

# **Sacred Heart School**



## **Parent-Student Handbook 2024-25**

## TABLE OF CONTENTS

Sacred Heart School Mission.....	5
Sacred Heart School Curriculum .....	5
Our Lady of the Miraculous Medal Personnel.....	6
Admission.....	7
School Cancellation and Delayed Openings .....	7
Safety Procedures and Emergency Drills.....	7
Hazardous Materials .....	8
Arrival and Dismissal .....	8
Dismissal During School Hours.....	9
Leaving School Grounds.....	9
Extended Care.....	9
Attendance, Absence, and Tardiness .....	10
Vacations.....	11
Visitors .....	11
Non-Custodial Parents .....	11
Transfer/Withdrawal.....	11
Parent/Teacher Communication.....	11
Homework .....	12
Student Progress Reports and Assessment.....	12
Academic Honor Roll.....	13
Promotion and Retention .....	13
Student Records.....	13
Financial Aid .....	13
Tuition and Fees.....	14
SHS Code of Conduct .....	14
SHS Bullying Policy .....	17
1. DEFINITIONS.....	17
2. STATEMENTS OF PROHIBITION .....	17
3. REPORTING INCIDENTS OF BULLYING.....	18
4. RESPONSE TO REPORTS INVESTIGATION.....	18
5. DISCIPLINARY ACTION FOR SUBSTANTIATED BULLYING .....	19
Parental Concerns.....	19
Cell Phones, Smart Watches and Electronic Devices .....	20
Medical Information .....	20
MEDICAL DOCUMENTATION AND MEDICATIONS .....	20
FEVER.....	21
ILLNESS OR INJURY.....	21
LIFE-THREATENING ALLERGIES .....	21
Volunteers and Designated Volunteers .....	22

Advisory Board .....	23
School Uniforms .....	23
PRE-K 3 & PRE-K 4 .....	24
KINDERGARTEN THROUGH GRADE 2   GIRLS .....	24
KINDERGARTEN THROUGH GRADE 2   BOYS .....	24
GRADES 3 THROUGH 5   GIRLS .....	24
GRADES 3 THROUGH 5   BOYS .....	25
GRADES 6 THROUGH 8   GIRLS .....	25
GRADES 6 THROUGH 8   BOYS .....	25
SHOES AND SOCKS .....	25
GYM ATTIRE .....	25
MASS ATTIRE .....	26
SHORTS   DAILY UNIFORM & GYM .....	26
ACCESSORIES .....	26
PERSONAL GROOMING .....	26
Uniform Donation Program .....	27
Transportation .....	27
Playground Safety Regulations .....	27
PLAYGROUND DISCIPLINARY PROCEDURES .....	28
Classroom Parties .....	28
Co-Curricular Activities .....	28
DANCES .....	28
FIELD TRIPS .....	28
SPORTS .....	28
Requirements for Participation in Student Government and Sports .....	29
ACADEMIC REQUIREMENTS .....	29
CONDUCT AND EFFORT GRADES .....	29
Lunch Procedures .....	29
HOT LUNCH .....	29
Student Safety and Access .....	29
The Sacred Heart School Network and Internet Access .....	32
THE CHILDREN'S INTERNET PROTECTION ACT [PUBLIC LAW 106-554] .....	32
PARENTS AND STUDENTS .....	32
PRIVILEGE AND PRIVACY .....	32
USE OF AI .....	33
E-MAIL ACCOUNTS .....	33
COMPUTER NETWORK AND E-MAIL ACTIVITIES THAT MERIT DISCIPLINARY ACTION .....	33
COPYRIGHT, PROPRIETARY INFORMATION, AND PLAGIARISM .....	34
A FINAL WORD .....	34
Electronic Communications Policy .....	34
INTRODUCTION .....	34
APPLICABILITY .....	34
OWNERSHIP/NO EXPECTATION OF PRIVACY .....	34
ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS MEDIA .....	35
GUIDELINES FOR THE USE OF SOCIAL NETWORKING SITES .....	36
ADDITIONAL INFORMATION ABOUT THE ELECTRONIC COMMUNICATIONS POLICY MAY BE OBTAINED BY .....	37
CONTACTING THE DIRECTOR OF COMMUNICATIONS FOR THE DIOCESE OF MANCHESTER .....	37
UNAUTHORIZED USE OF SCHOOL NAMES .....	37
Sacred Heart School Athletic Program .....	37
PURPOSE OF THE SHS ATHLETIC PROGRAM .....	37
SHS ATHLETIC PROGRAM OFFERINGS .....	38
FEES .....	38
CONDUCT AND BEHAVIOR REQUIREMENTS FOR SHS STUDENT ATHLETES .....	38
ATHLETIC PROGRAM PROCEDURES .....	39
ATTENDANCE .....	39
DRESS CODE FOR PRACTICES .....	39

