

# Sacred Heart School



## Parent-Student Handbook

2018-19

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## Sacred Heart School Mission

Sacred Heart School provides a faith-filled, academically excellent education for our students, and proclaims the Gospel of Jesus Christ by fostering the spiritual, intellectual, physical, and social development of our students.

## Sacred Heart School Curriculum

In keeping with our mission as a Catholic school, Sacred Heart School is pledged to educate the total child and to value each child's dignity as a person. Our curriculum is designed for the student's total development and addresses the spiritual, intellectual, physical, emotional, and social needs of each student.

Sacred Heart School has adopted the curriculum established by the Diocese of Manchester. This course of study meets all the requirements of the New Hampshire State Board of Education. Moreover, as a school fully accredited by the New England Association of Schools and Colleges (NEASC), Sacred Heart School provides excellence in curriculum content and continuity to meet all the requirements of the NEASC.

The following is the basic curriculum content for Sacred Heart School.

<b>Language Arts</b>	Phonics Reading and Literacy/Writing English Grammar and Composition Spelling, Vocabulary, and Penmanship
<b>Social Studies</b>	History Geography
<b>Mathematics</b>	Computation Problem Solving Pre-Algebra Algebra 1* (Students must satisfy academic pre-requisites)
<b>Science</b>	Integrated Science Physical Science Life Science Earth Science Pre-Biology Health and Safety
<b>Art</b>	
<b>Computer Science</b>	
<b>Library Science</b>	
<b>Music</b>	
<b>Physical Education</b>	
<b>Religious Education</b>	
<b>Spanish</b>	

# Sacred Heart School Personnel

## Administration

Principal  
Administrative Assistant  
Business Manager  
School Secretary  
Volunteer - Office Assistant

Teresa Morin Bailey  
Cheryl Grella  
Gia LaMontagne  
Janine Christiana  
Barbara Hoffmann

## Staff

Athletic Director  
Custodians  
Educational Testing  
Extended Care Coordinator  
Food Service  
Nurse  
Title 1 Educators

Kevin Huston  
Dave Hagan & Ricardo Valencia  
Elizabeth Cote  
Joyce LaPointe  
Christine Brunelle & Lisa Perodeau  
Annette Griffin  
Nancy Marquis & Elizabeth Cote

## Faculty

### **Primary Level: Pre-K – 2**

Pre-K 4/5 Teacher  
Pre-K 3 Teacher  
Pre-K 4/5 Aide  
Pre-K 3 Aide  
K Teacher  
1<sup>st</sup> Grade  
2<sup>nd</sup> Grade

Renee Therrien  
Megan Gould  
Hannah Cyr  
Gina Lagana  
Misty Rowell  
Sarah Cropper  
Joyce LaPointe (Level Leader)

### **Middle Level: 3-5**

3<sup>rd</sup> Grade  
4<sup>th</sup> Grade  
5<sup>th</sup> Grade

Meg Popp  
Kara Pidgeon  
Debbie Ambrose (Level Leader)

### **Junior High: 6-8**

Language Arts (6)  
Language Arts (7-8)/Homeroom (8)  
Math (6-8)/Homeroom (7)  
Religion (6-8)  
Science (6-8)/Homeroom (6)  
Social Studies (6-8)/Homeroom (6)  
Spanish (6-8)

Cathy Brophy  
Megan Weand (Level Leader)  
Kevin Huston  
Jessica MacMaster  
Alexandra Paulo  
Catherine Meinen  
Connie Curry

### **Specialists**

Art  
Computers  
Library  
Music  
Phys-Ed

Shannon Bowser  
Amy Lantaigne  
Megan Gould  
Diana DeAlvare  
Jim Anderson (Camila Patrie on maternity leave until 1/2019)

## Our Lady of the Miraculous Medal Personnel

Rev. Gary J. Kosmowski, Pastor | Rev. Steven Concannon | Rev. Boniface Agbata, Parochial Vicar

## Admission

Every child has a right to be considered for admission to Sacred Heart School, the parish school of Our Lady of the Miraculous Medal Church, on a space-available basis. Acceptance of a student will not be final until all admission procedures have been completed, including submission of all application documents and an agreement by the parents to be responsible for the student's tuition.

The non-refundable application fee must accompany the application materials. The screening fee should be paid on or before the day of screening.

SHS observes the entrance requirements of the State of New Hampshire and the Hampton Public School District, SAU 90, regarding each child's age (RSA 192:1), inoculations (RSA 200:38) and physicals (RSA 200:32).

## **Notice of Nondiscriminatory Policy As To Students**

The (name) school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## School Cancellation and Delayed Openings

In case of a weather-related delay or cancellation, parents will be notified via text message and/or voice message and/or email blast via our "Robo-Call" system\*. Cancellations/delays will also be listed on Channel 9 – WMUR-TV.

In the event of a delayed start:

- Before-Care will not be available
- Half-day Pre-K 3 & Pre-K 4/5 will be cancelled

In the event of an early dismissal, After-Care will not be available. All children must be picked up at the stated dismissal time.

\*Robo-Call – this system alerts our families of any weather-related closing/delay information by way of telephone calls, emails and texts. This list contains home numbers, cell numbers and email addresses. Please consider that if we are going to close, that the voice call will come early in the morning.

## Emergency Drills

Emergency drills, such as fire drills, lockdown, and evacuation, are conducted throughout the school year.

## Hazardous Materials

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), Sacred Heart School undergoes a full asbestos inspection every three years. All of these reports are on file at the school office and at the Department of Catholic Schools, Diocese of Manchester, 153 Ash Street, Manchester, NH. The school endeavors to fully conform to the requirements of the above cited Act, so that the building remains a completely safe environment for all of our students and personnel.

## Arrival and Dismissal

SHS supervision begins at 8:00am. With the exception of children in Morning Care, SHS is not responsible for children dropped off before supervision begins. To ensure the safety of the children, we encourage parents to arrange drop-off time between 8:00 and 8:10am.

Parents have two options for the morning arrival:

1. Park in the OLMM lot and for everyone's safety, walk to the spot designated for crossing and supervised by an attendant.
2. Drive around the back of the school and stop in the designated drop-off area near the Gym Lobby until your child has safely reached the path. When entering the drop-off area, please pull ahead so that three cars may fit in the drop-off area at the same time in an orderly fashion.

Students in grades K through 8 enter SHS through the Gym Lobby doors beginning at 8:00am. and proceed directly to their classrooms. The bell rings at 8:10am. at which time the Gym Lobby doors will be closed; students arriving after the 8:10am bell must enter the building through the front door, report to the Nurse and then proceed to homeroom. Please see the new Tardiness Policy, effective 1/11/16, under the "Attendance, Absences and Tardiness" tab.

***Parents are discouraged from walking their children into the building.*** It is an exercise in responsibility and independence for children to walk in with their classmates. Parents are also asked to refrain from coming in to talk to teachers in the morning. Each teacher is supervising her or his students and is focused on settling the students and preparing them for the school day. Parents who want to meet with teachers must set up an appointment in advance.

Half-day dismissal is at 12:00pm. Students must be picked up by 12:10pm. Extended Care will be available on half-days, unless otherwise noted.

Full-day dismissal is at 2:55pm. Students may wait in the Gym Lobby for "Walker Line" or in the Gym for "Car Line." Parents/Guardians picking up their child must show the name card issued by SHS to the faculty or staff member overseeing dismissal. Any student not picked up by 3:00pm or arriving before 8:00am must report to Extended Care and the parent will be charged a minimum of one hour for this service.

***For their safety and security, students are not permitted outside the building unsupervised during school hours or during their period of Extended Care.***

## Dismissal During School Day

Children who become ill during the school day must report to the school nurse who will notify the parent or designated adult. The adult is required to report to the school office to sign out the student before that student can be released.

Children who must be dismissed before 2:55pm for reasons other than illness are required to bring a note on or before the day of the early dismissal, signed by the parent/guardian or email the teacher stating the reason for dismissal and the time of early pickup. The note must state the full name of the student, addressed to the homeroom teacher, signed and dated. The teacher will then forward it to the school office.

The student will be called to the school office upon arrival of the responsible adult. Parents should wait at the reception area for the student and may not go to the classroom for the child. If the student is returning before the end of the school day, the adult must sign the student back in.

Parents are expected to schedule doctor and dentist appointments outside of school hours. Early dismissals are distracting to the students and teacher – they should be used rarely.



## Leaving School Grounds

SHS students are not allowed to leave the school grounds during school hours or during Extended Care for any reason without the knowledge and consent of the principal and teacher. Permission to leave the school grounds will be granted only upon written or verbal request from the student's parent or guardian.

## Extended Care

### Hours of Operation:

**Before Care** - 7:00am to 8:00am

**After Care** - 2:55pm to 6:00pm – Monday through Thursday

2:55pm to 5:30pm – Friday

**Homework Club for 3<sup>rd</sup> – 8<sup>th</sup> grade** – 3:00pm to 4:30pm – Monday through Thursday

N/A - Friday

### Billing Policy:

Extended Care charges are \$8 per hour for the first child and \$5 per hour for each additional child. We bill in half hour increments. A late fee of \$1.00 per minute will applied after 6:00pm Monday – Thursday and after 5:30pm on Friday. Billing cycles occur monthly. Any questions regarding billing can be directed to Gia Lamontagne at [glamontagne@shshampton.org](mailto:glamontagne@shshampton.org) or 926-3254.

