. On no-uniform days, students should choose attire appropriate for the school environment. **Inappropriate attire includes:** tank tops, short shorts, tights worn without a skirt or pants, beach or hiking attire, bare midriff tops, t-straps, halter tops, T-shirts with inappropriate slogans, logos or designs, and mini-skirts, etc. Shoes must be appropriate for steep stairs, recess, physical education, etc. (for example: no shoes without ankle support, no flip-flops,

sandals, slippers, crocs, etc.). If your child wears clothing that does not meet the no-uniform code, parents will be contacted and asked to bring a change of clothing for them.

**Out-of-uniform Notice**

An out of uniform notice will be sent home when a student is not following the dress code. This notice will bring the non-compliance to your attention and ask for an immediate correction. The notice should be signed by a parent and returned to school the next school day. Parents will be called, if necessary, to come and take the student home to remedy the situation when the violation is considered grave and repetitive.

**Multiple Violations**

Consequences for multiple violations will be at the discretion of the Principal.

## Other Policies/Procedures

### **AIDS**

#### **Diocesan Policy on Acquired Immunodeficiency Syndrome (AIDS)**

The Human T-lymphotropic virus type III (HTLV-III) is believed to be the cause of AIDS in humans. Recommendations are given which apply to all children known to be infected with AIDS. Decisions regarding the type of educational setting for a child with AIDS/HIV positive should be based on behavior, neurological development and physical interaction with others. These decisions are best made using the team approach including the child's physician, the child's parents or legal guardian, public health personnel, and school personnel. In each case, risks and benefits to both the child and others within the educational setting must be carefully weighed. Details of this policy are available through the School of Sacred Heart St. Francis de Sales Office and the Diocesan Superintendent's Office, 55 Joy Drive, Burlington, VT 05403.

### **Animals in School**

The Department of Health in conjunction with the Department of Education has developed a Model School Animal Policy. This policy lists the types of animals that because of their risk of carrying rabies, should not be brought on school grounds. The School of Sacred Heart St. Francis de Sales supports this policy to protect students and staff from exposure to rabies and other diseases. Wild animals, alive or dead, are not allowed in school. Family pets are not allowed in school. Guide, hearing and other service or law enforcement dogs may be allowed in school or on school grounds with proof of current rabies vaccination and advanced approval from administration.

### **Immunizations**

#### **Required Prior to Attending School 18 V.S.A. §1121**

Except as provided under V.S.A. section 114 of this title, no person may enroll as a student in a Vermont school, regardless of whether the student has been enrolled in the school during a previous school year, unless the appropriate school official has received a record or certificate of immunization issued by a licensed physician or a health clinic that indicates the person has received required immunizations appropriate to age as specified by the Vermont Department of Health. Waiver forms are available in the office.

### **Internet Use**

Students at The School of Sacred Heart St. Francis de Sales have the opportunity to use the internet at school. It is required that each student utilize the internet as an appropriate academic resource. Inappropriate use of the internet can result in disciplinary action.

### **Nondiscrimination**

The School of Sacred Heart St. Francis de Sales, located in the Diocese of Burlington, admits students of any religion, race, color, national and ethnic origin, handicap and age, to all the

rights, privileges, programs, and activities generally accorded or made available to students in the school. Catholic schools seek, however, primarily to serve any parents who want a Catholic education for any of their children.

The School of Sacred Heart St. Francis de Sales is non-discriminatory toward anyone with vision, speech or hearing impairments, or physical disabilities that we can academically serve within our staff qualifications. The School of Sacred Heart St. Francis de Sales, recognizing that some areas in the school are inaccessible to persons with some disabilities and recognizing that the school participates in some Federally-funded programs, adopts the following policy:

- Instruction materials, meetings and activities related to school's participation in Federally-funded programs will be available, without discrimination to individuals with disabilities as defined by the Rehabilitation Act of 1973.
- Whenever an individual with a disability wishes to take part in a Federally funded program or activity and wishes for the program or activity to take place in a space that conforms to accessibility standards, that program or activity will be relocated to an accessible area. To arrange for relocation, contact the principal. Information about relocation will be provided orally to persons with vision impairment and in written form for persons with hearing impairment.

### **Plagiarism**

Students are expected to do their own work. Plagiarism, which is taking information and/or ideas and passing them off as your own work, is unacceptable. Information and/or ideas taken from the internet, books, magazines, television, etc. must be referenced. In the case that a student is caught plagiarizing, they will be forced to re-do the assignment with a 10% deduction in grade. For the second and all offenses following, the student will receive a zero. If a student copies another student's work or allows his or her work to be copied, he/she will receive the same consequence. In the case of tests/quizzes, students will immediately receive a zero for a grade.

