

(Revised 9/2009)

## **Academic Policies**

### ***Academic Expectations***

Sacred Heart of Jesus 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. Parent 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.

### ***Homework***

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 PreK & 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.

### **Grades and Grading**

Report cards are distributed four times a year for Grades 1 to 8. Kindergarten report cards are distributed three times a year, in the 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> marking periods. The report card is a link between the school and the home. Pre-K assessments are distributed TWO times per year in the 2<sup>nd</sup> and 4<sup>th</sup> marking periods. Numerical grades are given in grades 1-8 (Archdiocesan policy) and Kindergarten will still use letter grades.

#### Academic Achievement

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

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
  1. class work
  2. homework
  3. daily quizzes (formative assessments)
  4. unit tests (summative assessments)
  5. comprehensive examinations and
  6. special projects.

**Archdiocesan Grading Policy for Grades 1- 8:**

<b>Tests/Quizzes</b>	<b>= 50%</b>
<b>Class work/Participation</b>	<b>= 15%</b>
<b>Homework</b>	<b>= 15%</b>
<b>Projects/Portfolios</b>	<b>= 20%</b>
<b>Total</b>	<b>=100%</b>

The June grade on the report card is an average of the four previous record card grades. This grade will be recorded on the student’s permanent record card.

- Numerical marks are recorded on report cards for Grades 1 - 8; letter grades are recorded on report cards for Grade K
- Passing is any mark 70% or above or any mark of D or higher.

Character Development

The conduct/effort mark is placed under Character Development as a “Conduct Grade”. This mark indicates that the student:

1. follows class and school rules,
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self-control
6. listens attentively
7. uses technology appropriately.

Honor Roll

**The criteria for inclusion in the SHS Honor Roll:**

<b>Grades 4 – 8</b>	High Honors	95%- 100% average; A or B conduct/effort grade in each subject area
	Honors	90%- 94% average;

		A or B in conduct/effort in all subject areas
<b>Grades 4– 8</b>	Honorable Mention	80-89 average or at teacher's discretion - A or B in conduct/effort in all subject areas

Good conduct is a requirement to receive High Honors, Honors & Honorable Mention. Therefore, a student must receive an A (excellent) 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 High Honors, Honors, or Honorable Mention even though marks might warrant it.

### Report Card Distribution

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.

Report cards may not be given before the assigned date. 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.

### Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives, especially since our teachers employ diverse teaching and testing strategies. If the student successfully achieves the year's objectives, the student progresses to the next grade. Every effort will be made to ensure that the student's needs are met.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. Parents must be informed if this may be a possibility no later than January.

**Advanced Course Criteria:** Students will be selected for advanced Math (grades 6-8) or Literature (Gr. 8) based upon Report Card, NYS assessments, ITBS Tests, Teachers' recommendations student motivation & a placement test administered at the beginning of the year. To remain eligible for advanced placement, the student must maintain an average of 85% or better (the average will be weighted by the teacher).

# Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

## Standardized Tests

ITBS	Grades 1 to 8	October
CogAt	Grades 2, 4, 5, and 7	October

## Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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## NY State Tests

English / Language Arts	Grades 3-8	April
Math	Grades 3-8	May
Science	Grade 4 Grade 8	May
Social Studies	Grade 5 Grade 8	November June

**The faculty of Sacred Heart School reviews these test results regularly for the purpose of remediation or enrichment in conjunction with classroom performance to enable grouping for reading and math.**

# Accidents

A student accident insurance fee is added to every child's book bill. In the event of an accident at 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

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, and 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 Archdiocese, the parishes of the Archdiocese or religious communities with 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 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; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

## **Before & After School Program**

- ❑ An after school program is available to parents.
- ❑ Supervised morning care begins at 6:45 AM & simple breakfast is provided.
- ❑ Supervised afternoon care begins at dismissal – play, healthy snacks, activities, and homework guidance.
- ❑ Parents must register and may use the program on an as needed basis
- ❑ The Before/After School program is NOT open on days school is closed
- ❑ After School Program concludes at 5:45PM
- ❑ The Before/After School Program fees are not included in the monthly tuition and must be paid when parents are billed.

## **Announcements**

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

## **Assemblies**

Each month, there will be a special gathering of the entire school. During this assembly, a class will present a special program it has prepared to demonstrate choral/music/recitation skills. A class will also plan the Liturgy for First Friday Masses when school is in session on those Fridays. Liturgy begins at 9:00AM and all are invited to attend the Liturgy and the Assembly that follows. We also recognize those students

who have been selected by their teachers as Student of the Month for their unique virtue/value exhibited during the previous month.

## Attendance

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. All students who come to school later than 8:30 are required to have a note from their parent.