### Guidance Policy:

Our goal is to establish and maintain a behavior management system which will reinforce the following positive behaviors:

- Respect Others
- Respect Property
- Stay with your Group
- Personal Responsibility
- Leave Personal Belongings at Home

We use a consistent, positive approach including redirection, diversion and separation, always promoting self-discipline. If a child's behavior seriously violates the safety of any child or staff, he/she may be temporarily excluded from the program. In these circumstances, a parent or authorized adult will have to pick up the child within 30 minutes of notification. (Refunds will not be given.) Parents may set up a meeting with the program coordinator to discuss individual needs and concerns. Parents will be notified if there is a consistent behavior problem.

### Illness Policy:

It is in the best interest of a child and the other children to keep a child at home when he/she is ill. Children with fever, diarrhea, or vomiting will not be admitted to the program. If a child becomes ill while at the program, the parent will be called immediately to pick up the child. Parents will be notified regarding contagious illnesses. Children will be readmitted when they are no longer contagious.

## **Medication Policy:**

In accordance with state law, we will not dispense any medication to a child without advance written consent from the parent or guardian. Prescription medication may be given only to the child for whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. All medication must be in its original container. The parent must include this information in the required medical form that is turned into the nurse's office at the beginning of the year. The medication(s) will ONLY be dispensed to the child at the end of the school day, in which it is the student's responsibility to report to the nurse's office directly after school. If these steps are not completed, medication will not be administered.

Students who are required to have emergency medication (Epi-Pen, inhaler, etc.) on them during program hours must have a written consent from the parent and the doctor administering the medication. Any medications i.e. Epi-Pens, inhalers must be brought into the nurse by a parent. No students are allowed to bring in any medications. Additionally, children requiring Epi-Pen or inhalers that partake in extended care should supply two separate prescriptions to the nurse's office. One for the nurse and one for the nurse to give to the Extended Care Coordinator. All medication must be in its original container with an accurate pharmacy label intact, and placed in a **small red first aid bag** with the student's name on it.

## **Child Pick-Up and Drop-Off Policy:**

Children must sign in upon arrival at the program and parent must sign out the child and notify a staff member when a child is leaving. Parent is required to come in and pick-up their child and sign the child out. Parent MUST notify the program of any other person authorized to pick up their children. Staff will ask for picture ID of anyone they do not know. Persons not authorized to pick up will not be allowed to check out a child.

## **Children School Safety Policy:**

Children will be sent to the Extended Care room if found before or after school without appropriate supervision. The parent will be charged for the time the student is in the program. If a student is staying before or after for school purposes (i.e. study session, parent conference, 2<sup>nd</sup> slot sports practice), there is no charge for that time spent in the program.

## **Attendance, Absence, and Tardiness**

Parents should call the school nurse by 8:00am whenever a student will be absent or tardy. Messages may be left on the answering machine in the nurse's office 24 hours a day at 603.926.3254.

The student is expected to report to the teacher for missed assignments upon return to school. Students are allowed a one-week time period to make up missed work including tests, quizzes, and reports. If, after one week, the student fails to make up the work, the grade becomes zero unless previous arrangements were made with the teacher. Personal illness, family illness, and a death in the family are the only recognized excuses for school absence.

A student who is absent will not be permitted to participate in any after-school activities, including but not limited to sports events and dances, on the day of absence. A student must arrive by 12:00pm to be eligible to participate in after-school activities on that day. *There will be no exceptions to this rule without consent from principal.*

It is the responsibility of the parents to get students to school on time. When a student is late for school, he or she will enter school through the front door and then proceed to the nurse's office to check in with the school nurse.

## **Tardiness Policy – Effective January 11, 2016**

Students learn best when they come to school on time. At Sacred Heart School, we begin the school day forming a learning community with morning prayers, and a classroom meeting. When a student is late, he/she misses out on these important events and disrupts the learning that is taking place for those on time. Parental support is required so that our students learn this valuable life skill of promptness.

Students are to arrive at school between 8:00-8:10am to be in their classrooms by 8:12am. Any student arriving after 8:12am will be marked as “tardy”. Attendance, including tardiness, is part of your child’s permanent school record which follows them when they leave Sacred Heart School.

Consequences:

- Once a student has four (4) unexcused tardies in a calendar month, a parent will be required to bring them in to the office to sign them in. You will receive an email notification when your child has attained a third (3) offense in that month.
- Students who accrue five (5) unexcused tardies in a calendar month period of time will serve a lunch detention on a designated Friday.
- Students who accumulate twelve (12) unexcused tardies in a trimester will be subject to a 30 minute after-school detention. You will receive an email notification when your child has accumulated ten (10) unexcused tardies and is at risk of receiving an after-school detention.

Punctuality is a sign of respect for others and a positive trait that we must cultivate in our students.

Attendance and tardiness are recorded on the student’s permanent record each year.

## **Vacations**

Family vacations are not considered excused absences. Family vacation trips should be planned so that students do not have to miss school. If this is not possible, the student is expected to report to the teachers for missed assignments *upon return to school.* Teachers are not required to provide a student on vacation with class assignments in advance. Students are allowed a one-week time period to make up missed work including tests, quizzes, and reports. *It is the responsibility of the student to find out those assignments upon return to school.* If, after one week, the student fails to make up the work, the grade becomes zero unless previous arrangements were made with the teacher.

## **Visitors**

SHS is committed to keeping students safe and secure during the school day. During school hours, parents and visitors must enter SHS only through the front door after being "buzzed" in, signing in, and receiving a "Visitor" pass, which they will wear at all times when in the building, and then signing out at departure.

## **Non-Custodial Parents**

To ensure that separated or divorced parents of a child enrolled in SHS are informed of their child’s progress and are afforded the opportunity to participate in school activities if desired, a copy of all applicable court documents must be on file in the student’s permanent record file.

With this documentation, the following procedures will be implemented:

1. In cases of divorced or separated parents, unless a student’s file contains a court order or decree to the contrary, both parents will be given the opportunity to be listed on the school roster of students and families. The roster will include the names, addresses and telephone numbers of both custodial and non-custodial parents.
2. In cases of divorced or separated parents, unless a student's file contains a court order or decree to the contrary, the non-custodial parent will be given the opportunity to request academic reports and other pertinent information.

In the case of family dissension involving a request to prohibit one party in a conflict from taking the child out of school, SHS must have a copy of the original court order before taking any action.

## Transfer-Withdrawal

Although a student has the right to transfer at any time during the school year, transfers after April 1 are discouraged for the sake of the student. Parents or guardians requesting the transfer of school records must do so in writing and include the Record Transfer Form of the receiving school. The request must be addressed to the principal and clearly indicate the name and address of the receiving school. Official permanent record information will be mailed to the receiving school within ten business days. Hand carrying the records by the parent or guardian is not allowed. Upon request, a copy of the records clearly stamped “unofficial” will be provided to the parent or guardian to facilitate the transfer. SHS will under no circumstances accept a pupil from another school without receiving proper documentation from the sending school.

## Parent-Teacher Interaction

Communication between home and school is always beneficial to the academic and personal development of the child.

Parents are encouraged to confer with teachers by arranging for a meeting in advance. All teachers have monitoring responsibilities before and after school. Parents should not expect to confer with a teacher before or after school – even for a few minutes – without having made an appointment in advance.

When teachers observe a child having prolonged difficulties or problems with a subject or with appropriate behavior, they will request a meeting to inform parents or guardians. If parents observe a change in a child’s grades or behavior patterns, they should request a meeting with the teacher to explore the reasons.

## Homework

Homework assignments are an important part of the learning process at SHS. Homework is an extension of the curriculum, helps students develop time management skills and responsibility, and provides the parents with an awareness of classroom curriculum.

In the primary grades, homework should take on average approximately 30 minutes; in the middle grades, up to one hour. Homework assignments for primary and middle grades are given Monday through Thursday.

To prepare for high school responsibilities and to develop the student’s time management skills, junior high assignments should take about two hours and at times may be more. Homework may be given to junior high students over the weekend at the individual teacher’s discretion.

To help a student develop good study habits, parents should:

1. Provide a quiet place to study;
2. Help the student set a specific schedule for homework;
3. Encourage the student to ask for help from the teacher if she or he is experiencing difficulty;
4. Monitor the homework process without doing the work for the student; this might include periodically asking to see the student’s assignment notebook;
5. Teach the student to be responsible for assignments, materials, and books.

As students’ progress to junior high, they should be taking more and more responsibility for homework assignments and for the individual learning process. At this level, parents should reinforce time management skills and personal responsibility for assignments, materials, and books. Parents should refrain from doing homework with the junior high student or correcting it afterward.

If the junior high student needs homework help, the best way to assist is to encourage the student to ask questions during class, after class, or after school. Encourage your child to go to the teacher, explain the difficulty or ask the question, and set up a meeting time. Depending on the individual student’s need, the teacher might respond to the student in several ways:

- offer assistance on the spot

- set up a time to meet and discuss the student's need in greater detail
- provide more practice
- make arrangements for peer tutoring
- seek the parents' help in setting up professional tutoring for the student

Junior high students are expected to begin taking responsibility for their academic needs. To that end, parents are asked to encourage the student to try the means available to augment the learning process. Parents who wish to consult with the teacher should do so after the student has taken the responsibility to seek help.