### **Tuition Payment Policy**

Tuition payments, other than the FACTS Program, must be paid by the date prescribed on your Tuition Agreement. Failure to do so may result in withholding the student's report card. No records will be transferred out of the school. In addition, failure to have made a good faith effort to arrange for payment of outstanding tuition may prevent the student from participating in co-curricular activities such as sports, drama, field trips, etc. Reminders for payment will be sent home prior to the activity.

### **Volunteers**

All volunteers must submit to a background check and complete a training program (Virtus) offered online through <http://www.vermontcatholic.org/> in order to comply with the rules of the Diocese of Burlington. Certificates of completion must be on file in the school office.

### **Alcohol and Other Drugs (AOD) Policy**

Ingestion of harmful substances such as drugs or alcohol hinders the growth and development of the individual and is contrary to the philosophy of Sacred Heart St. Francis de Sales. The



presence of devices of any kind associated with drug or alcohol usage is prohibited from school premises at all times. The home has primary responsibility for treating health problems; however, The School of Sacred Heart St. Francis de Sales shares these responsibilities in the areas of education and referral.

- AOD Strategy:

The School of Sacred Heart St. Francis de Sales has no tolerance for students using alcohol or other drugs on school grounds or at school sponsored events. Any student found possessing, selling, or under the influence of alcohol or other illegal drugs (including tobacco and all vaping devices) on school property, or at school sponsored events or field trips during school hours will be suspended from The School of Sacred Heart St. Francis de Sales. The Administration will determine the period of suspension, within two school days of the offense.

- AOD Procedure:

This policy will be in effect during the academic year on school grounds and at any school-sponsored activities/events where and when students are representing The School of Sacred Heart St. Francis de Sales. The principal/or designee:

- Will call the police

- Will call the parent(s)/guardian(s), of the student(s) involved.

- The student will automatically be released into the care of the parent(s)/guardian(s) or law enforcement.

- Tobacco and Vaping

The use of any and all tobacco products including vaping devices and products on school grounds (including the parking lot) or at school events is prohibited. Violators will be suspended from school for one day, and be responsible for any fines associated with breaking the 'Safe School' ordinance. Use of tobacco or vaping devices is not permitted on school grounds or at school events.

### **Social Media**

It is the responsibility of parents and guardians to monitor their children's use of technology - including the use of social media. If the administration is made aware of a post/text message that threatens the safety or ability to perform of a student *at school*, the administration will verify the validity of the post and the parents/guardians will be notified. If need be, the student will be suspended with the second offense leading to possible expulsion. Depending on the severity of the post/text message, local law enforcement may be contacted to respond.

### **Weapons**

It is the intent of The School of Sacred Heart St. Francis de Sales to provide a safe environment for students to learn. Any student who brings a weapon (gun, knife, explosive, tool designed to injure, etc.) to school (or any setting which is under the control and supervision of the school such as school grounds, playing fields, field trips, etc.) shall be brought to the school Administrator for immediate investigation. The student may be suspended immediately if such is warranted. In the event of a school-sponsored event away from the school, the adult in charge shall confiscate the weapon and isolate the individual, if possible, and notify school authorities as soon as possible. A student found guilty will be expelled (termination of educational services)

by the Principal. Any student bringing a weapon to school shall be referred to the appropriate law enforcement agency.

**Bomb Threats**

Students found guilty of bomb threats against the school will be expelled (termination of educational services) by the Principal.

# **POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS**

## **I. Statement of Policy**

As a Catholic institution, we are committed to providing our students with a safe and supportive school environment in which all members of the school community are treated with respect.

In keeping with the teachings of the Catholic Church, it is the policy of the School to prohibit the unlawful hazing, harassment, and/or bullying of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Hazing, harassment, and/or bullying may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

Note: Conduct which constitutes unlawful hazing, harassment and/or bullying may be subject to civil penalties.

The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

## **II. Implementation**

The principal or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator who is well versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably

calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

### **III. Purpose**

It is the intent of the school to apply and enforce this policy in a manner consistent with the mission of the school as a Catholic institution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

### **IV. Definitions.**

For the purposes of this policy and the accompanying procedures, the following definitions apply:

A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

1. Is repeated over time;
2. Is intended to ridicule, humiliate, or intimidate the student; and
3. (i) occurs during the school day on school property, on a school bus, or at a school sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

B. **"Complaint"** means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, and/or bullying.

C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, and/or bullying, or a student who is the target of alleged hazing, harassment, and/or bullying.

D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school are identified in Appendix 5152 of each school's regulations for this policy.

E. **“Employee”** includes any person employed directly by or retained through a contract with , an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes Diocesan personnel associated with .

F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for and for coordinating the School’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the School’s harassment policy. This role may also be assigned to Designated Employees.

