



# **SACRED HEART SCHOOL**

## **STUDENT/PARENT HANDBOOK**

**2017 - 2018**

**2017-18 Parent/Student Handbook**  
**Sacred Heart School**  
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## **School Policies**

### **Academic Expectations (B.2)**

Sacred Heart School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent's signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher. In some grades the teacher may send a test folder home to be signed.

### **Graduation (E.19)**

At the discretion of the principal, Sacred Heart School has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

### **Homework (E.8)**

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grades Pre-K & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework and/or assignment book. Parents should provide homework help/guidance as needed. Failure to complete homework assignments will adversely affect a child's grades.

## Grades and Grading (G.4)

Report cards are distributed four times a year for Grades 1 to 8. Pre-K and Kindergarten report cards are distributed **(two to four)** times a year. The report card is a link between the school and the home.

### Academic Achievement (G.5)

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
  1. classwork/participation
  2. homework
  3. quizzes
  4. formative assessments
  5. summative assessments

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and end-year tests (for Grades 3-4 in ELA, Math and Religion; for Grades 5-8 in all subjects). This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
  - 4: Meeting Standards with Excellence
    - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
  - 3: Meeting Standards
    - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
  - 2: Approaching Standards
    - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
  - 1: Below Standards

- Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
- N/A: Not Assessed
  - Students were not assessed on these standards this quarter.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

### Character Development (E.13)

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.

### Honor Roll (G.4)

The criteria for inclusion in the Honor Roll in Grades 4 through 8 as an acknowledgment of achievement in academics are as follows:

<b>Principal's List</b>	<b>A in Effort and Conduct</b>	<b>95% average; no grade less than 90%</b>
<b>First Honors</b>	<b>A or B in Effort and Conduct</b>	<b>90% average; no grade less than 85%</b>
<b>Second Honors</b>	<b>A or B in Effort and Conduct</b>	<b>85% average; no grade less than 80%</b>
<b>Merit</b>	<b>A or B in Effort and Conduct</b>	<b>80% average; no grade less than 75%</b>

Good conduct is a requirement to receive Principal's List, First or Second Honors, or Merit.. Therefore, **a student must receive an A (excellent) in conduct to achieve Principal's List and an A or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it.**

### Report Card Distribution (G.4)

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Final report cards may not be given before the assigned date of June 17, 2017. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Retention/Promotion (G.5)

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program’s objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school’s complete course of study. The principal and school faculty develop for each of these students a special program, based on the school’s regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student’s modified program is retained in the student’s file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

*The student has failed to pass the major subjects on each grade level.*

The following table indicates the specific failures by grade level that might result in retention at that grade level:

<u>LEVEL</u>	<u>ACADEMIC PROGRESS</u>
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in English Language Arts (ELA)
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics

Grade 4,5,6	Failures in ELA and Mathematics, <i>or</i> Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies
Grade 7, 8	Failures in ELA and Mathematics <i>or</i> Failures in ELA or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, and Social Studies

*The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:*

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 (“below standards”) in several standard domains on report card

Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

## **Assessments (G.4)**

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, interim assessments, and New York State Education Department assessments.

Archdiocesan Test (will be used as the student’s End-Year Examination)

Religion Test	Grade 3 to 8	June
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Archdiocesan-approved Standardized Assessment

<u>Standardized Assessment – Administered One Time per Year in the Spring</u>	
Grades K-2	ITBS

Interim Assessments

<u>Interim Assessments – Administered Three Times per Year</u>	
Grades K-8	NWEA MAP Interim Assessments



## NY State Tests

<u>New York State Exams</u>	
Grade	Tests
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

The faculty of the Sacred Heart School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

### **Accidents (E.26, E.27)**

A student accident insurance fee is added to every child's book bill. In the event of an accident at Sacred Heart School, you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

### **Admission Policies (E.1, E.2, E.3)**

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the parishes within the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

The process for admission to Sacred Heart School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child.

Sacred Heart School gives preference in admission: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish,

or if a regional school, active in a parish in the region; third, to Catholic students whose parents are active in another Catholic parish or, if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

## After School Program

An after school program is available to parents. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. **Students will be released only to a parent or a person previously specified IN WRITING by the parent. \* Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.**

## Announcements

Informational announcements are handled through the school P.A. system. Courteous attention is expected when any message is presented over the P.A. system. All announcements must be written, brought to the office and approved by the principal.

## Attendance (E.5, E.6)

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed. If a child receives three late passes per month, a date for an after school detention will be scheduled by the principal the following month and that child must attend.

When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form can be found on the Sacred Heart website. The following information appears on the absent note form: school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone call.