## Student Progress Reports and Assessment

The school year is divided into trimesters with report cards issued three times: December, March, and June.

NWEA, a standardized testing program approved by the Diocese of New Hampshire, is used to assess abilities of students in Grades 1 – 8 and is compared to grade level and national norms.

When student performance appears to indicate the need for a professional referral outside of school, a joint conference with appropriate school personnel and parent or guardian will be arranged. The principal will make available to the parent or guardian the names of individuals or agencies that may be able to assist the student in improving learning.

## Academic Honor Roll

SHS publishes an Honor Roll for Grades 6 through 8 to recognize students who have achieved academic excellence while conducting themselves in a manner consistent with the SHS code of conduct. Students on the SHS Honor Roll must demonstrate satisfactory effort and conduct. Guidelines for achieving Honor Roll status are as follows:

### **Principal's List:**

- Student achieves an academic grade of A in all subjects of study.

### **High Honors:**

- Student achieves an academic grade of A in all subjects of study, with one B allowed.

### **Honors:**

- Student achieves an academic grade of B– or higher in all subjects.

## Promotion and Retention

Promotions and retentions are based on the evaluation of intellectual, physical, social, and emotional growth. In cases where a student has not shown sufficient maturity, social, and emotional growth, and has not acquired sufficient mastery of basic skills, grade retention will be considered to give the child the "Gift of Time" to learn and to grow.

Retention may also be recommended for students who have experienced frequent or long absence from school. Parents are encouraged to confer with the teacher and principal when retention decisions must be made.

The following may be reasons for retention:

1. Academic failure in language arts or mathematics.
2. Indifference or lack of effort on the part of a capable student.
3. Developmental immaturity
4. Frequent or long absences

## Student Records

Student records are maintained for the benefit of the student. They document the student's instruction, guidance, and educational progress. All student records maintained by SHS are available for inspection by the student's parents or legal guardians. Such inspection will be permitted in the presence of the principal or

principal's designated agent upon reasonable notice and within 45 days of such a request. Please refer to the section **Transfer-Withdrawal** (pages 10) for more information about student records.

## Financial Aid

Financial aid is available through an application process that must be completed by enrolled families. It is the mission of SHS to offer a Catholic education to those families who seek it and a portion of the operating budget is set aside each year to assist families who need financial help.

### **Applications for financial aid must be submitted through FACTS Grant & Aid Assessment**

([www.factstuitionaid.com](http://www.factstuitionaid.com)) by **April 30<sup>th</sup>** for the following academic year. Applications are first reviewed by FACTS and then by the pastor and/or principal.

If there is a balance on the account from the prior academic year, the financial aid award will be placed on hold until the account is paid in full. If an account falls more than two months in arrears, we have the right to rescind any financial aid awarded. In financial hardship or emergency situations, however, parents should consult with the principal immediately. SHS is committed to assisting families that need help as long as funds are available. *All financial information is kept confidential, as is all financial aid information.*

## Tuition and Fees

For incoming students, there is an Application fee of \$100 per child, as well as a Screening fee of \$100 per child. Please note that both fees are non-refundable.

During the month of January, current families will receive a Re-Enrollment Contract for the following academic year. The non-refundable re-enrollment fee is \$85 per student. The late fee is \$110 per student for contracts received after the indicated due date.

A Tuition Contract will be sent to families in the spring for the following academic year. Three payment options are offered:

1. Payment of annual tuition in full before June 30.
2. Semi-annual tuition payments: first payment due June 30 and second payment due January 31.
3. Payments of 10 equal monthly (July – April) installments through the FACTS Tuition Management System, which automatically deducts the payments from your designated bank account. If you opt for the FACTS installment plan, you must enroll online and set up a FACTS account. The link can be found on the SHS website under Admissions/Tuition and Financial Aid. An annual fee is charged with this plan. Families requesting any changes to their account and requests to stop payment in FACTS must be done in writing to the bookkeeper before the withdrawal deadline, i.e., 6 days advance notice.

Tuition rates are capped at (4) students per family. Tuition credit will be applied starting with the 5<sup>th</sup> enrolled student per family.

If at any time tuition payments and/or fees are two months in arrears and arrangements for payment have not been made with the principal, the following actions may be taken:

1. The student will not be permitted to return to school.
2. Students will not be permitted to participate in school related activities, class trip(s), or 8<sup>th</sup> grade graduation.
3. The student will be denied enrollment for the following year.
4. Students will not be permitted to attend aftercare until their account is brought up-to-date.
5. Official transcripts will be held until payment is made.

For students transferring to or from SHS, tuition payments will be pro-rated by the full month for any full month or partial month in which the student is enrolled.

Please note that checks returned for insufficient funds will be assessed a \$30 fee and will need to be replaced by a certified bank check. Late fees for tuition payments will be assessed through FACTS.

## SHS Code of Conduct

Courtesy is expected from students at all times. SHS teaches students to develop personal responsibility, social awareness, and respect for others. Parents will be advised if their child has difficulty in any of these areas, and their help will be sought to resolve the problem.

### **The “5 Keys to Student Success”**

Our goal is to focus on the “5 Keys to Student Success” to help deal with the conflicts and arrive at a resolution for all:

- Faith
- Courtesy
- Respect
- Responsibility
- Safety

### **Manners**

SHS students are expected to be polite and to respect others by conforming to standards of conduct and courtesy. Our expectations include:

1. Respect oneself, others, and the environment.
2. Cooperate with all members of the SHS community.
3. Observe respectful quiet in the corridors while classes are in session.
4. Extend a friendly greeting for all staff and visitors.
5. Hold the door for people behind you.
6. Walk in orderly, quiet lines upon entering the school, during recess and lunch times, for the duration of fire drills, on approaching church, and at dismissal. Pushing and shoving are dangerous and are prohibited.
7. Maintain respectful, silent, and prayerful demeanor in church.
8. Observe table manners during lunch and dispose of trash.
9. Exhibit courtesy and sportsmanship on the playground.
10. Show consideration for new students, younger students, and students who might need special encouragement to participate in activities.
11. Preserve a wholesome, clean learning environment by not chewing gum, littering, or engaging in activities that could damage school property.
12. Avoid behavior that excludes others, is hurtful, or disregards the feelings of others.
13. Avoid behavior that is dangerous to oneself or others, such as running in the building.
14. Avoid behavior that is disruptive in class that interrupts the teacher, that distracts the students, or that compromises learning.

### **Violations**

The following conduct is considered a serious violation of the SHS code of conduct and will be subject to disciplinary action:

1. Disrespectful actions toward, or in defiance of, school staff or volunteers.
2. The use of profanity.
3. Cheating, including copying another’s work or allowing one’s work to be copied.
  - A. If a student cheats, the student’s work will be confiscated and a failing grade will be recorded for the assignment. Parents will be notified of the situation.
  - B. If a student plagiarizes, the student will receive a zero for the assignment and an unsatisfactory rating for effort and conduct. In addition, the teacher will notify the parents of the offense and will confer with the student in an attempt to correct the behavior. The teacher will also

send a written report of the incident to the principal to be put on file.

4. Fighting or rough behavior on the playground or school grounds.
5. Immoral actions.
6. Possession or use of a controlled substance, smoking, or drinking alcoholic beverages.
7. Truancy.
8. Lack of care for school property including textbooks.
9. Vandalism, including abuse of school property inside or outside of the school building, damaging the interior or exterior of school buses, and marking or gouging desks or lockers. Financial restitution for acts of vandalism will be required of the student's parents.
10. Inappropriate bus conduct, including disrespectful behavior toward the bus driver.
11. Irreverent or disrespectful behavior in church.
12. Uniform violations.
13. Note passing and use of e-mail for threatening or inappropriate messages.
14. Inappropriate use of technology & cell phones.

### ***Discipline***

Discipline encourages responsibility and self-control. Age-appropriate discipline is beneficial to the development of the individual student and to the dynamics of the learning environment. Developing strength of mind and will also prepares the student to live a mature Christian life now and in the future.

SHS maintains very high standards for student behavior. Part of the school's mission is to teach students to respect those placed in authority over them, to respect the rights and dignity of their classmates, teachers, and others, and to develop personal responsibility for their actions, including the consequences of those actions.

Classroom teachers establish age-appropriate rules and consequences. The individual classroom teacher explains these behavioral guidelines to the students with the expectation that the student will follow them for the good of the entire class. Should the need arise, teachers may report behavior lacking in discipline to the parents, or principal. It is hoped that parents will reinforce in their children the self-control that good discipline requires.

### ***Conflict Resolution Plan***

In order to communicate effectively and resolve conflicts that arise, SHS follows the 3 step process described below. Each step involves progression in authority to assist with the conflict. At times, our students need adults to help them mediate a situation.

**1st Step:** Polite, discrete, and respectful dialogue with the person(s) directly involved: student-student, parent-coach, parent-teacher. In some situations it is prudent to skip over a step. Generally, however, a slow progression through the proper channels produces the best communication and fairest resolution.

**2<sup>nd</sup> Step:** Dialogue with the next level of authority; e.g. students go together to a teacher for help; parent & teacher meet with a Level Leader, parent & coach meet with the Athletic Director.