G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
  - a. Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
  - b. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
  - c. Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent and/or so pervasive as to deny or limit the student’s ability to participate in or benefit from the educational program.
2. Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
3. Harassment of members of other protected categories, means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats,

graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

1. Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.
2. Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:
  - (i) goals are in keeping with the teachings of the Catholic Church;
  - (ii) are approved by the educational institution; and
  - (iii) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.
3. With respect to Hazing, **“Student”** means any person who:
  - (i) is registered in or in attendance at an educational institution;
  - (ii) has been accepted for admission at the educational institution where the hazing incident occurs; or
  - (iii) intends to attend an educational institution during any of its regular sessions after an official academic break.

I. **“Notice”** means a written complaint or oral information that hazing, harassment, and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, and/or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, and/or bullying through other means, for example, if information about hazing, harassment, and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

K. **“Pledging”** means any action or activity related to becoming a member of an organization.

L. **“Retaliation”** is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment, and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator, any witnesses, and any person who assists or participates in an investigation, proceeding, or hearing related to the hazing, harassment, and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation, and reprisal.

M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal and/or the School’s Equity Coordinator.

N. **“Complaint Reporting Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Approved: September 12, 2019  
Bishop of Burlington

Regulation 5152

## **PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS**

### **I. Reporting Complaints of Hazing, Harassment and/or Bullying**

A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.

B. School employee reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.

D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.

E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission  
14-16 Baldwin Street  
Montpelier, VT 05633-6301  
(800) 416-2010 or (802) 828-2480 (voice)  
(877) 294-9200 (tty) (802) 828-2481 (fax)  
Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us)

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
617-289-0111 (voice) 877-521-2172 (tty)  
617-289-0150 (fax)  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## **II. Responding to Notice of Possible Policy Violation(s)**

A. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:

- i. Promptly reduce any oral information to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses;
- ii. Promptly inform the school administrator(s) of the information;
- iii. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator



shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.

B. Upon **initiation of an investigation**, the designated employee shall:

i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:

1. an investigation has been initiated;
2. retaliation is prohibited;
3. all parties have certain confidentiality rights; and
4. they will be informed in writing of the outcome of the investigation.

C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

### **III. Investigating Hazing, Harassment and/or Bullying Complaints**

A. Initiation of Investigation-Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.

B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school’s investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational

programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.

D. Due Process. The United States Constitution guarantees due process to students and School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The School will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.

E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall be mindful of the mission of the school as a Catholic institution as s/he considers the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school has the discretion to consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.

F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.

G. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by the Bishop of the Roman Catholic Diocese of Burlington, or his designee, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.

H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:

- i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
  1. the investigation has been completed;
  2. whether or not the investigation concluded that a policy violation occurred;
  3. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused

student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.

ii. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:

1. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment, and/or bullying occurred;
2. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment, and/or bullying occurred or (2) if hazing, harassment, and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying;
3. Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested, within 30 days of the review by the Bishop) as to (1) whether harassment occurred or (2) if harassment was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying and correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
4. File complaints of hazing, harassment, and/or bullying with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.

iii. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.

I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

#### **IV. Responding to Substantiated Claims**

A. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s).

In so doing, the following should be considered:

- i. Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial

steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.

ii. School Access/Environment Considerations. The School will also take efforts to support victims' access to the School's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the School will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate behaviors contrary to the mission of the school as a Catholic institution, harassment, hazing, and/or bullying and will be responsive to any student who reports that conduct.

iii. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.

iv. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of hazing, harassment, and/or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the hazing, harassment, and/or bullying complaint, or against a person accused of and/or found responsible for the hazing, harassment, and/or bullying, of another.

A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment and/or bullying is substantiated.

The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the hazing, harassment and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there have been any new incidents or any retaliation.

C. **Alternative Dispute Resolution.** At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:

- i. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
- ii. the age of the complainant and the accused individual,
- iii. the agreement of the complainant, and
- iv. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

## **V. Post Investigative Reviews**

### **Rights of Complainants**

#### **A. Request Internal Review of Initial Harassment Determinations.**

A complainant or parent of a complainant if the complainant is a minor, may request internal review by the school of a designee's initial determination (following investigation) that hazing, harassment and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.

#### **B. Request Additional Review by the Office of the Bishop.**

A complainant, or parent of complainant if the complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after review is requested.

#### **C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant.**

A complainant may request an independent review within thirty (30) days of a final determination if s/he:

- i. is dissatisfied with the final determination as to whether harassment occurred, or
- ii. if a final determination was made that harassment had occurred, and s/he believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment or bullying.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a (b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant, the accused, any witnesses, and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing:

- i. as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and
- ii. of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor, the parents of the complainant, of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. The School may request an independent review at any stage of the process.