When the child returns to school, a completed absence form must be given to the teacher. This form is distributed at the beginning of the 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 assure that does not happen. When a child is pulled out of school for a family vacation (which is strongly discouraged), the teacher is only able to provide basic topics to be covered. If it is necessary for a child to be dismissed during the school day, the parent or adult 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 Parties

Birthday parties may be celebrated in the cafeteria at lunch time. Parents may bring in small items such as cupcakes. Please be sensitive to students who may have food allergies. Please notify the teacher **ahead of time in writing**, if you are bringing in birthday cupcakes. Please do not bring in any party favors or goodie bags for health reasons. No "outside food" is permitted for birthday parties; again for health/allergy reasons. Pizza may be ordered ahead of time through the cafeteria.

## Books

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 children 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 cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional 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 or will use a different dismissal procedure, a note must be submitted to the teacher at the beginning of the school day. The teacher will make sure the office is aware of the change by sending the note down to the office ASAP.

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 SHS Safety Patrol 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, Sacred Heart School will work in consultation with the public school district about possible consequences.

## **Change of Address**

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

## **Child Abuse Laws**

Under NYS law, school officials 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 care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

## **Child Custody**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc.. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## **Communication**

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 or the principal at any time by simply sending a note to teacher or office and we will arrange for this meeting at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parents who wish to meet with the principal should make an appointment by note or by phone. All requests will be handled as soon as possible on that same day.

## Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all 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 on 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 the sacred should prevail.

## Crisis Plan

Should a crisis require evacuation from Sacred Heart School building, students will be brought to a safe place located at Holy Innocents Church on Main Street, or the Highland Falls Public Library, also located on Main Street and parents can meet them there.

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

Radio	On the Dial	On the Internet
WOR	710 AM	<a href="http://www.wor710.com">www.wor710.com</a>
WCBS	880 AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010 AM	<a href="http://www.1010wins.com">www.1010wins.com</a>
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>
WSKQ	97.9 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>

## Daily Schedule

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

<b>8:00 AM</b>	<b>Enter School</b>
<b>8:15 AM</b>	<b>School Begins with prayer</b>
<b>11:25 -11:55</b>	<b>First Lunch (Gr. 4-8)</b>
<b>12:00 -12:25 PM</b>	<b>Second Lunch (K-3)</b>
<b>3:00 PM</b>	<b>Dismissal (2:55 for Kindergarten)</b>

Before 7:50 AM and after 3:00 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 7:50 A.M. and parents must arrange pickup at dismissal times.

**To avoid interruption during the school day, any messages, forgotten lunches, books and 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.**

**On “Half Days”, classes will be dismissed at 12:45 PM (after Lunch & Recess). As of this year, 2009-2010, there will NOT be monthly half days – faculty meetings will take place on some half days and/or after school hours.**

## Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child’s misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child’s growth in accepting personal responsibility for his or her actions. 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 implement positive discipline (which fosters self-discipline) to students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. **Parents are notified of recurring classroom problems by the teacher and are asked to help the teacher to insure 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 the school immediately by students 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 such as, but not limited to, chronic lateness, the 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 of a fellow student; violent behavior; stealing; vandalism; or the possession of a drug, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a positive, progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior and self regulate behavior so that sanctions do not increase in severity. Repeated violation of these rules and regulations may result in probation, in school suspension, or the non-registration of the child for the next school year.

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 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 in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child are 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 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 and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also -

Telecommunications Policy) Such misconduct could result in any number of punishments including the possibility of 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.

## Dismissal

- ❑ Bus children are escorted by a teacher and a Safety Patrol member to the bus
- ❑ Car pool children are dismissed at the main entrance of the school supervised by a teacher and the Safety Patrol. Children will not be dismissed until the parent is visible in front of the main entrance.
- ❑ Walkers are dismissed by a teacher and Safety Patrol members at the east corner exit of the building and must immediately exit school grounds. They are not dismissed to any one's custody.
- ❑ After School Program children are escorted to the gym by one of the caregivers and the SHS Safety Patrol, where the caregiver takes daily attendance.
- ❑ Once a student has exited the building, they will not be permitted to reenter. The classrooms are locked, so they need to make sure they have everything they need for homework. Teachers will remind younger students of what they need each day for Homework.

**In the event of a change of the student's normal dismissal routine, a note written by a parent/guardian must be presented to the teacher in the morning.**

**PARKING:** Parents are reminded to park in the municipal lot across the street from Sacred Heart or park to the north side of Cozzens Avenue. **Cars may NOT enter or leave the church parking lot between the hours of 2:45 and 3:15. This insures the safety of the children.**

## Dress Code

Your school uniform confirms your attendance at Sacred Heart 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.