**3<sup>rd</sup> Step:** Dialogue with the next level of authority: Principal, Pastor, Diocese, etc.

### ***Detention***

A student may be detained after regular school hours for disciplinary or academic reasons. For disciplinary detention, a written notice will be sent home at least one day before detention is to be served. The notice must be signed by the parent or guardian and returned to the school office the following day. In situations requiring immediate attention, a parent or guardian will be telephoned by a teacher or administrator for confirmation on the day detention is necessary.

Reasons for detention include but are not limited to: incomplete or missing homework assignments, dress code violations, inappropriate behavior, rudeness, destruction of property, injury to others, and other violations of school procedures as determined by the teacher or Principal.



## ***Suspension***

Suspensions will be issued for serious offenses at the discretion of the Principal. Suspensions will begin following a conference between the parents and the principal. Any classroom work missed during a suspension will be given a failing grade. Reinstatement will be allowed only after a parent conference with the principal.

**In-School Suspension** occurs when a student's behavior is disruptive to the learning process in his or her classroom. The student will be given class work to complete under supervision, but not in the classroom. Suspension assignments will be corrected but not graded.

**Out-of-School Suspension** occurs when a student's behavior, even after reprimand, continues to be inconsistent with the behavioral or academic standards of SHS. The student will not be given assignments during Out-of-School Suspension, but it is the student's responsibility to make up all work upon return to school. The student's work will be corrected but not graded.

## ***Expulsion***

Expulsion is the permanent termination of a student's enrollment. The expulsion of a student from SHS is such a serious punishment that it is used rarely and then only as a last resort.

In general, situations serious enough to warrant expulsion can be reduced to two:

1. Behavior that constitutes a menace to members of the school community;
2. Chronic incorrigible behavior that undermines classroom discipline, intimidates other students, or impedes the learning process.

# SHS Bullying Policy

## **Mission Statement:**

**Sacred Heart School provides a faith-filled, academically excellent education for our students, and proclaims the Gospel of Jesus Christ by fostering the spiritual, intellectual, physical, and social development of our students.**

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

**Sacred Heart School** is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal's Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

## ***1. Definitions***

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyber bullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

## **2. Statements of Prohibition**

Bullying and cyber bullying shall not be tolerated and are hereby prohibited.

**Sacred Heart School** reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting - A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal's designee.

Retaliation- The policy of **Sacred Heart School** is to encourage individuals to report bullying and cooperate with investigations. As a result, individuals who make good faith reports of bullying will not be subject to retaliation for reporting bullying or assisting in a complaint investigation (1). Anyone who believes that he/she has been subjected to retaliation for making a complaint of bullying or cooperating in connection with an investigation should report the matter to the school principal, his/her designee, or the Superintendent of Schools. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

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(1) However, if after investigating any complaint of bullying, the principal or principal's designee determines that the complaint is frivolous and was not made in good faith, or that a student has provided false information regarding the complaint, disciplinary action may be taken against the student who filed the false complaint or gave the false information.

## **3. Reporting Incidents of Bullying**

### a. Reporting During School Hours

Reporting by Students- Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee. Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School Volunteers - Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

Reporting by School Employees- Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

### b. Reporting Outside of School Hours

The Diocese of Manchester has made available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. The phone number is (603) 663-0178. Reports made by this method will be recorded and forwarded to the appropriate school the following school day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

#### **4. Response to Reports (2)**

##### Investigation

The Principal or Principal's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

##### Initial Notice to Parent/Guardian

The Principal or Principal's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

##### Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

##### Notification to Parent/Guardian upon Completion of Investigation

Upon the conclusion of the investigation, the Principal or Principal's designee shall promptly report the findings of the investigation to the parents/ guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

##### Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

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(2) If the report of bullying suggests that a crime may have been committed, notifications to appropriate civil authorities must be made and the school will cooperate with any investigation by law enforcement. The school's investigation may be delayed should law enforcement become involved.

#### **5. Disciplinary Action for Substantiated Bullying**

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the principal or principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the principal

or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation. Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber bullying but nevertheless is inappropriate for the school.

## **6. Notification**

Handbooks- **Sacred Heart School** will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

Training- When possible and as materials become available, the school will provide to its students, parents, staff, and volunteers information and education about the definition of bullying, the effects of bullying, the school's prohibition of such conduct, the means of reporting bullying, and the importance of promoting a positive school climate to minimize the occurrence of bullying.

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### **Parental Concerns**

From time to time, parents might have a need to discuss concerns about a student with the teacher or principal. SHS faculty encourages parents to make an appointment *as soon as possible so that the student can be helped and any problem resolved*. Most concerns can be dealt with through a parent-teacher meeting; however, if additional insights are needed, the teacher or parent or both may ask the guidance counselor or principal to join the next meeting. Ordinarily, these meetings will be sufficient to plan a method to help the student and to involve the parent.

On some occasions, either the parent or teacher might invite a specialist to be present for the discussion if it is appropriate. The main objective of all meetings and discussions of this type is to be certain that the student is appropriately engaged in the learning process and is exhibiting behavior that is consistent with the expectations for the student's grade level.

### **Cell Phones, Smart Watches and Electronic Devices**

SHS prefers that students NOT bring cell phones or smart watches to school. The phone in the office may be used when a student must phone parents/guardians. If a parent/guardian must contact a student during the school day, the parent/guardian is to call the school office and leave a message for the student. While SHS acknowledges that parents/guardians might wish to have their children carry cell phones/smart watches, it is necessary for the good of the educational environment that rules for use be observed.

- If a parent/guardian authorizes a student to bring a cell phone/smart watch to school, the cell phone/smart watch is to be *turned off and kept in the student's locker*.
- Cell phones/smart watches may not be used during the school day at any time or for any reason, including text messaging, taking photos and/or videos.
- If a cell phone/smart watch is seen or heard, it will be confiscated.
- Students in Extended Care are not permitted to use cell phones/smart watches.
- Electronic devices such as, but not limited to, iPods, iPhones, and handheld game systems are NOT to be brought to school. If an electronic device is seen or heard, it will be confiscated.

## Medical Information

### **Medications**

Any student, who is required to take an oral medication during the school day, as ordered by a licensed physician, must bring to the SHS office the medication permission form completed and signed by the physician and parent or guardian. This form is required for all medication, including both prescription and nonprescription drugs. *Without this form on file, SHS is not allowed to administer the medication to the student.* Medication permission forms must be renewed each year. The medicine to be administered must be brought to the school nurse or the school administration by the parent or guardian.

*Students are not allowed to self-medicate.* Students who must carry inhalers or EpiPens must have the appropriate information completed on Permission to Administer Medicine in School form.

Students with asthma who need inhalers are asked to get two separate inhaler prescriptions from their physician; one for home use, and one to be left with the school nurse during the school year. In the case of an antibiotic, it is strongly suggested that the pharmacy dispense an extra container with a prescription label so that the medicine can be kept at school.

**Parents or guardians must hand deliver and pick up any medicine. *Students are not permitted to transport medicine back and forth to school or keep medicine on their persons without written permission from the doctor.***

Over-the-counter medicine must be brought by an adult and left with the school nurse in its original package. Prescription medication must be in its original container with the prescription label (containing the pharmacy name, the physician's name and phone number, medication name and directions) clearly visible and legible. For the protection of all students and to accommodate students with allergies, animals (other than seeing-eye dogs) will not usually be allowed on school property. With the permission of the principal, animals may be brought in for specific educational purposes.

### **Fever**

In order to protect the health of all SHS students, any student who develops a fever of 100 degrees Fahrenheit or more during school hours will be sent home. The Nurse or a school representative will contact the student's parent or guardian to take the student home. A student must be free of fever for 24 hours before returning to school.

### **Illness or Injury**

An emergency telephone number where parents can be reached and the name and number of the student's doctor must be on file at SHS by the first day of each school year.

A student must be free of vomiting for 24 hours before returning to school.

If a child is injured outside of school and has any restrictions from the doctor on activity, please notify the school nurse. In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the faculty. School personnel will render first aid treatment only. If emergency medical treatment is necessary, 911 will be called and the parents will be contacted.

### **Life-Threatening Allergies**

Parents of students with life-threatening allergies must collaborate with the Nurse and Principal, prior to their child's enrollment, to complete an Allergy Management Plan articulating strategies for prevention and emergency response. The parent must sign a release form permitting the school to distribute the Allergy Plan to Classroom Teachers/Specialists, Food Service Personnel, Coaches and other Onsite Persons in Charge of Running School Activities. If a child is involved in after-school activities and/or Extended Care, parents must notify the coaches and/or personnel of the allergies and/or asthma. If medication is required, it must be supplied to the personnel in charge in a red bag with the appropriate physician's signatures.

## PARENT PARTNERSHIP

SHS is committed to keeping Catholic education affordable to our families. Therefore, we charge a tuition that does not cover the full amount of the actual cost to educate a child at SHS. With a tax-deductible Parent Partnership, we ask parents to become our partners in contributing to support excellence in education.

The Parent Partnership contribution is tax deductible:

\$300 (Anticipated volunteer hours of 0 for the school year)

\$150 (Anticipated minimum volunteer hours of 15 for the school year)

We invite participation in the Parent Partnership items listed below where each homeroom is assigned a school-wide event. The parents of students in that homeroom are the first “pool” of helpers. Please note that helping with the items below is not the same as being a Room Parent.