#### D. Rights to Alternative Process.

In addition to, or as an alternative to filing a hazing, harassment and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment and/or bullying complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission  
14-16 Baldwin Street  
Montpelier, VT 05633-6301  
(800) 416-2010 or (802) 828-2480 (voice)  
(877) 294-9200 (tty) (802) 828-2481 (fax)  
Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us)

Office for Civil Rights, Boston Office  
U.S. Department of Education

8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
617-289-0111 (voice) 877-521-2172 (tty)  
617-289-0150 (fax)  
Email: OCR.Boston@ed.gov

### **Rights of Accused Students**

a. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder.

Appeals should be made to the superintendent in writing and within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline.

b. Accused Student/Appellant Access to Investigative Reports/Findings. The school shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record by the Superintendent, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

### **VI. Confidentiality and Record Keeping**

A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

i. Concerns Related to Hazing, Harassment, and/or Bullying Complaints. The scope of appropriate response to a hazing, harassment and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing,

harassment and/or bullying. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

B. Document Maintenance. The school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the School in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and the school administrator for at least six years after the investigation is completed.

## **VII. Reporting to Other Agencies**

### A. Reports to Department of Children and Families.

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.

### B. Reports to Vermont Agency of Education.



If a hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.

C. Reporting Incidents to Police.

i. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

ii. First-Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.

iii. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

**VIII. Disseminating Information, Training, and Data Reporting**

A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.

B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment and/or bullying.

C. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment

and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

**Legal References:**

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;  
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;  
Family Education Rights Privacy Act; 20 U.S.C. §1232g;  
Public Accommodations Act, 9 V.S.A. §§4500 et seq.;  
Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);  
Education, 16 V.S.A. §140(a)(1); Education, 16 V.S.A. §166(e);  
Education, Bullying, 16 V.S.A. §570c;  
Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;  
Education, Harassment, 16 V.S.A. §570a;  
Education, Harassment, 16 V.S.A. §570c;  
Education, Harassment, 16 V.S.A. §570f;  
Education, Hazing, 16 V.S.A. §570b;  
44 Education, Hazing, 16 V.S.A. §570f Education, Discipline, 16 V.S.A. §1161a;  
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;  
Child Abuse, 33 V.S.A. §§4911 et seq.;  
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.  
Washington v. Pierce, 179 VT 318 (2005).

Promulgated: September 12, 2019  
Bishop of Burlington

## **APPENDIX 5152**

### **Designated Employees**

The following employees have been designated by the School to receive complaints of hazing, bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws:

Tiffany McKenna, Principal  
(802) 442-2446 x 103  
307 School Street  
Bennington, VT 05201

Marcia Hendery, Assistant to the Principal  
(802)442-2446  
307 School Street  
Bennington, VT 05201

## Safety

### **Drop-off Procedures**

Drop off is between 8:00 and 8:15 am. Student instruction begins at 8:15am and students will be marked tardy if they are not in their classrooms by this time. There is no supervision on school grounds prior to 8:00am. If families need to drop off students prior to 8:00am, a Before Care Program is available.

There will be no carline in the mornings. Only staff should be entering the parking lot before 8:30am. We ask that families dropping off their students park on the street and utilize the crosswalk. This is for everyone's safety. Please also be aware that parking is only allowed on one side of the street and please do not park in front of a driveway.

Pre-K families must walk their child into the Pre-K building to sign their child in.

Families are welcome to walk their child in for the first three days of the school year. Students will then be asked to enter the building independently. This helps students gain confidence and independence. If you need to speak with a teacher, please contact them via email and set up a meeting at a time when they're not responsible for students.

### **Pick-up Procedure**

In the afternoons, families may park on School Street and walk to get their children at 2:45pm, when students come outside for carline. Walkers will be dismissed first. Then a carline will proceed.

Families may start lining up at 2:30pm—no earlier. If a different family member is picking up a child, please be sure a note is sent in prior. Please be conscious of staff members that may be walking to cars and leaving the parking lot. Also, be aware of carline proceeding and people around you.

Families that plan to have their children walk to a destination at the end of the school day must send in a note for the office giving permission for the child to be dismissed at 2:45pm each day. The note will be kept on file in the office for the school year.

Any time there is a different pick up than the child's normal routine, the parent(s) must communicate that with the office via handwritten note, email, or phone call.

\*\*During serious inclement weather, students will dismissed from the "Big Room"

Remember:

- DO NOT drop your child off prior to 8:00am unless you are utilizing the Before Care program.
- DO NOT pull into the school's parking lot in the mornings prior to 8:30am.
- DO NOT pull over *or* park on the school side of the street at any time.
- DO NOT park in front of driveways.