## **Birthday Celebrations**

**Birthday celebrations for Grades Pre K – 8 may be held in each homeroom with the teacher’s permission and guidelines indicated by each homeroom teacher. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or “goodie” bags for the students. Party invitations may not be distributed in school unless there is an invitation for the entire class.**

## **Books (B.3, B.4)**

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition.

**Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.**

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a) the pupil’s name be placed in the space provided in each book
  - b) the teacher make a record of the number of the book
  - c) the teacher make a record of the condition of the book
  - d) in September, each child will put a clean cover on each textbook received
  - e) in June, all textbooks are collected, extra materials and covers are removed
  - f) all workbooks are collected in June
2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. LIBRARY BOOKS: Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cent per day fine per book, payable by the child. All lost library books must be paid for so

that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## **Buses**

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school, a note must be submitted to the principal at the beginning of the school day.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, the school will work in consultation with the public school district about possible consequences.

## **Change of Address, E-mail, Phone (G.1)**

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

## **Charter for the Protection of Children and Young People (B.11)**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form

will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

## **Child Abuse Laws (C.6)**

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

## **Child Custody (E.28)**

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

## **Communication (H.3, H.4)**

Since, as parents, you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are

expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

### **Confidentiality (G.3)**

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (See section on Child Abuse).

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always, the sense of confidentiality should prevail.

### **Contacts with the Media (H.2)**

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. Parents should provide such documentation to the school office; otherwise, they must fill out the media authorization release form. If enrolled in a regional school, this media authorization and release was embedded within the online registration process, so the written form is not required unless a family wishes to change their preference during the course of the school year.

### **Crisis/Emergency Information (B.9, E.7)**

Should a crisis require evacuation from Sacred Heart School building, students will be brought to a safe place located at Sacred Heart Church and parents/guardian should meet them at that location.

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about the crises.

For further information concerning the crisis, parents can refer to the following:

<u>Radio Station</u>	<u>TV Station</u>	<u>On the Internet</u>
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## Daily Schedule (B.10)

The following schedule will be observed by Grades K - 8:

<b>7:35 AM</b>	<b>Enter School</b>
<b>7:50 AM</b>	<b>School Begins</b>
<b>11:15 - 12:15 AM</b>	<b>LUNCH Gr. K - 8</b>
<b>2:30 PM</b>	<b>Dismissal</b>

Before **7:35 AM** and after **2:30 PM** Sacred Heart School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:35 AM** and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches, books boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

## Discipline Code for Student Conduct (E.12, E.13, E.18)

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of Sacred Heart School immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; cyber-bullying; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

Sacred Heart School employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as inappropriate language, or talking back, students are often given a conduct referral or lunchtime detention. For a minor physical altercation with a student or adult or an act of insubordination an in-house suspension may result. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent 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 parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

It is the expectation of Sacred Heart School that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet including social media). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, 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.



## **Dress Code (E.20)**

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community. Disregard to wearing the complete school uniform on any given day may result in a uniform deficiency notice to be signed by a parent. More than three uniform deficiency notices may result in lowering the conduct grade on the report card and an after-school detention on a date determined by the teacher.

**Girls K - 4:**        **Black/White/Red Plaid drop waist jumper, white uniform (round peter pan collar)  
red uniform school sweater (cardigan) NOT Mandatory for these grades, uniform black Mary-Jane strap shoe (gr. K – 2), or uniform black & white saddle shoe (gr. 3 – 4), black knee-high socks or black opaque tights.**

**Girls 5 - 8:**        **Black/White/Red Plaid skort, white button-down uniform blouse (pointed collar), choice of red pull-over sweater, or vest, black knee-high socks or black opaque tights, black & white uniform saddle shoes.**

**Girls K - 8:**  
**Sneaker-type shoes are not permitted; no high top shoes or boots are allowed. No jewelry is permitted. Small button earrings are allowed except on gym days. No hoop earrings are ever permitted. Watches are permitted (unless it becomes a distraction to the child). No make-up is allowed and only clear nail polish is permitted.  
Girls may wear black, white, or red hair ribbons in their hair or simple barrettes.**

**Girls K – 8:**        **Summer/Spring Uniform (Optional): Black uniform shorts, Ash (light gray) short-sleeve golf shirt with school logo, white crew socks, white sneakers.**

**Boys K - 8:**        **Black dress uniform trousers, white short or long-sleeve button-down shirt, choice of red uniform sweater (pull-over or vest), plaid uniform tie, black belt (gr. 1 - 8), black crew socks, black two strap velcro uniform shoe (K-2) or black lace-up uniform shoe (3-8)**

**Boys K - 8:** Jewelry is not permitted. Earrings not permitted. Watches not permitted on gym days.

**Boys K – 8:** Summer/Spring Uniform (Optional): Black uniform short trousers, Ash (light gray) short-sleeve golf shirt with school logo, white crew socks, and white sneakers (with white sole).