<b>Parent Partnership Projects</b>
• <b>ALL SCHOOL</b> Auction (April)
• <b>Pre-K</b> Grandparents/Special Persons Day (May)
• <b>Kindergarten</b> Auction (April)
• <b>1<sup>st</sup> Grade</b> Rock-a-thon (October)
• <b>2<sup>nd</sup> Grade</b> Auction (April)
• <b>3<sup>rd</sup> Grade</b> Talent Show (January)
• <b>4<sup>th</sup> Grade</b> Auction (Auction)
• <b>5<sup>th</sup> Grade</b> Father – Daughter Dance (February)
• <b>6<sup>th</sup> Grade</b> Auction (Auction)
• <b>7<sup>th</sup> Grade</b> Graduation Dance Decorations (June) Graduation Ceremony Decorations (June)
• <b>8<sup>th</sup> Grade</b> Junior High Dances (various)
<b>Athletics</b> Coaching & Concessions
<b>Library</b> Book Fair (Fall & Spring)
<b>Lunch Server</b> Serving & Clean-Up
<b>Room Parent(s)</b> - Each teacher determines the specific duties of the Room Parents.

## Volunteers and Designated Volunteers

SHS encourages the assistance of parent volunteers and other volunteers at the discretion of the faculty or administration. Volunteering is a good way for parents to get involved in the school and to meet other parents. New Diocesan guidelines require all volunteers who work with our students or in our school to participate in the Diocesan on-line safety training and to consent to a criminal background check. For information about fulfilling these requirements, please call the SHS school secretary who will help you through the process.

Generally, the following guidelines should be observed by SHS volunteers.

1. Volunteers are responsible to the Principal and must be approved by the Principal to work in the school.
2. All volunteers must sign in at the front office and receive a visitor's pass.
3. Parent volunteers are not involved in any student's academic evaluation.
4. Volunteers will not have access to any school records.
5. Volunteers assisting in the classroom must be in the presence of a certified teacher.
6. Volunteers may not use their volunteer time to conduct personal business with their children or with other teachers unless an appointment has been made in advance.

## Advisory Board

At present, the SHS Advisory Board meets regularly during the school year. Parents who wish to bring a policy matter before the Board must do so by submitting a written request to the Advisory Board Chair at least two weeks before the scheduled meeting. If the policy matter is consistent with the Board's responsibilities, it will be added to the agenda, and the parent submitting the item may be invited to attend for the specific discussion of the agenda item.

Parents who are not members of the Advisory Board may attend only that portion of the Advisory Board meeting designated as agenda item "For the Good of the School." Parents who are not Advisory Board members shall wait in a designated area until the agenda item is entertained. They will then be called to the meeting. At the conclusion of the discussion, the parents will be asked to withdraw from the meeting so that the Advisory Board may complete its work.

It is important to note that the SHS Advisory Board focuses on policy and is not involved in the day-to-day administration of the school; consequently, parents are advised to take up matters involving school academics, co-curricular activities, discipline, or procedures at a meeting with the teacher, guidance counselor, or principal.

## School Uniforms

SHS use Land's End [www.landsend.com](http://www.landsend.com) or 800-963-4816 and Donnelley's [www.donnellysclothing.com](http://www.donnellysclothing.com) or 800-498-0045 for school uniforms. Uniforms may be purchased throughout the school year.

The following outlines the uniform requirements. It is understood that should the occasion arise, the Principal retains the right to modify these requirements if the general welfare or appearance of a student requires it.

SHS sets standards of dress and grooming consistent with a Catholic elementary school. Parents and students choosing to attend SHS must agree to comply with uniform requirements specific to age and grade level. Regular uniform checks will be done by a faculty or staff member appointed by the principal. The uniform components listed below offer sufficient variety to allow the student a modest form of self-expression.

## Uniforms available for purchase through Lands' End and Donnelly's

### **Pre-Kindergarten**

- T-Shirts/Sweatshirts with SHS logo - gray or maroon
- Shorts/Sweatpants/Skorts (logo not required) - gray or maroon
- Sneakers - Any
- Dress Down Days (uniform not required – wear comfortable clothing) - Tuesday and Friday

### **Kindergarten through Grade 2 – Girls**

- Plaid Jumper
- Blouse or Polo with Peter Pan Collar (long or short sleeve) with SHS logo - pink or white
- Polo (long or short sleeve) with SHS logo - gray or maroon
- Turtleneck with SHS logo - white or maroon
- Sweater (V-neck or cardigan) with SHS logo - gray or maroon
- Pants - gray or black.
- Shorts - gray or black
- Belt - black, optional
- Gym T-Shirt or Sweatshirt with SHS logo - gray or maroon
- Gym Shorts or Sweatpants– solid maroon, solid gray or solid black

### **Kindergarten through Grade 2 – Boys**

- Polo (long or short sleeve) with SHS logo - gray or maroon
- Turtleneck with SHS logo - white or maroon
- Sweater (V-neck or cardigan) with SHS logo - gray or maroon
- Pants - gray or black twill, or gray corduroy
- Shorts - gray or black
- Belt - black, optional
- Gym T-Shirt or Sweatshirt with SHS logo - gray or maroon
- Gym Shorts or Sweatpants - solid maroon, solid gray or solid black

### **Grade 3 through Grade 5 – Girls**

- Plaid Skirt or Skort
- Blouse or Polo with Peter Pan Collar (long or short sleeve) with SHS logo - pink or white
- Polo (long or short sleeve) with SHS logo - gray or maroon
- Turtleneck with SHS logo - white or maroon
- Sweater (V-neck or cardigan) with SHS logo - gray or maroon
- Pants - gray or black
- Shorts - gray or black
- Belt - black, mandatory
- Gym T-Shirt or Sweatshirt with SHS logo - gray or maroon
- Gym Shorts or Sweatpants - solid maroon, solid gray or solid black

### **Grade 3 through Grade 5 – Boys**

- Polo (long or short sleeve) with SHS logo - gray or maroon
- Turtleneck with SHS logo - white or maroon
- Sweater (V-neck or cardigan) with SHS logo - gray or maroon
- Pants - gray or black twill, or gray corduroy
- Shorts -gray or black
- Belt - black, mandatory
- Gym T-Shirt or Sweatshirt with SHS logo - gray or maroon
- Gym Shorts or Sweatpants - solid maroon, solid gray or solid black



### **Grades 6 through 8 – Girls**

- Oxford Blouse (long or short sleeve) with button-down collar – white or light blue  
\*Only the top collar button may be undone
- Sweater (V-neck or cardigan) with SHS logo - maroon or gray
- Fleece Jacket or Vest with SHS logo - gray or maroon
- 1/4 Zip Sweatshirt - gray or maroon
- Skirt - gray
- Pants - gray or black
- Belt – (mandatory) solid black; no large buckles, studs, chains, etc.
- Gym T-shirt or Sweatshirt with SHS logo - gray or maroon
- Gym Shorts or Sweatpants – solid maroon, solid gray or solid black

### **Grades 6 through 8 – Boys**

- Oxford Shirt (long or short sleeve) button-down collar - white or light blue  
\*Top button must be fastened beneath the uniform tie.
- Sweater (V-neck or cardigan) with SHS logo - maroon or gray
- Fleece Jacket or Vest with SHS logo - gray or maroon
- 1/4 Zip Sweatshirt - gray or maroon
- Pants - gray or black.
- Shorts - gray or black.
- Ties – (mandatory ) - maroon or maroon striped
- Belt (mandatory) solid black; no large buckles, studs, chains, etc.
- Gym T-shirt or Sweatshirt with SHS logo - gray or maroon
- Gym Shorts or Sweatpants – solid maroon, solid gray or solid black

## **Personal Grooming and Accessories**

In addition to uniform requirements, SHS believes that personal grooming and accessories must be in keeping with a learning environment which promotes study and concentration, while minimizing distractions and contributing to their safety on school grounds. If appropriateness of grooming or attire is questioned, the decision of the Principal will be final.

### **Personal Grooming**

- Hair should be a natural color and styled to avoid obstructing the student's vision.
- Boys' hair must be cut above the collar, above the eyebrows, and around the ears.
- Girls' hair may be short or long but must be above the eyebrows.
- Make-up is not permitted. Teenage skin conditions that necessitate a make-up like treatment must be discussed with the school nurse who will make the appropriate referral to the principal and teachers.
- Shirts and blouses are to be worn tucked in, with the exception of girls' ¾ sleeve oxford.
- Skirts and jumpers must be hemmed no shorter than the top of the knee.

### **Shoes and Socks**

- Footwear should be rubber-soled for safety and comfort.
- Inappropriate footwear is not permitted because it compromises a student's safety in halls and on stairs, i.e. clogs, flip-flops, any type of heels, sandals, western boots, and indoor boots are not permitted in school, even on non-uniform days.
- Shoes - solid black or brown
- Socks/Tights/Leggings - gray, black, maroon, or white

### **Uniform Shorts**

- Gray or black uniform shorts (not gym shorts) may be worn from the beginning of school through Columbus Day and after April vacation through the end of school.