INJURIES .....	39
MEDICATIONS/ALLERGIES .....	39
PHYSICAL EXAMINATION, INCLUDING MEDICAL RELEASE FOR SPORTS TRYOUTS AND PARTICIPATION.....	39
<b>Athletic Uniforms .....</b>	<b>39</b>
CARE OF UNIFORMS .....	39
RETURNING UNIFORMS.....	39
<b>Sports-Related Activities .....</b>	<b>40</b>
SPORTS KITCHEN .....	40

## **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, social, and emotional development of our students.*

## **Sacred Heart School Curriculum**

In keeping with our mission as a Catholic school, Sacred Heart School is dedicated to educating the total child and to value each child's dignity as a person. Our curriculum addresses the student's total development, which includes the spiritual, intellectual, physical, social, and emotional 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.

## **Sacred Heart School Curriculum Content**

INTRO TO FRENCH

LANGUAGE ARTS

MATHEMATICS

RELIGION

SCIENCE

SOCIAL STUDIES

SPANISH

### **SPECIALS**

Art

Computer Science

Library

Music

Physical Education

## Sacred Heart School Personnel

### ADMINISTRATION

Principal.....Maegan Koelker  
Administrative Assistant.....Cheryl Grella  
Business Manager .....Gia LaMontagne  
School Secretary | Admissions .....Janine Christiana  
Volunteer | Office Assistant .....Barbara Hoffmann

### STAFF

Athletic Director .....Andrea Nichols  
Custodians.....Virgil Fernandes & Dave Hagen  
Extended Care Coordinators .....Belle Coyne & Lisa Merrick  
Food Service .....Marybeth Bergeron  
Health Office .....Heather Kodzis (Monday-Thursday) & Jeana Ortega (Friday)

### FACULTY

#### Primary Level | Pre-K – 2

Pre-K 3 Teacher .....Gleicy Spinelli  
Pre-K 3 Aide.....Kristina Cote  
Pre-K 4 Teacher .....Elizabeth Nevins  
Pre-K4 Aide.....Mary Jo Lagana  
K Teacher .....Stephanie Kosakowski  
1<sup>st</sup> Grade.....Julie Eidukonis  
2<sup>nd</sup> Grade.....Sarah Cropper (Level Leader)

#### Middle Level | 3-5

3<sup>rd</sup> Grade .....Meg Popp (Level Leader)  
4<sup>th</sup> Grade .....Julianne Edwards  
5<sup>th</sup> Grade .....Sheila Tanguay

#### Junior High | 6-8

Intro to French .....Aimee LaPierre  
Language Arts 6-8 | Homeroom 8W .....Megan Weand (Level Leader)  
Math 6-8 | Homeroom 8N .....Andrea Nichols  
Religion 6-8 | Homeroom 6M .....Jessica MacMaster  
Religion Extension 6-8.....Blake Richards  
Science 6-8 | Homeroom 7P .....Maria Ponte  
Social Studies 6-8 | Homeroom 7B .....Scott Bray  
Spanish 6-8 | Homeroom 6C.....Virginia Carmody