**Building Entry**

The School of Sacred Heart St. Francis de Sales buildings remain locked during the school day. Please use the buzzer at the Main Building entrance to gain entry. The school office is located down the entry steps, to the left, and up a flight of stairs once you enter the building..

Parents/guardians, volunteers and visitors must sign-in upon arrival. The Sign In/Out notebook is in the main office.

**Accidents**

Any injury received anywhere on school property must be reported at once to the Principal, teacher, or office.

**Mandated Reporting**

All staff members are bound by state law to report any suspected cases of child neglect and/or abuse to the Vermont State Department of Children and Families.

**Child Restraint**

From time to time, restraint or seclusion of a child may be necessary when his or her behavior or action poses imminent danger of physical harm to self or others. It is not a routine strategy implemented to address instructional problems or inappropriate behavior. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. A report will be written if restraint of a child is used for any reason and that information will be shared with the child's parents.

**Change of Address**

If any information such as an address, telephone number, emergency number, etc. changes during the school year, please inform the school office so that this new information can be recorded for your child. It is important that we be able to reach you quickly should an emergency occur during school hours.

**Change of Parental Custody**

In cases where parents are separated or divorced, it is necessary that the Principal be informed in writing as to who is the custodial parent. Any changes in custody must also be made known in writing to the Principal.

## Wellness Policy

Updated April 2023

The School of Sacred Heart St Francis de Sales is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of The School of Sacred Heart St. Francis de Sales that goals be achieved in the following areas:

### **1. Nutrition Promotion:**

- a. To the maximum extent practicable, our school will participate in an available federal school meal program.
  - i. We will work in collaboration with the Southwest Vermont Supervisory Union to ensure that guidelines for reimbursable school meals comply with regulations and guidance issues by the Secretary of Agriculture pursuant to sections (a) and (b) of section 10 of the Child Nutrition Act and section 9(f)(1) and 17a of the Richard B. Russell National School Lunch Act as those regulations apply to schools.
- b. Food and beverages served at our school will meet nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- c. The School of Sacred Heart St. Francis de Sales will limit food and beverage marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on school campus.
- d. Students are encouraged to and will have access to hand washing and/or sanitizing before and after they eat meals.
- e. Students have at least 20 minutes to eat, sitting down, for lunch between the hours of 11:00am and 1:00pm.
- f. Students will be provided with clean, safe, and adequate spaces for eating.
- g. Foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B and 7 CFR 220, Appendix B shall not be sold on campus during lunch periods (7CFR210.11(a)(4))
  - i. To the extent possible, foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for foods and beverages sold individually.

### **2. Nutrition Education:**

- a. We will provide nutrition education to foster lifelong habits of healthy eating.
- b. We will offer children at each grade level the knowledge and skills necessary to promote and protect their health as a part of a sequential and comprehensive standards-based health program in accordance with the Vermont Framework of Standards and Learning Opportunities.

### **3. Physical Activity:**

- a. All students in Pre-kindergarten through eighth grade have opportunities, support, and encouragement to be physically active on a regular basis.

- i. Weekly physical education classes are offered to all students throughout the entirety of the school year to foster lifelong habits of physical activity..
  - ii. At least 30 minutes of supervised recess will be scheduled for students in grades pre-kindergarten through grade 5, preferably outdoors.
- b. Teachers integrate health and wellness topics in curricular areas and will integrate, whenever possible, physical activities to reinforce the knowledge and self-management skills needed to maintain a physically active lifestyle.
- c. When feasible, we offer interscholastic athletics programs for middle school students.

**4. Promotion of Student/Staff Wellness:**

- a. The School of Sacred Heart St. Francis de Sales encourages a culture of wellness throughout the building that includes a clean, safe building and a positive psychosocial environment.
- b. Our school holds events that promote community building and health-related learning experiences.

**Implementation and Review**

- a. The principal and/or their designee shall monitor district programs and curriculum to ensure compliance with policy and administrative procedures.
- b. The principal and/or their designee shall report at least annually to Boards on compliance with policy and student wellness.
- c. The principal will continually cooperate and collaborate with the local school district, the Southwest Vermont Supervisory Union, to ensure compliance of best practices suggested in the Vermont Nutrition and Fitness Policy Guidelines along with federal and state guidelines for dietary restrictions.