### **Gym Attire**

- Gym shorts and sweatpants may be worn with SHS t-shirts, including Rock-a-thon and similar officially sanctioned shirts.
- Students may not wear t-shirts or sweatshirts with non-SHS sanctioned logos or printed messages.
- If Mass is scheduled on a student's gym day, the student must wear the dress uniform. Athletic shoes may be worn with the dress uniform.

### **Mass Attire**

- Students must be appropriately dressed in full uniform on Mass days.
- Gym attire and hoodies not permitted.

### **Accessories**

- Tasteful jewelry appropriate to Catholic school students is permitted.
- Earrings may be worn by girls, but must be studs or similar small earrings. Dangling or hoop earrings are not permitted. Earrings may not be worn by boys.
- School appropriate hair accessories are allowed.

### **Dress Requirements for Graduation Dance**

#### **7<sup>th</sup> and 8<sup>th</sup> Grade Girls**

- No low cut, V-neck, or plunging necklines
- Dresses must have straps
- Lower backs must be covered
- Dresses may not have holes or slits in the bodice or skirt
- Skirts on dresses must be longer than fingertip length
- Heels on shoes should not be higher than 2 inches

#### **7<sup>th</sup> Grade Boys**

- Dress shirt and tie
- Pressed khaki or dress pants
- Dress socks and dress shoes
- Belt required

#### **8<sup>th</sup> Grade Boys**

- Suit and tie
- Dress socks and dress shoes
- Belt required

### **Uniform Donation Program**

Open to all SHS parents, this program is a free uniform closet located in the SHS gym. The program relies on parent participation, so families are encouraged to turn in uniform articles that their children have outgrown and that are clean and in good condition. The closet is run by parent volunteers who accept all components, including shirts, blouses, skirts, pants, jumpers, vests, sweaters, and gym uniforms. The uniform closet is provided as a service by parents for parents. For current information about how to donate or how to receive uniforms through the closet, go to the SHS website or call the school office

### **Transportation**

For their safety, students are required to take the transportation designated by their parents. Any change in transportation method requires written notification from parents on or before the day of the change. Without written parental permission, the student will not be allowed to take an alternate form of transportation.

## Playground Safety Regulations

Weather permitting, all students at SHS will have outside recess every day. Only students with written medical excuses or teacher supervision will be allowed to remain inside the school building during recess time. SHS students may play on the playground, in the sandbox, on the soccer field and on the driveway next to the school building. Teachers may restrict play to designated areas as appropriate for the students' ages and abilities.

### **Basic rules regarding use of the playground equipment include:**

1. Students must use the playground equipment appropriately and safely during recess.
2. The teacher on duty sets the rules for age-appropriate use of equipment.
3. Students must stay within the playground boundaries and are not to leave the designated area of play.
4. Students must tell a teacher or playground volunteer if they need to go inside the school building during recess. Students in grades Pre-K-2 must travel with a buddy.

### **Guidelines for winter play must be observed:**

- Students may play in the snow if they are dressed in appropriate outerwear.
- Throwing snowballs or ice is prohibited because of the danger to oneself and others.
- On days when the temperature is below 20 degrees with the wind chill factor included, students will have supervised free time in the classroom instead of outdoors.

### **Playground Disciplinary Procedures**

If a student chooses to ignore any of the playground rules, the teacher in charge will take appropriate disciplinary action. Because playground behavior may affect other students adversely, a student who does not comply with rules may be subject to further disciplinary action.

## Classroom Parties

Classroom parties may take place only at times of all-school holiday celebrations approved by the school administration. During all-school celebrations, parent volunteers will be asked to monitor edible treats for children with allergies.

Birthdays of children in PK through grade 5 may be celebrated at snack time in the classrooms, at the discretion of the teacher. Parents of children in PK through grade 5 who wish to have their child celebrate with classmates are encouraged to distribute non-edible items such as colorful pencils, stickers, or similar inexpensive items. Parents who wish to distribute edible treats must check with their child's classroom teacher so that the health of children with allergies will not be compromised.

Students in grades 6 through 8 are not permitted to distribute any items on their birthdays.

Personal invitations to any non-school parties may not be distributed at school.

## Co-Curricular Activities

All co-curricular activities and athletic programs at SHS reflect the philosophy of Catholic school education and the Mission of Sacred Heart School. SHS personnel and volunteers involved in co-curricular activities or athletic programs must follow all applicable SHS and Diocesan policies.

The safety and well-being of each student participant will be the primary consideration in all activities or athletic programs. Activities and athletics are designed to support the curriculum, and must not interfere with instruction except in the rarest instance, and then permission of the principal must be given before the program may go forward.

### **Dances**

SHS hosts dances in the school gymnasium for students in grades 6 through 8. Dances held in the school facility must be approved by the administration. A committee is required for preparation and clean up. All dances must be chaperoned. Dances will end at 9:30pm or earlier. The Code of Conduct for the school will be enforced during the dances as it is during all co-curricular activities. *To attend a dance, the student must bring in a permission slip signed by a parent or guardian. No exceptions will be made to this rule.*

### **Field Trips**

Occasionally SHS teachers arrange for field trips or co-curricular events as an extension of the learning process. To participate, a student must submit a permission slip. These are sent home by the teacher and must be signed by the parent, dated, and returned at least 24 hours before the scheduled trip. Phone calls or handwritten notes by parents will not be accepted in lieu of a signed paper. For the protection of the student, there will be no exceptions to this procedure.

### **Sports**

SHS offers soccer, basketball, baseball, and track for students in Grades 6, 7, and 8. If students are needed to fill a team, then Grade 5 students will be invited to sign up. To participate in a game or sports event, a student must attend at least a half-day of school; arriving no later than 11:30am on the day of the event. This policy includes all sports events. *Consent from the principal is required for any exceptions.* Students wishing to be a spectator at any games must be accompanied by a parent/guardian.

Students who participate in the sports program must abide by the rules set forth in the Athletic section of this handbook.

## **Requirements for Participation in Student Government and Sports**

### **Academic Standing**

A student must maintain a Grade of A through C in all subjects. Grades will be reviewed at mid-term and at the end of each trimester. If a student falls below this level in any subject at either of these times, the student will be removed from participation in co-curricular activities. A student may request a re-evaluation from the teacher(s) four weeks after the report card is given. If the student earns a passing grade at the evaluation, eligibility may be restored and the student may participate once again. Third trimester grades will determine the student's eligibility for the first trimester of the following year.

### **Conduct**

Any student who receives a "U" (Unsatisfactory) in a subject(s) will not be allowed to participate in co-curricular activities. The same rules for being allowed back into the program apply as are listed in the guidelines for Academic Standing.

### **Effort**

Any student who receives a "U" (Unsatisfactory) in a subject(s) will not be allowed to participate in co-curricular activities. The same rules for being allowed back into the program apply as are listed in the guidelines for Academic Standing.

## **Lunch Procedures**

Students are expected to exhibit virtues of cleanliness, orderliness and consideration of others in the lunch room and respect all parent volunteers, teachers, and schoolmates. For children with food allergies, we have designated areas with "Nut Free" tables.

### **Hot Lunch**

Hot lunch is available to students on Monday, Wednesday, and Friday. Tuesday lunches are catered by Papa Gino's pizza, and Thursday lunches are catered by Moe's Sandwiches. Hot lunch menus and rates are subject to change, so parents are encouraged to check the SHS website [www.shshampton.org](http://www.shshampton.org) for current information.

SHS is required to pay for the lunches in advance, so if a child is ill or absent from school or in the event of school closure, money *cannot* be refunded.

If a student forgets to bring a lunch then an alternate lunch will be made available to them at the current rate and a bill will be sent home.

Parents who want their child to receive milk at lunch must complete and pay for their order at the beginning of the school year. Keep in mind that the type of milk chosen cannot be changed once the school year is in session.

### **Student Safety and Access**

Certain areas of the school may not be used by students without direct supervision from a faculty member or other responsible adult. These include, but are not limited to, the kitchen, the maintenance rooms and closets, the faculty room, the backstage area of the gym, the storage rooms in the gym, and other similar areas.

Students are encouraged to be responsible for collecting all personal items and homework books before dismissal. If a student has forgotten a book or personal item, the student may return to school accompanied by a parent until 4:00 on days when Homework Club and After Care are in session. The parent and student should go to the middle door and ring the doorbell. A staff member will answer the door and will escort the parent and student to the classroom.

Please Note: SHS parents are welcome to come to school for appointments with teachers and for volunteer purposes. SHS staff members do not know every parent by sight. When a staff member asks your name or your reason for being in the building, please regard this as an expression of our concern for the safety of all the children.

### **The Sacred Heart School Network and Internet Access**

The purpose of the SHS Network and Internet Access is educational. Instruction in computer technology enhances curriculum and enriches the teaching and learning experience as we prepare elementary students to make best use of technology.

#### ***The Children's Internet Protection Act [Public Law 106-554]***

SHS believes that students must be protected while they engage in learning about computer networks and the internet. SHS employs the most powerful filtering hardware and software available to prevent access to or intrusion of material that may be inappropriate, controversial, or offensive. It is technologically impossible to block all inappropriate sites; consequently, all SHS internet use is monitored by teachers and other adult classroom volunteers. In addition, SHS believes that part of computer education for older students is learning to exercise responsible use and appropriate behavior that is moral, respectful, and polite. The following guidelines are designed to make the student's computer training and internet access a safe, secure, and pleasant educational experience.