Students may "Dress up" on their birthday. Those students whose birthday falls on a non-school day or during vacation may choose another day to "celebrate". Nail polish is permitted on girls, but only clear or very light pink (natural looking). No tattoos of any kind are permitted. Excessive jewelry is discouraged. Girls may wear modest jewelry; boys are not permitted to wear earrings of any kind.

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

**(SEE: Full Uniform Regulations in the Appendix)**

**During the cold weather, students may wear the maroon uniform cardigan sweater, or the maroon uniform school sweatshirt. Other types of sweaters or sweatshirts 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 should not be below the shirt collar. Bangs should not be so long that they impede vision.

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 and with the guidance office will be made by school officials.

## **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Sacred Heart 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 teacher 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 accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- 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**

Any electronic device such as cell phones, beepers, hand-held and other personal

electronic devices (see Telecommunications Policy) \*\*\*Cell phones must remain in student's backpack until after dismissal. The school is not responsible for the loss or damage of these items.

## Emergency Closings/Delayed Openings

When there is inclement weather conditions, we ask parents to listen to WHUD (100.7FM) for report of delayed openings or closings. There will also be a recorded message on the school's telephone 446-2674. Whenever there is a DELAYED OPENING, the Before School Program is still in session regular hours.

- ❑ **2 Hour delay on full day: school begins at 10:00AM & dismisses at 3:00PM.**
- ❑ **2 hour delay on half day: School begins at 10:00AM & dismisses at 1:15PM.**

## Expectations and Responsibilities for Students

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

- try 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 (Including plagiarism from internet sources).
- 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

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, homework, and good behavior). 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 may result in the student's probation, suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. If a student is absent from school, they may not participate in practice, a game or performance for that day/evening, unless the parent receives clearance from the principal. 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.

### **Extracurricular Activities Included (but not limited to):**

- ❑ Girls/boys JV and Varsity Basketball
- ❑ Cheerleading
- ❑ Band, Choral, Drama groups
- ❑ Student Council
- ❑ Safety Patrol

## **Field Trips**

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.

- 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 insure 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.
- 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 due to ADNY Policy. Permission slips and fees are due in the office on the date indicated on the form.

## **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 serves to rupture the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.

## 2. FEES

Any and all fees should be paid on time. If there are outstanding fees, transcripts cannot be issued, re-registration cannot take place and report cards shall be withheld until all fees are paid. Tuition and all fees must be paid in order for a child to graduate. Problems or difficulties involving finances must be taken up with the Pastor. Please contact him at the rectory.

### **Tuition agreement is under separate cover**

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Sacred Heart School.

## 3. FUND RAISING ACTIVITIES

Under separate mailing/ sign ups.

## Fire Drills

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.

## Food Allergies

**Due to increases incidence of food allergies, in some cases causing life threatening reactions, Sacred Heart School has implemented a food allergy policy. Our goal is to minimize risk for students and faculty with food allergies in the school setting and provide a safe environment for all students to learn and excel. Protecting a student from exposure to offending allergens is the most important way to prevent a life threatening reaction. Educating the entire school community about life-threatening allergies is important in keeping students with food allergies safe.**

**In order to reduce risk of exposure we ask that all students not share food with others. All families should contact your child's teacher by not or phone at least 2 days before sending in a treat to school. Please indicate to the teacher what type of food will be sent with the ingredients. The teacher can then contact the parent of an allergic child so that a decision can be made if that child can enjoy the snack or must have a safe alternative provided by his/her parent.**

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. Sacred Heart School as a Catholic school within the Archdiocese of New York 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 Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Sacred Heart School provides a safe environment for all. 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. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing 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, please notify the principal immediately.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools 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 administrator and pastor. The conditions are:

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

## Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

### Immunizations

Students are required to have all inoculations as suggested by the Department of Health before admission to the school

### New York State Immunization Requirements for School Entrance and Attendance

#### New York State

<b>Pre-K, Nursery, Daycare</b>	3 Diphtheria, 3 Polio, 1 <b>*Measles</b> , 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered $\geq$ 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
<b>K – 12 (born before 1985)</b>	3 Diphtheria, 3 Polio, 1 <b>*Measles</b> , 1 Mumps, 1 Rubella
<b>K – 12 (born on or after 01/01/85)</b>	3 Diphtheria, 3 Polio, 2 <b>*Measles</b> , 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
<b><u>*A dose of measles, mumps, and rubella vaccine may be administered no more than 4 days prior to a child's first birthday , a diagnosis of measles or mumps (not rubella) by a physician, physician assistant or nurses practitioner, or a positive serology of measles, mumps, or rubella is acceptable proof of immunity for school entry/attendance.</u></b>	

## Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

### **New York State Public Law 2164 requires 1 dose of varicella vaccine for all children/students:**

- **born on or after 01/01/00 for Pre K;**
- **born on or after 01/01/98 for grades K through 12;**
- **born on or after 1/1/1994 enrolling in the 6<sup>th</sup> through 9<sup>th</sup> grades (entering, transferring into or repeating the 6<sup>th</sup> through 9<sup>th</sup> grades).**

**A dose of varicella vaccine may be administered no more than 4 days prior to a child's first birthday to be considered valid, diagnosis of varicella disease by physicians, physician's assistant, or nurse practitioner is acceptable proof of immunity for school entry or a positive serology of varicella is acceptable proof of immunity for school entrance/attendance.**

## Lateness (see attendance)

## Liturgy

All students in Pre K to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies.