#### All-School Specials

Art .....Amie LaPierre  
Computer Science (K-8) .....Michael Ornaf  
Library .....Karen Moura  
Music .....Henry Kopczynskie  
Phys-Ed .....Kristy Towler (PK-5) | Scott Bray (6-8)

### Our Lady of the Miraculous Medal Personnel

Rev. Gary J. Kosmowski, Pastor | 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 (unless otherwise specified). The non-refundable screening fee is due on the day of the screening.

SHS observes the entrance requirements of the State of New Hampshire and the Hampton Public School District, SAU 21, regarding each child's age (RSA 192:1), inoculations (RSA 200:38) and physicals (RSA 200:32).

## Notice of Nondiscriminatory Policy as to Students

Sacred Heart 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 based on 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, families will be notified via text message and/or voice message and/or email blast via our "Robo-Call" system. 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*, so let the Front Office know if you would like your home telephone number removed from the list. We will make every effort to decide the evening before a weather event, but that isn't always possible.

Cancellations/delays will also be listed on Channel 9 | WMUR-TV.

In the event of a delayed start:

- Half-day Pre-K will be cancelled.

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

## Safety Procedures and Emergency Drills

Student and staff safety is a priority at Sacred Heart School. Your support and attention to our updated procedures is appreciated.

When visiting SHS or picking up your child, please call the front office in advance so we know you are coming. Visitors without an appointment or visitors that staff is not familiar with will need to show an ID and my need to wait in the glass lobby until we can confirm the reason for the visit. When entering SHS, please always enter through the front lobby (with the exception of After Care pick up at the side door). Holding the door open for visitors entering SHS behind you is strictly prohibited. We will be vetting each guest who visits our school and appreciate your cooperation in this endeavor.

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 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 our students and personnel.

## Arrival and Dismissal

SHS is not responsible for students dropped off before supervision begins, so to ensure the safety of the students, we encourage parents to arrange drop-off time between 7:55am and 8:10am.

Parents have two options for the morning arrival:

1. Park in the OLMM lot and walk your PK student to the Side Door and your K- 8 student to the Gym Lobby door.
2. Drive around the back of the school to the clearly marked DROP-OFF/PICK-UP ZONE.

**DROP-OFF/PICK-UP ZONE:** SHS provides a supervised, clearly marked DROP ZONE at the rear of the school for arrival and dismissal via car. FOR THE SAFETY OF THE STUDENTS: Do Not Drive Distracted while operating your vehicle on school grounds; Do Not Pass while in the Zone; Students should only enter/exit your vehicle in the Zone and from the passenger/school side; Students are instructed to wait for your vehicle to be completely stopped and in the white lines of the Zone before approaching your vehicle at pick up. For orderliness, timeliness and as a matter of consideration, utilize the full Zone and pull ahead as far as possible within the Zone before stopping your car to drop off or pick up your child.

Students in grades K through 8th enter SHS through the Gym Lobby doors beginning at 7:55am and proceed directly to their classrooms. The Gym Lobby doors will close at 8:10am, so any students arriving after 8:10am must enter the building through the front door, report to the Nurse and then proceed to homeroom. Please see the Tardiness Policy 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 should also refrain from coming in to talk to teachers in the morning. Each teacher is supervising her or his 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 | 12:00pm (***students must be picked up by 12:15pm***)

Extended Care will be available on half-days, unless otherwise noted.

Full-day dismissal | 2:55pm

Parents/Guardians picking up their child must show the name card issued by SHS to the staff member overseeing dismissal. “Walker Line” students are dismissed through the Gym Lobby and the “Car Line” students are dismissed through the Gym Door adjacent to the path to the DROP ZONE. “Wildcat Walker: students must check out at the Front Office before exiting the building. Any student not picked up by 3:15pm must report to Extended Care and the parent will be charged a minimum of a half hour for this service.