#### ***Parents and Students***

SHS provides a sophisticated learning environment for computer education; however, the school depends upon parents to reinforce the concepts in these Guidelines, particularly with older students, so that their computer experience can continue to be positive and productive.

#### ***Privilege and Privacy***

The use of the SHS network and internet access is a privilege. SHS provides varying degrees of access depending on the student's age, grade, or maturity. Inappropriate use will result in restriction or cancellation of access privileges.

Students – for their protection – have no reasonable expectation of privacy when they use the SHS network. SHS reserved the right to monitor all computer, internet, and e-mail activities through random checks and electronic means so that system integrity and security are not compromised.

Because the following can compromise the safety and security of students, SHS prohibits these uses of the computer network and internet access:

- Chat rooms
- Web-based and personal e-mail accounts
- Peer-to-peer file sharing
- On-line games (unless specifically authorized by a teacher for educational purposes)

### ***E-mail Accounts***

E-mail accounts issued by SHS for the use of students are to be used for educational and school-related activities. Incidental personal use of SHS e-mail is allowed if it does not interfere with either the student's school-related work or the system's operation and integrity. Teachers at all levels may use classroom group accounts for classroom activities.

The following procedures and restrictions apply to all SHS e-mail accounts. Students will be monitored, and as they progress, they will be expected to learn age-appropriate safeguards in the use of SHS e-mail.

- Students will not post personal information such as home addresses, phone numbers, social security numbers, or other identifying information about themselves or others in e-mail messages.
- Students will promptly report to a teacher or school staff member any message they receive that may be deemed inappropriate, that makes them feel uncomfortable, or that requests personal identifying information.
- Students will learn to exercise judgment and caution in the use of e-mail according to age-appropriate lessons.
- Students will learn the value of holding their passwords confidential and will take reasonable precautions to prevent others from using them.

### ***Computer Network and E-mail Activities That Merit Disciplinary Action***

Disciplinary action will be taken against students who engage in the following activities:

- Interfering with the normal and proper operation of the SHS network.
- Adversely affecting the ability of others to use SHS equipment or services.
- Conducting themselves in ways that are harmful or offensive to others.
- Using the SHS network for illegal purposes
- Viewing, changing, or transferring files that do not belong to the student.
- Storing or transferring unnecessarily large files.
- Engaging in activities for private financial gain, advertising, political campaigning, solicitation, or other activities unrelated to school activities, whether acting on their own or in collaboration with an adult.
- Viewing, creating, transferring, or using any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends, degrades, or intimidates others.

### ***Copyright, Proprietary Information, and Plagiarism***

Students will respect copyright and proprietary information associated with materials accessed through the SHS network. Students may not duplicate software for personal use.

Part of each student's learning experience involves conducting online research and correctly attributing material used for reports or compositions. To avoid plagiarism, students will learn appropriate ways to cite materials researched on the internet.

### ***A Final Word***

As students grow and mature, SHS will offer them not only the technical expertise needed in our electronic

world, but, more important, the qualities of morality, integrity, and personal responsibility that must accompany the use of technology. We look to parents to reinforce these standards and monitor the student's computer use at home. By acting in partnership, we will help our young people become intelligent and appropriately cautious about computer and internet use.

## ELECTRONIC COMMUNICATIONS POLICY

### **Introduction**

The parishes, schools, and administration of the Diocese of Manchester provide and use a variety of forms of communication and information technologies. The goals in the use of electronic communications media are to spread the Gospel message; to provide information to the faithful so that they may gain a deeper understanding of their faith; to improve communication among diocesan personnel; and to allow access to the wealth of information available on the internet to parish, school, and diocesan personnel. The use of electronic communications media should be viewed as a tool to enhance productivity and further the purposes and goals of the Roman Catholic Church. It is therefore imperative that Church personnel conduct themselves in a responsible, ethical, and professional manner while using electronic communications media. All communication is subject to the boundaries established by our faith tradition, the *Serving Christ, Serving Others* Code of Ministerial Conduct, as well as canon and civil law.

### **Applicability**

This policy applies to all Church personnel. "Church personnel" means all clergy, members of religious institutes, lay employees, and lay volunteers who minister or otherwise provide services to the Diocese of Manchester, its parishes, schools, or institutions.

The policy applies to all "electronic communications media" including, but not limited to, telephone, facsimile, voice mail, computers, tablets, internet and internet access, and electronic mail. The term also includes data storage equipment, digital information devices, personal computers, "smart phones" and similar devices, either owned or reserved for use by the Diocese and its parishes and schools, located on or off diocesan, parish, or school premises.

The term "Church" refers to the Diocese of Manchester and its parishes, schools, institutions, and agencies.

### **Ownership/No Expectation of Privacy**

Electronic communications media purchased or provided by the Church is Church property and subject to inspection. All information created in the course of Church business or ministry and/or produced or carried on Church electronic communications media is likewise Church property and subject to inspection. Church personnel should have no expectation of privacy in the use of electronic communications media when using Church equipment or when conducting Church-related business or ministry. Electronic communications media and any information communicated, received, or stored using such media is the exclusive property of the Church, and although the Church does not regularly monitor electronic communications, they may be monitored, reviewed, retrieved, and stored at any time by Church representatives.

Church personnel must provide their supervisors and/or the network administrator with their passwords for all Church-owned electronic communication media. Church personnel may not share passwords for electronic communications media or secured websites owned or operated by the Church with anyone other than their supervisors and/or the network administrator.

### **Acceptable Use of Electronic Communications Media**

No list of rules for the appropriate use of electronic communications media can be all-inclusive, and this policy does not attempt to articulate all required or proscribed behavior by Church personnel. All communications originating at the Church or using Church-owned equipment must be consistent with the teachings of the Roman Catholic Church, the letter and spirit of the *Serving Christ, Serving Others* Code of Ministerial Conduct, civil and canon law, and the Diocese of Manchester Public Policy Directives.

**General e-mail and internet use:** During office hours, church personnel are expected to use electronic communications media only for work purposes, except for limited use during break times. Limited personal use of communications is permitted on the express understanding that the Church reserves the right (for its business purposes or as may be required by law) to review Church personnel use and to inspect all material created by or stored on the electronic communications media. Use of the electronic communications media constitutes permission for the Church to monitor communications and to access files that are made on or with these communications tools.

**Mass Mailings:** Church personnel must obtain prior permission from their supervisor (the pastor, principal, or for diocesan personnel, the Cabinet Secretary), to send mass electronic mailings.

**Social Networks, Blogs, Wikis, Chat Rooms, Message Boards, Online Comment Sections:** Church personnel are expected to comply with the *Serving Christ, Serving Others* Code of Ministerial Conduct with respect to all electronic communications and use of social networks, blogs, wikis, chat rooms, message boards, twitter, and online comment sections, whether or not employees are using personal or diocesan equipment or are on personal or work time. Church personnel who seek to establish a blog or a social network site (e.g., a Facebook page) for ministry must obtain prior permission from their supervisor (the pastor, principal, or for diocesan employees, the Cabinet Secretary and the Director of Communications) and must comply with the Diocese of Manchester *Guidelines for the Use of Social Networking Sites in Parish Programs* set forth below. Church personnel should not provide information to a “wiki” (a web page, such as Wikipedia or Masstimes.org that allows visitors to edit content) or online comment sections of newspaper articles, blogs, YouTube video pages, and other forums without prior permission from their supervisor.

**Linking to Other Websites:** Church websites, including the websites of the Diocese of Manchester and its parishes, schools, and institutions, may provide links only to non-commercial sites that are not in conflict with the teaching of the Roman Catholic Church. All links to other websites must be approved in advance by the pastor, principal, or Director of Communications. Examples of websites to which Church websites may link, include: (1) official Church sites, the Vatican, USCCB, dioceses, and archdioceses; (2) the sites of other parishes, schools, and ministries of or associated with the Diocese of Manchester; and (3) organizations under the oversight of a bishop or religious congregation or that are listed in the Official Catholic Directory.

**Downloads:** Church personnel must obtain the prior permission of their supervisors or the network administrator before downloading any programs or installing any software on Church equipment. In order to prevent computer viruses from threatening the network, Church personnel should not open attachments or download content of unknown origin.

**Electronic Mail:**

- The use of personal e-mail accounts for communication with minors for ministry or Church-related business is discouraged. Whenever possible, official diocesan, parish, or school email accounts should be used.
- Any use of electronic communication media through Church accounts for illegal purposes or in support of illegal activities is prohibited.
- Any use of Church electronic communication media for commercial purposes is prohibited.
- Any use of Church electronic communication media for partisan political lobbying is prohibited.
- Church e-mail accounts should be used only by the authorized user(s) of the account for the authorized purpose.



**Posting Photos, Videos, and Recordings:** Church personnel shall not post online (including on social networking sites) photographs, videos, or recordings without obtaining prior permission for their use. If identifying information about persons depicted in photographs or videos is to be posted, prior written authorization from such persons (or in the case of a minor, the parent or guardian) is required. Such written authorization may, for example, be included in an application or release for a Church-related event or program.

**Copyright Infringement:** Church personnel must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and intentions. Church personnel may not copy, use, or transfer materials of others without appropriate authorization.