**Gym Uniform:** Gray school sweat pants and sweatshirt or sweat jacket with the Sacred Heart logo, black gym shorts and gray Sacred Heart t-shirt with the Sacred Heart logo, white crew socks, and white sneakers (with white sole). Students are allowed to wear their gym uniform to school on gym day.

**Girls and Boys:** *The presence of anything that proclaims a current fad is not permitted.*

Students may wear only the red uniform sweater. Other types of sweaters may not be worn.

### Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. **When appropriate, children should be instructed in the use of deodorant.**

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair must not be below the shirt collar. Bangs should not be so long that they impede vision.

Hair guidelines for both girls and boys: hair fads, hair sculpting, and hair coloring are prohibited.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents, teacher, and principal will be made by the school office.

## **Drug and Alcohol Policies (E.15)**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, school will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately;
- The principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it

be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and

- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

## **Electronic Devices (E.30)**

Electronic devices may be dynamic tools in the 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, and other personal electronic devices).

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

### **Sacred Heart School Technology Policy:**

Student use of personal electronic devices is prohibited in school. Students may keep a cell phone in his or her backpack for emergencies traveling to and from school only. The cell phone must be turned off and may not be used while in school.

Students who use electronic devices during the school day will have them confiscated. Parents will be notified and must pick up the device in the school office and pay a fine of \$25. Such a device will not be returned to the student directly.

Students may be permitted to call a parent from the school office, if necessary, when approved by the principal, faculty, or staff.

Inappropriate use of any electronic device may result in serious consequences as stated in the Technology Use Policy (see Appendix).

## **Emergency Closings/Delayed Openings (E.7)**

- **The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.**
- **In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may**

- need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools.**
- **Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about delayed openings and closures due to weather. The school will also post schedule changes on our website.**
  - **When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:**
    - **All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled**
    - **After School and/or extended day care programs will be closed all day.**

## **Expectations and Responsibilities for Students (E.13)**

Students attend the Sacred Heart School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

## **Extracurricular Activities (E.31)**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in

extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

## **Faculty Meetings (D.9)**

**Faculty meetings are scheduled each month. Dismissal on these days is 12 o'clock unless otherwise advised by the administration of the school.**

## **Field Trips (E.10)**

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

## **Financial Policies**

### **1. TUITION Schedule: Grades Pre-K – 8**

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees.

**TUITION IS DUE THE FIFTH OR THE 20TH OF EACH MONTH paid directly to SMART Tuition.** Tuition is an annual fee paid in **11 monthly installments**. If a family chooses to withdraw their child(ren) from the school, partial or full month tuition refunds will not be granted if the child(ren) attended one or more days that month.

TUITION Grades Kindergarten to 8	Tuition for a Given Student before Grants & Financial Assistance	Family Grant (1)	Tuition Cost with All Available Grants
<b>Kindergarten to Eighth Grade (Per Child)</b>			
Single Student Family	\$5,485		\$5,485
Multi-Student Family	\$5,485	-\$1,035	\$4,450

Pre-Kindergarten Rate	
Pre-K Rate: 5 Full Days	\$5,300
Pre-K Rate: 3 Full Days	\$4,500

## 2. TUITION DELINQUENCY

Families who are delinquent will receive a letter from SMART Tuition immediately following the due date and a late fee will be assessed. Late fees will continue to compound for each month tuition is late. Families who are delinquent 60 days on tuition will receive a second letter. If a parent/guardian does not contact the principal within two weeks of receiving the letter, the child/children may not be permitted to attend school. Records and report cards may be withheld at this time and financial aid/scholarships provided will be at risk and they may be rescinded.

## 3. FEES

All fees should be paid on time. As with tuition, if there are outstanding fees at the time of report card distribution, the report card may be withheld until fees are paid in full.

### **FUNDRAISING ACTIVITIES**

#### **A. Candy Sale**

Each family must participate in the annual fall candy sale by selling a minimum of \$ 60 worth of candy.

#### **B. Raffle (Calendar)**

Each family must participate in the annual Calendar raffle by selling a minimum of 10 chances at \$ 10 each for a total of \$ 100.