## Dismissal During School Hours

As a matter of safety, cell phones and smart watches are not permitted for use during the school day, so students should not text to be picked up. Students who become ill during the school day must report to the Nurse who will notify the parent or designated adult. The adult must report to the school office to sign the student out.

Students dismissed before 2:55pm for reasons other than illness are required to either bring a note from home or the parent/guardian should email the homeroom teacher on the day of the early dismissal. Information should include the time of pick-up and reason for the early dismissal. The student will be called to the school office upon arrival of the responsible adult. If the student is returning before the end of the school day, the adult must sign the student back in.

We encourage families to schedule doctor and dentist appointments outside of school hours, as early dismissals are distracting to students and teachers.

## 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. 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:

**After Care:** 3:00pm to 5:30pm | Monday through Friday

**Late Fee:** | **\$1.00 per minute**

**Billing Policy** | The Extended Care program charges \$9 per hour for the first child and \$5 per hour for each additional child. We bill in half hour increments and invoices will be sent by email monthly.

**If at any time extended care payments are more than two months in arrears, parents/guardians will be contacted by the principal.** Please contact Gia Lamontagne at [glamontagne@shshampton.org](mailto:glamontagne@shshampton.org) with any billing questions.

**Behavior Policy** | If a student seriously violates the safety of any student or staff member, he/she may be temporarily excluded from the program. Parents/guardians may set up a meeting with the Program Coordinator to discuss individual needs and/or concerns. Parents/guardians will be notified if there is a consistent behavior problem.

**Student Pick-Up and Drop-Off Policy** | Extended care staff will sign students in upon arrival.

Parents/guardians must sign out their child and notify a staff member when the child is leaving. Understand that participants in the afterschool program will not be permitted to leave with anyone other than the person(s) with an SHS dismissal sign, or without prior notification given to the front office (by either phone call, e-mail, or a signed parent note). Staff will ask for a picture ID of anyone they do not know. Persons not authorized in advance will not be allowed to sign out a student.

**Illness Policy** | If a student becomes ill while at the program, the parent/guardian will be called to pick up the student.

**Medication Policy** | Medication(s) will ONLY be dispensed to the student 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 (EpiPen, inhaler, etc.) on them during program hours must have written consent from the parent and the doctor administering the medication. Any medications (i.e., EpiPens, inhalers) must be brought to the nurse by a parent/guardian. Students are not allowed to bring in any medications. Additionally, students that attend extended care and require an EpiPen or inhaler 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 a complete and accurate pharmacy label intact and placed in a small red first aid bag with the student's name on it.

**Children School Safety Policy** | Children will be sent to the aftercare room if found after school without appropriate supervision and the parent/guardian will be charged for the time that the student is supervised in the program. If a student is staying after school for a Parent/Teacher Conference, the parent/guardian will not be charged for that time spent in the program.

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

Parents should call the Health Office by 8:00am whenever a student will be absent or tardy. Messages may be left on the answering machine in the Health Office 24 hours a day at 603.926.3254, Extension 5.

The student is expected to report to the teacher for missed assignments upon return to school. Students are allowed one-week 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 to school by 11:30am 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** | 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 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 7:55am and 8:10am to be in their classrooms by 8:12am. Any student arriving after 8:12am will be marked as "tardy". Excessive tardiness may result in an afterschool detention to make up the missed time.

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 one-week 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/guardians and visitors should enter SHS through the front door after being identified and "buzzed" in. Visitors must then fill out a yellow visitor's pass, which must be worn when in the building, and then sign out at departure.

## Non-Custodial Parents

To ensure that separated or divorced parents of a student enrolled in SHS are informed of their student'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 student out of school, SHS must have a copy of the original court order before taking any action.