### ***Guidelines for the Use of Social Networking Sites***

“Social Networking Sites” are online websites that are used by groups with a common interest for communication purposes. Social networking sites should be used as a means of effective communication for ministry and education rather than for befriending people or socializing. Every effort must be made to provide a safe and secure environment and to avoid even the appearance of impropriety when using the internet as a ministry tool. Thus, the following guidelines should be kept in mind when considering the use of social networking sites for programs that involve youth under the age of 18. Note: The use of social networking sites is *not recommended* for groups that include students younger than high school age.

- The permission of the pastor, principal, or administrator must be obtained before using a social networking site for a program or ministry.
- Parents must be informed in writing about the use of the social networking site.
- Accounts should be established for the ministry or program; personal accounts should not be used.
- Minors should not be invited to be a “friend.” The minor must make the request.
- The site/group administrator must be an adult. Preferably, there should be two site administrators. The site administrators are considered to work with minors and thus should have completed all safe environment requirements in accordance with diocesan policy.
- Privacy settings may be used in order to protect group members’ privacy, but communication must be transparent and ministry-oriented. Private messaging is strongly discouraged.
- The administrator should pre-approve or regularly monitor all comments and postings. Any inappropriate content should be deleted, and the person who posted it should be contacted and reminded that improper content is not acceptable.
- Rules of conduct should be posted on the site.
- The main purpose of the site should be for general communication about group events rather than for chatting or socializing.
- All information displayed on the site should reflect the Catholic faith.
- Postings should be written as though others will read them. Communications can easily be shared with others for whom they are not intended.
- Whenever possible, copies of communications sent to youth should be maintained. Parents should be copied on communications when possible.
- Photographs may not be “tagged” on social networking sites, such as Facebook.

### ***Further Information***

***Additional information about the Electronic Communications Policy may be obtained by contacting the Director of Communications for the Diocese of Manchester.***

### ***Unauthorized Use of School Names***

No student, or student's parent or guardian, without the express prior written authorization of the school's principal (administrative head), may utilize the school's name, or identifying logo, for an inappropriate purpose, including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on the behalf of the school
- To schedule any field trip, vacation or other accommodations
- To post any website for any purpose including but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo may result in legal action.

## **Sacred Heart School Athletic Program**

The Sacred Heart School (SHS) Athletic Program Handbook is based on the directives in the SHS Parent/Student Handbook distributed to each family annually. You and your student athlete are required to read and discuss the Athletic Program Handbook. A signed contract, which is given out by the Athletic Director at the start of each sports season, is required for each sport a student plays and must be returned to the coach prior to participation in that sport.

### ***Purpose of the SHS Athletic Program***

The purpose of the SHS Athletic Program is to complement home, church, and school activities, while fostering the development of the child as a whole person. The Athletic Program provides student athletes with an opportunity to increase their knowledge about a sport, develop habits of good sportsmanship, and learn to compete fairly and to their utmost ability. Coaches will encourage students to improve their skills, increase their level of physical fitness, and most important, work together as a team. Eligibility for participating in the program is based on each student's individual performance in the areas of academics, effort, and conduct.

The SHS Athletic Program reflects the philosophy of Catholic education and the Mission of Sacred Heart School. SHS personnel and volunteers involved in the Athletic Program must follow all applicable SHS and Diocesan policies. Any parent concerns related to sports may be voiced in confidence to the coach, athletic director, or principal. In all cases, the decision of the principal is final.

The safety and well-being of each student participant is the primary consideration of the Athletic Program. Athletics are designed to support the curriculum and must not interfere with school work, except in the rarest cases. In these cases, the principal must give permission before the student may participate in the program.

### ***SHS Athletic Program Offerings***

The SHS Athletic Program offers soccer, track, basketball, softball (girls), and baseball (boys) for students in grades 6, 7 and 8, and Grade 5 if space is available on the team.

### ***Fees***

A \$75 fee is required from each student athlete in each sport the student participates in; soccer, basketball, baseball and/or track. The fee for these programs defrays the cost of uniform components, covers referee costs and provides a stipend for coaches. Athletic participation fees are subject to change.

## **Academic Requirements for SHS Student Athletes**

Student athletes at SHS are expected to balance academics with team involvement. While participating in a sport they must continue to show a commitment to academics that is necessary for sound educational progress. Students who wish to participate in sports must meet the following academic requirements.

### **Academic Standing**

A student must maintain a Grade of A through C in all subjects. Grades will be reviewed at mid-term and at the end of each trimester. If a student falls below this level in any subject at either of these times, the student will be removed from participation in the Athletic Program. A student may request a re-evaluation from the teacher(s) four weeks after the report card is given. If the student has earned a passing grade at the re-evaluation, eligibility will be restored and the student may participate once again. Third trimester grades will determine the student's eligibility for the first trimester of the following school year.

### **Effort**

Any student who receives a "U" (Unsatisfactory) in a subject(s) will not be allowed to participate in co-curricular activities. The same rules for being allowed back into the program apply as are listed in the guidelines for Academic Standing.

### **Conduct**

Any student who receives a "U" (Unsatisfactory) in a subject(s) will not be allowed to participate in co-curricular activities. The same rules for being allowed back into the program apply as are listed in the guidelines for Academic Standing.

## **Conduct and Behavior Requirements for SHS Student Athletes**

Students who become members of an SHS athletic team assume a leadership role, allowing them to greatly contribute to school spirit and community pride. We expect our student athletes to embrace their leadership responsibilities, to represent high ideals of athletic conduct, and, through their behavior on and off the field or court, to serve as role models to the wider sports community, as well as to younger students at SHS.

SHS athletes must understand and adhere to the following guidelines for conduct:

1. Academic requirements take precedence over the sports program.
2. Athletes must not engage in disrespectful behavior or improper language.
3. Athletes must not smoke, consume alcoholic beverages, or use drugs.
4. Any athlete who is given a conduct detention will not be allowed to practice or play on the day the detention is served. It is the student's responsibility to notify the Athletic Director about the detention.
5. If a student receives three detentions for conduct in one sports season, that conduct will be reviewed by the Principal. The student may be suspended for more than one game or practice, or may be removed from the team for the duration of the season.
6. Any serious or flagrant violation of school or team rules will result in immediate suspension for the remainder of the sports season. After review by the Principal, the student may be removed from all sports for the remainder of the school year.

In addition to following the guidelines for conduct listed above, all SHS student athletes are expected to observe good sportsmanship in their behavior on and off the field or court. Student athletes are expected to:

- play the game for the game's sake
- be generous in winning
- be gracious in losing
- be fair at all times, no matter what it costs
- observe the rules of the game
- work and play for the good of the team
- accept the decisions of officials with maturity

- believe in the honesty of the other team members
- conduct themselves at all times with dignity
- recognize and applaud honestly and wholeheartedly the efforts of their teammates and members of the other team

### ***Athletic Program Procedures***

To participate in the athletic program, student athletes must abide by the following procedures regarding physical examinations, medications, injuries, attendance and uniforms.

### ***Physical Examination, including Medical Release for Sports Tryouts and Participation***

All students must have completed a physical examination within the 12 months prior to tryouts. Results of the examination must be on file with the school nurse at the time of the tryout. In addition, parents must complete a Medical Release for Sports Participation form, available online at the SHS Web site. These forms must be returned to the coach prior to the tryout.

### ***Medications/Allergies***

Coaches will carry a secure bag with any emergency medications prescribed by a doctor for a student. If the student must carry an inhaler or EpiPen on his/her person, a statement from the student's doctor noting the student's ability to self-administer the medication is required and must be given to the coach.

### ***Injuries***

All injuries occurring at practices or during games, even those that might seem minor, must be reported immediately to the coach.

### ***Attendance***

Student athletes must be on time for all practice sessions and games. Absences will be considered excused for illness or special school-sponsored events. Unexcused absences from games or practice sessions may result in dismissal from the team.

To participate in a game or sports event, a student must attend at least a half-day of school, arriving no later than 11:30am on the day of the event. This policy includes all sports events. Consent from the Principal is required for any exceptions.

## **Uniforms**

No athlete will receive a uniform unless SHS has received:

- a medical release form
- the signed athletic contract
- the athletic participation fee

### ***Care of Uniforms***

The athlete's uniform should be inspected carefully at the time of distribution. Any damage found at this time should be brought to the attention of the coach immediately. Any damage that occurs during the season, including tears, food and ink stains, is the responsibility of the athlete. Repairs should be made as quickly as possible to minimize the extent of the damage.

### ***Returning Uniforms***

At the end of the season uniforms must be returned to the school, cleaned and in good repair. Each athlete will receive written notification at least one week in advance from the coach of the date that uniforms are to be returned. Place clean uniforms in a bag labeled with the athlete's name and sport. Return bagged, identified uniforms to the front office. Uniforms not received by the due date will be considered lost and the replacement cost will be billed to the athlete's parent or guardian.

## Sports-related Activities

### ***Sports Banquet***

At the conclusion of each school year, a Sports Banquet honors all students who participated in the sports program that year. Special awards are given to outstanding athletes and team trophies are displayed.

### ***Sports Kitchen***

Money raised from the sale of food during games is used to finance the end-of-year Sports Banquet, as well as athletic awards and trophies.

UPDATED September 21, 2018