## **Lunchroom**

Sacred Heart School provides a hot lunch through the Highland Falls/ Fort Montgomery CSD. A monthly calendar of the lunches is available on our website and/or sent home monthly in the Family Packet. Students may opt to purchase the school lunch or bring in a bag lunch. Parents are to send the money/check in a sealed envelope with the child's name/grade clearly marked on it and which lunches the child will be buying.

In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility is noted on the form

- Each grade is assigned a table in the lunchroom and is expected to remain at it 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 ground. First lunch until 11:55, and second lunch until 12:25.
- During inclement weather, children report to their homeroom.
- 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.
- If a parent wishes to eat lunch with their child, they are welcome to do so after signing in at the main office. However, "take out" food or soda is prohibited.
- Credits: Absence due to snow days or illness only will be credited for another day's use. Refunds will not be given.

## **Maternity/Paternity Policies**

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. The issue is certainly an emotionally charged one. 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.

## **Medications**

If a student needs any kind of medication during the school day, the medication

is to be brought to the school nurse and 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 under certain circumstances to permit a student to carry and self administer his or her own medication. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- 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 insure 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 and 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.

## **Non-custodial Parent**

### Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

### Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

## **Parents as Partners**

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 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 fund-raising 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 involvement of law enforcement officials, and 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 irretrievably broken.

## Parent Organizations

**A Family School Organization – SHSFA - (like a PTA or PTO) 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 fund-raising activities
- to provide adult education programs.

## Philosophy and Goals

Sacred Heart School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of 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.

## Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, *sometimes* indicates that some students *would benefit from the repetition of the school year*. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. *The decision of the principal is final regarding promotion and retention*. Parents will be notified by January if their child may be retained.

## Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September.

## Release of Students (during school day)

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- for liturgies and services when altar servers leave school, the students will sign out and in.
- 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.

- when a student is released to a parent or guardian, that adult 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 (see Appendix or website)**

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

Sacred Heart School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

## **Security**

To assure the security of the building and the safety of each child, Sacred Heart 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.

## **Sex Offender Policy**

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 New York City Police Department 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**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Sacred Heart 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**

Students with learning differences are children of God and members of the Church. Sacred Heart School makes every effort to meet individual student needs. 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 the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

## **Summer School**

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 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.

## Telecommunications Policy

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

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

## **Use of School Grounds**

Sacred Heart School does not have staff available to supervise students present on the school grounds **before 7:50 AM and after 3:00 PM. Students must not arrive on the school grounds prior to 7:50 AM and parents must arrange to pick up at dismissal times.**

## **Withdrawals and Transfers**

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.

## **Summary Statement**

Once students have met the necessary admission requirements and have been accepted in Sacred Heart 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 Sacred Heart 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, Sacred Heart 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 Sacred Heart 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 Sacred Heart 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 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 Sacred Heart 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” on-line.**
- **Only public domain software (“shareware”) can be downloaded.**
- **Copyright laws must be respected. Do not make-authorized 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, games, or CD-ROMS 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 or "list servers." 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, personal digital assistants (PDA's), chat lines, bulletin boards, 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. \*\*\*Please sign Telecommunication Policy on pg. 33
- *\*\*\*Please sign Telecommunication Policy and return it to school*

**APPENDIX**  
**(You will receive a paper copy of this form to be returned to  
the school)**

**Sacred Heart School**

**Parent/Student Signature Page**

**We have received a copy of the school handbook and have read it.  
Signed form due back to teacher NLT Sept. 21, 2009**

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(Parent's signature)

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(Parent's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

**Sacred Heart School**

**Photo/Video Release Form for 2008-2009 School Year**

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter \_\_\_\_\_  
to be photographed or videotaped at Sacred Heart School. I realize that the  
photo may be published in the newspaper, a magazine, or other publication. The video  
may be used for educational or informational purposes regarding the programs or  
curriculum at Sacred Heart School.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Return NLT September 21, 2009.

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## **Technology Use/Telecommunications Policy Agreement for 2009-2010 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: \_\_\_\_\_