References:

16 VSA 131 and 906(b) (3)  
 Richard B Russell School Lunch Act 42 U.S.C. 1751 et seq.  
 Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.  
 Child Nutrition and WIC Reauthorization Act of 2004 section 204 of public law 108-265  
 Child Nutrition Reauthorization 2010: Local School Wellness Policies  
 Code of Federal Regulations, 7 CFR Part 210, Part 220 and Part 15(B)  
 FNS Instruction 783-2, Revision 2, Meal Substitutions for Medical or Other Special Dietary Reasons  
 Rehabilitation Act of 1973, Section 504  
 Individuals with Disabilities Act (IDEA), Part B  
 Americans with Disabilities Act, July 26, 1990, 28 CFR Part 35, Title II, Subtitle A  
 Dietary Guidelines for Americans 2005  
 Vermont Nutrition and Fitness Policy Guidelines revised October 2008

## **Fundraising**

Since the cost of educating a child continually increases from year to year it is necessary to engage in fundraising activities. The School of Sacred Heart St. Francis de Sales is a religious school and by virtue of that it cannot be subsidized by local tax money. Therefore, fundraising plays a key role in helping to educate children.

It is also important to note that tuition does not fully cover the cost to educate each child at our school; so all families are expected to help raise funds.

Everyone is asked to participate and support these efforts in some way. Active participation will enhance the education of all your children. Any fundraising activities using the school's name must be presented first to, and approved by, the School of Sacred Heart St. Francis de Sales School Board. Families' involvement, or lack thereof, in school sponsored fundraising activities can benefit, or hinder, the family's access to tuition assistance in the future.

## **Volunteer Opportunities**

Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our children and show, by example, the importance and value of service. As stated in tuition contracts, the amount of service a family gives to our school will be assessed when considering tuition assistance in the future— families need to give back to the community in order to be considered for tuition assistance.

Our school is always looking for volunteers to help with:

- Serving Lunch
- Crossing Guard

### **Room Parents:**

“Room Parents” are a group of 2-3 parents in each grade level who organize:

- a) Classroom holiday celebrations (Halloween, Christmas, Valentine's Day),
- b) healthy snacks for standardized testing
- c) baskets for certain fundraisers and
- d) end-of-year teacher gifts

Room Parent sign ups are organized with the classroom teacher at “Welcome Back Night”. They communicate with all the parents and the homeroom teacher to accomplish the items listed above throughout the school year.

### **Parent-Teacher Group (PTG):**

The Parent-Teacher Group is a group of parents, teachers and staff that is intended to facilitate parental participation in a school. This group will be responsible for the organization of community events and fundraisers, along with working to bring new experiences to the students at the school.



Events (and dates) that the PTG will work toward:

- “Welcome Back Night” - Monday, August 26th, 2024
- Harvest Bazaar - Saturday, November 2nd, 2024
- Christmas Tree Lighting - Friday, December 6th - Feast Day of St. Nicholas!
- DCS Mass and Breakfast- Sunday, November 17th, 2024
- CSW Kickoff Breakfast - Sunday, January 26th, 2025
- CSW Basket Bingo- Tuesday, January 28th, 2025
- CSW Teacher Appreciation Luncheon- Friday, January 31st, 2025
- CSW Closing Breakfast at SJB- Sunday, February 2nd, 2025
- Wintertastic Auction- Tentatively: Saturday, March 1st, 2025
- Easter Egg Hunt- Saturday, April 12th, 2025 - 10am
- “Fun”/Field Day- Date TBD
- Annual Golf Scramble- Friday, June 20th, 2025

. \*Dates are subject to change

Meetings will be held monthly (days and times to be determined) in the “Big Room” at the school. Families, community members, staff, and board members are encouraged to participate.

### Tuition Policy

Timely payment of tuition is critical for the effective and efficient operation of Sacred Heart St. Francis School. The school tuition policy is as follows:

The tuition for Preschool-8 for the **2023-2024 school year** is:

- \$6200 (for 1st child)
- \$6000 (for 2nd child)
- \$5800 (for 3rd child)
- \$5600 (for 4th+ child)

Families will be assessed the tuition cost to educate each child at the School of Sacred Heart St. Francis de Sales and if there is a need for assistance, it may be available.

Payment is either paid in full at the beginning of the school year or monthly payments can be electronically transferred from a checking or savings account through FACTS Management. An \$85 or \$150 per family (if using FACTS) non-refundable registration fee is required to assure enrollment for the next school year.

The process to determine a family's need for assistance will be through a third party evaluation done by the FACTS Grant and Scholarship Assistance Program. To keep confidence and honor a family's privacy, only the Principal and a small finance committee will know what each family will be paying for tuition. Assistance will be provided to parishioners first, with other families being considered after.

Financial aid from our school is not available for any student attending our Pre-K program, but some families may be eligible for the Vermont Childcare subsidy.

All families must sign an Enrollment/Tuition Contract prior to admission at the beginning of each school year. This is a binding contract between parents and the school. Families who are delinquent in paying will be required to develop a plan for payment.

Tuition payments are also non-refundable.