## **Fire Drills (E.25)**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

## **Guidance (D.4)**

**A guidance program is a resource available to the school students. Service may include counseling, psychological intervention and support for families experiencing change.**

## **Guidelines for the Education of Non-Catholics (A.5)**

Parents must be made aware of the intentional Catholic witness in our schools. As a Catholic school within the Archdiocese of New York, our school has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

## **Harassment/Bullying Policies (E.17, E.18)**

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

The school provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are

subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

## **HIV/AIDS Curriculum (E.24)**

The Archdiocese of New York and the NYS Education Department mandate that all schools within the Archdiocese are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The schools within the Archdiocese use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administration:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is physically aggressive, with a documented history of biting or harming others.

## **Illness (see Medication) (E.26)**

If a child has an illness or chronic medical condition, it is the parent's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency.

## **Immunizations (E.24)**

Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

## **Lateness (E.6)**

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass,



obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year. Detention will be held once a month (the exact day to be determined by the principal) for any student late 3 times in one month. The student will remain after school for 45 minutes.

## **Liturgy/Religious Education (A.4)**

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Students in grades 3 through 8 are required to take the Archdiocesan Midterm and Final Religion Examinations.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

## **Lunchroom**

**The school's lunch is prepared by Nucci's restaurant. A monthly lunch menu will be distributed and posted on our website. If you wish your child to participate in Nucci's lunch program, you must send lunch money to the school (on the day your child is purchasing lunch) in an envelope marked with your child's name, your child's class, and the amount of money. The envelope must clearly state LUNCH MONEY. Your child may buy lunch as little or as many days as you require.**

- **Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.**
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- **In good weather, the children go directly from lunchroom to the play street; Grades 5 – 8 in lunchroom, 11:15-11:45, outside 11:45-12:15. Grades K – 4 outside 11:15-11:45, in lunchroom 11:45-12:15**
- **During inclement weather, the lunchroom period will be: same times but recess will be in the gym or auditorium.**
- If a child normally eats lunch in school every day and will be eating out on a particular day, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick up and return the student within the lunch period. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

## **Maternity/Paternity Policies (E.22)**

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools - elementary as well as secondary - are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations.

## **Student Abortion Policies (E.23)**

### *Rationale:*

*The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable... since it is the deliberate killing of an innocent human being."*

### *Policies:*

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

### *Guideline:*

1. In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents' role in the decision to abort should be taken into consideration.

## **Medications (E.26)**

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

## **Money**

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name, grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## **Parents as Partners (A.1, H.4)**

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been

established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's parent/teacher organization.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.

- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

## **Parent Organizations (H.4)**

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fundraising activities
- to provide adult education programs

## **Philosophy and Goals (Forward)**

The school endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

## **Re-registration (E.1, E.14, G.5)**

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. If the re-registration fee is not completed by the due date as outlined by the school, we cannot guarantee a seat for your child in the upcoming school year.

## Release of Students (during school day) (E.6)

The school has a sign-out book located in the main office. Occasions for the use of a sign-out book are:

- in the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a prearranged appointment.]**

## School Calendar

**A yearly calendar is distributed at the beginning of the school year. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.**

The Mid-Year and End-Year Examination schedule for Grades 3-8 will be sent to parents when dates have been finalized.

## School Publications (H.3)

All student or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent's staff.

## **School's Right to Amend**

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

## **Security (E.27)**

To assure the security of the building and the safety of each child, the school strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has a crisis management manual and each classroom has a school emergencies resource flipbook.

## **Sex Offender Policy (B.11)**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## **Smoking (E.15)**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## **Special Learning Needs (F)**

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.



## **Summer School (G.4, G.5)**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the teacher will notify the parent directly.

The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher and documentation with dates and times must be provided to the principal in September.

## **Telecommunications Policy (E.29)**

### SOCIAL MEDIA GUIDELINES

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

## **Student Expectations in Use of the Internet**

**(please see below for complete policy requiring student's signature)**

## Use of School Grounds

The school does not have staff available to supervise students present on the school grounds **before 7:35 AM and after 2:30 PM. Students must not arrive on the school grounds prior to 7:35 AM and parents must arrange to pick up at dismissal times.**

## Withdrawals and Transfers (G.3)

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

Students that enter the school in grades 5 through 8 are granted conditional acceptance. The student will remain on probation for a one-year period. Infraction of school rules, as set forth in the student handbook, a conduct grade of C or lower, and a student that is not working to his or her potential will require that the parent withdraw that child from Sacred Heart School. Therefore, re-registration for the next school year requires the attainment of a conduct grade of B or better, as well as, grades that reflect the child's potential.