The School of Sacred Heart St. Francis de Sales is an “Approved Independent School”.

## **Statutes Relating to Approved Independent Schools**

### Definitions

16 V.S.A. § 11

20) "Approved Independent School" means an independent school which is approved under 16 V.S.A. § 166.

### Approved Independent Schools

16 V.S.A. § 166

An independent school may operate and provide elementary education or secondary education if it is either approved or recognized as set forth herein.

b) Approved Independent School. On application, the state board shall approve an independent school which offers elementary or secondary education if it finds, after opportunity for hearing, that the school provides a minimum course of study and that it substantially complies with the board's rules for approved independent schools. Except as provided in subdivision (6) of this section, the board's rules must at minimum require that the school has the resources required to meet its stated objectives, including financial capacity, faculty who are qualified by training and experience in the areas in which they are assigned, and physical facilities and special services that are in accordance with any state or federal law or regulation. Approval may be granted without state board evaluation in the case of any school accredited by a private, state or regional agency recognized by the state board for accreditation purposes.

1) On application, the state board shall approve an independent school which offers kindergarten but no other graded education if it finds, after opportunity for hearing, that the school substantially complies with the board's rules for approved independent kindergartens. The state board may delegate to another state agency the authority to evaluate the safety and adequacy of the buildings in which kindergartens are conducted, but shall consider all findings and recommendations of any such agency in making its approval decision.

2) Approvals under this section shall be for a term established by rule of the board but not greater than five years.

3) An approved independent school shall provide to the parent or guardian responsible for each of its pupils, prior to accepting any money for that pupil, an accurate statement in writing of its status under this section, and a copy of this section. Failure to comply with this provision may create a permissible inference of false advertising in violation of T.13,V.S.A. § 2005.

4) Each approved independent school shall provide to the commissioner on October 1 of each year the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the approved independent school shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials as provided in section 1126 of this title.

5) The state board may revoke or suspend the approval of the approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study,

for failure to comply with the board's rules for approved independent schools, or for failure to report under subdivision (b) (4) of this section. Upon revocation or suspension, students required to attend school who are enrolled in that school shall become truant unless they enroll in an approved public school, approved or recognized independent school or approved home instruction program.

**Accreditation**

The School of Sacred Heart St. Francis de Sales is fully accredited by the New England Association of Schools and Colleges and in accordance with the Vermont State Board of Education.

**RIGHT TO AMEND HANDBOOK**

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.



## **PARENT/STUDENT HANDBOOK AGREEMENT**

The School of Sacred Heart St. Francis de Sales  
307 School Street  
Bennington, VT 05201

**2024-2025**

**Family Name:** \_\_\_\_\_

We have read and discussed the contents of The School of Sacred Heart St. Francis de Sales Parent/Student Handbook with our child(ren) and we agree to be governed by the rules, procedures, and policies of the school as stated within the handbook. In addition, we give consent to receive messages from the school's Parent Alert system whenever necessary.

Parent Signature: \_\_\_\_\_

\*This form **must** be signed and returned to the school office during the first week of school.\*

The School of Sacred Heart St. Francis de Sales is dedicated to providing excellence in academics and a deepening faith in God and Gospel values. In an environment that is caring, challenging, and respectful, our school strives to develop in every student the habits of thinking critically and acting responsibly in daily life.



## Authorization for Pick-Up

The School of Sacred Heart St. Francis de Sales  
307 School Street  
Bennington, VT 05201

**2024-2025**

**Student/Family Name:** \_\_\_\_\_

**The following people are authorized to pick up my child(ren) after school:**

1. \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Phone #: \_\_\_\_\_

**I DO NOT authorize the following people to pick up my son/daughter:**

1. \_\_\_\_\_ Relationship to student: \_\_\_\_\_

2. \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**\*If needed, I will supply the school principal and main office with legal documents of custody arrangements/restrictions.**

**Parent Signature:** \_\_\_\_\_

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



The School of Sacred Heart St. Francis de Sales  
**STUDENT ALLERGY FORM 2024-2025**

Student Name: \_\_\_\_\_

- My child has no known allergies.
- My child has the following allergies/reaction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please provide details regarding your child's reaction to their allergy.)

If an epipen is needed, families must provide the epipen with the prescription to be held in the office. **Students may not keep epipens in their backpacks.**

\*Please have your child's pediatrician fax documentation regarding their allergies to the school: (802) 442-2344

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_





## Consent to Publish

The School of Sacred Heart St. Francis de Sales  
307 School Street  
Bennington, VT 05201

**2024-2025**

**The School of Sacred Heart St. Francis de Sales and all its programs like to share what is going on in our school with the community.**

**Student Name:** \_\_\_\_\_ (one sheet per child)

**Parent/Guardian Name(s):** \_\_\_\_\_

**Please read the following and check YES or NO**

\_\_\_\_\_ **YES** - I give permission for my child to be photographed, video-recorded and/or have art work displayed on our website, Social Media, and in the community. This would include video work for CAT-TV.

\_\_\_\_\_ **NO** - I **do not** wish my child to be photographed, video-recorded and/or have art work displayed in the community for any reason or event.

NOTICE: Your consent may be withdrawn or revoked at any time. Please contact the school office if you have any questions or if you wish to revoke your consent. Please realize that even if you prefer not to have your child photographed or filmed for public display, they may be inadvertently filmed in the course of developing an instructional program or to demonstrate instructional program or to demonstrate instructional technique or content.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **After School Program (ASP) Participation Form**

The School of Sacred Heart St. Francis de Sales  
307 School Street  
Bennington, VT 05201

**2024-2025**

**\*Form must be completed prior to child(ren) attending the ASP\***

**Child's Name:** \_\_\_\_\_

I, \_\_\_\_\_, give permission for my child to participate in The School of Sacred Heart St. Francis de Sales After School Program. I understand that participation in activities included may result in injury, and agree not to hold The School of Sacred Heart St. Francis de Sales or its counselors responsible for such injury. In the event that I cannot be reached in an emergency, I authorize the physician selected by the adult in charge to provide appropriate medical treatment to my child. I, the parent or guardian of the above named child, state that I am not aware of any physical condition that should prevent or restrict his/her active participation in our programs.

**\*A copy of your child(ren)'s Emergency Form & Authorization for Pick-Up Form will be given to the ASP Coordinator for contact information in the case of an emergency.**

**Signature of Parent/Guardian:** \_\_\_\_\_



## After School Program (ASP) Weekly Registration Form

Pre-registration and fees must be paid prior to participation. Each student must have all necessary paperwork filled out prior to attending.

- ASP Participation Form
- Authorization for Pick-Up Form

Forms are available in the appendices of the School Handbook, online, or from our school office.

**PLEASE REGISTER IN A TIMELY MANNER.** If our office does not receive a registration form and payment for your child(ren), a spot will not be reserved for you. You will be called to pick up your student if they are not registered. If you need an immediate day, please call the office to be sure there is availability.

**Homework Club** is provided from 3:00-4:00 on Mondays through Thursdays for students in grades 3-8 for those registered in the ASP.

**Credit:** One of the following must occur to receive a credit on your After School Program account:

- 1.) Your child is absent from school.
- 2.) Your child goes home from school ill prior to ASP that day.
- 3.) You call at least one day in advance to cancel a day during the week that you have registered for previously.
- 4.) A snow day or school closure occurs on a previously registered day.

\*Parents/guardians are responsible for the use of the credits in the ASP as the money will not be returned. Our office can supply credit amounts and information on your account if you have any questions.

\*\*\*Registration Forms are attached to our Weekly Update (sent home via email on Wednesdays), available online or from our school office. Payment must accompany your registration.

Please register my child(ren) _____, Grade(s) _____ for the following days and times: (Please check the days and times you are registering your child(ren) for this week.)		
	<b>Option #1: ONE HOUR</b> 3:00pm-4:00pm Cost: \$5 per child	<b>Option #2: TWO HOURS</b> 3:00-5:00pm Cost: \$10 per child
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Amount Due for the week: _____		
Amount Paid for the week: _____ Check: _____ Cash: _____		
<b>Any questions regarding payments, balance due, or credits should be directed to the office.</b>		



## **Walking Field Trip Permission Form**

The School of Sacred Heart St. Francis de Sales  
307 School Street  
Bennington, VT 05201

**2024-2025**

**Child's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I hereby give permission for The School of Sacred Heart St. Francis de Sales in Bennington, VT to take my child on any relevant field trips (within walking distance) during the school year. This includes walking to and from the Church for Mass on a weekly basis when weather permits.

The school will provide parents with prior notification of all trips including the date, time, and purpose of the field trip.

I understand that the school may prevent my child from participating for disciplinary reasons if they were to occur.

**Parents Signature:** \_\_\_\_\_



# Emergency Form

The School of Sacred Heart St. Francis de Sales  
307 School Street  
Bennington, VT 05201

**2024-2025**

Name of Student(s) \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_

Mother's Work Phone Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check if address is same as above parent. (Please be sure to fill in cell phone #)

Home Address: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father's Place of Employment: \_\_\_\_\_

Father's Work Phone Number: \_\_\_\_\_

In case of an emergency and you cannot be reached at any of the above numbers, please list two others (relatives, neighbors, babysitters, etc.) we may call and also who can pick your child up at school.

● Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

● Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