## Summary Statement

Once students have met the necessary admission requirements and have been accepted in the school, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at the school is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, the school reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending the school relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at the school surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators,

teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at the school, agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## **Telecommunications Policy Student Expectations in Use of the Internet**

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the internet independently at school

### *Standards of Behavior*

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.

- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” online.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.
- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.) are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.”
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX

### Sacred Heart School

#### Parent Signature Page – Return Due Date: September 29, 2017

We have received a copy of the school handbook and have read it.

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

## **MEDIA AUTHORIZATION AND RELEASE**

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I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian

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*Names of Children, Parent or Guardian*

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to Sacred Heart School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I forever grant, assign, and transfer to Sacred Heart School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by Sacred Heart School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

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***Print Name***

***Name of Child/Children [if applicable]***

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*Signature*

*Signature of Parent or Guardian*

---

*Date*

SIGNED Form Due by September 15, 2017



Return by September 15, 2017

A-2

**Technology Use/Telecommunications Policy  
Agreement for 2017-2018 School Year**

**for Sacred Heart School**

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

**User**

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): \_\_\_\_\_

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

**Sacred Heart School**

**Absent Note**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's note is attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Sacred Heart School  
301 North Burgher Avenue Staten Island, New York 10310

NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL),  
LIBRARY LAW (NYSLIB),  
AND COMPUTER HARDWARE (NYS CH)

PARENTAL REQUEST FORM FOR SCHOOL YEAR 2017-2018

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child \_\_\_\_\_ who is in grade \_\_\_\_\_ pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

**Signature of Parent or Guardian**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

## **Minimum Pneumococcal Vaccine (PCV) Requirements for Children Attending Child Care and Pre-Kindergarten Programs in New York State**

**Instructions for reading this chart (which follows on page 2):** When a child presents to a child-care center, group family day care, or pre-kindergarten program, the individual reviewing the immunization record for that child should determine: 1) the current age of the child; 2) the age of the child when previous doses were administered; and 3) the number of doses of PCV vaccine that the child is required to have to attend. The age of the child when the first dose was administered affects the total number of doses the child is required to have.

If a child presents to the facility or program at less than 12 months of age, then the facility or program must follow up with the child's parent or guardian to ensure that the child completes the vaccine series by age 15 months.

Children missing any required doses must receive the missing doses following the minimum ages and intervals noted below.

1. The recommended vaccine schedule for children starting the series at age 2 months is 2 months, 4 months, 6 months, and 12 – 15 months.
2. The minimum age for the first dose is 6 weeks.
3. The minimum age for the final dose is 12 months.
4. The minimum interval between doses is 4 weeks; the final dose must be administered a minimum of 8 weeks after the previous dose.

Public Health Law Section 2164 requires that children who have not met the immunization requirements be excluded from day care or pre-kindergarten if they do not have medical or religious exemption to PCV vaccine. A child may be considered in process and able to attend day care or pre-kindergarten if she or he has received the first dose of PCV and has appointments for the remaining doses, if further doses are required.

**Minimum Pneumococcal Vaccine (PCV) Requirements for Children  
Attending Child Care and Pre-Kindergarten Programs in New York State**

<b>Current Age</b>	<b>Doses Required By Now</b>	<b>Doses Required in the Future</b>
Less than 2 months	<b>None</b>	<b>4 total</b> at ages 2 months, 4 months, 6 months, and 12 – 15 months
2 – 3 months	<b>1 dose</b>	<b>3 more (for a total of 4)</b> at ages 4 months, 6 months, and 12 – 15 months
4 – 5 months	<b>2 doses</b>	<b>2 more (for a total of 4)</b> at ages 6 months and 12 – 15 months
6 – 11 months	<b>3 doses</b>  OR <b>2 doses</b> if the child received the first dose at 7 – 11 months of age	<b>1 more (for a total of 4)</b> at age 12 – 15 months  OR <b>1 more (for a total of 3)</b> at age 12 – 15 months
12 – 23 months	<b>4 doses</b> with the final dose on or after age 12 months  OR <b>3 doses</b> if the child received only 1 or 2 doses prior to age 12 months  OR <b>2 doses</b> if the child is unvaccinated or received the first dose on or after age 12 months	<b>None</b>
24 – 59 months	<b>4 doses</b> with the final dose on or after age 12 months  OR <b>3 doses</b> if the child received 2 or 3 doses prior to age 24 months of which 1 or 2 were received before age 12 months  OR <b>2 doses</b> if the child received the first dose at age 12 – 23 months or received only 1 dose prior to age 24 months  OR <b>1 dose</b> if the child is unvaccinated or received 1 dose on or after age 24 months	<b>None</b>
60 months (5 years) or older	Not required for children 60 months (5 years) of age or older	