## Transfer/Withdrawal

A student has the right to transfer/withdrawal at any time during the school year (refer to Tuition Contract for financial obligations to SHS). Parents/guardians requesting the transfer of school records must do so in writing and include the Record Transfer Form of the receiving school. Official records will be mailed to the receiving school. Hand carrying the records by the parent/guardian is not allowed. Upon request, a copy of the records clearly stamped "unofficial" will be provided to the parent/guardian to facilitate the transfer.

## Parent/Teacher Communication

Communication between home and school is always beneficial to the academic and personal development of the student. Parents/guardians are encouraged to confer with teachers by arranging for a meeting in advance. As teachers have monitoring responsibilities before and after school, parents/guardians should not expect to confer with a teacher at those times – even for a few minutes – without having made an appointment in advance.

When teachers observe a student having prolonged difficulties or problems with a subject or with appropriate behavior, they will request a meeting to inform parents/guardians. If parents/guardians observe a change in a student'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/guardians with an awareness of classroom curriculum.

In the primary grades, homework should take on average approximately 30 minutes and in the middle grades, up to one hour. Homework assignments for primary and middle grades are generally 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/guardians should provide a quiet place to study, help the student set a specific schedule for homework, encourage the student to ask for help *from the teacher* if she or he is experiencing difficulty, monitor the homework process *without doing the work for the student*, (this might include periodically asking to see the student's assignment notebook) and teach the student to be responsible for assignments, materials, and books.

As students' progress to junior high, they should be taking increased 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:

- help on the spot
- set up a time to meet and discuss the student's need in greater detail
- provide more practice
- plan for peer tutoring
- seek the parents/guardians 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/guardians are asked to encourage the student to try the means available to augment the learning process. Parents/guardians 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 based on trimesters with report cards issued in December, March, and June. i-Ready, a standardized testing program approved by the Diocese of NH, is used to assess abilities of students in Grades K – 8 and is compared to grade level and national norms. When student performance indicates the need for a professional referral outside of school, a joint conference with appropriate school personnel and parent/guardian will be arranged.

## 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

If a student fails a core class (according to year-long average), requirements must be met to be promoted to the next grade. A plan for remediation will be discussed with the parent, with the final decision made at the discretion of the principal and/or level leader.

Retention may be recommended for students who have experienced frequent or long absence from school. Parents/guardians 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
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/guardians. Such inspection will be permitted in the presence of the Principal or Principal's designated agent upon reasonable notice. Please refer to the section **Transfer/Withdrawal** for more information about student records.

## Financial Aid

Financial aid is available through an application process that must be completed by enrolled families seeking financial assistance. 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 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 if funds are available. *All financial information is kept confidential, as is all financial aid information.*

## Tuition and Fees

For incoming students, there is a non-refundable Application fee of \$125 per student, as well as a non-refundable Screening fee of \$125 per student.

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 \$125 per student. The late fee is \$175 per student for contracts received after the indicated due date.

A Tuition Contract is sent to families via email in the spring for the following academic year with three payment options 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 by 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. Please note that FACTS charges an annual fee for this plan. The link can be found on the SHS website under Admissions/Tuition and Financial Aid. Families requesting any changes to their account and requests to stop payment in FACTS must be done in writing to the bookkeeper 3 business days in advance of the withdrawal deadline.

Tuition rates are capped at (3) students per family and tuition credit (based on the lowest tuition amount) will be applied starting with the 4<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 business manager, 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 according to the student's date of enrollment.

Please note that checks returned for insufficient funds are a \$35 fee. The amount of the check and the late fee charge must be submitted to the business manager immediately following notice of a check being returned. If you use FACTS, they charge a \$35 fee for insufficient funds.

## SHS Code of Conduct

Courtesy is always expected from students, staff and parents, and we hold our community to a high standard of behavior. SHS teaches students to develop personal responsibility, social awareness, and respect for others. Parents will be notified 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 help deal with conflicts and arrive at a resolution for all:

Courtesy  
Faith  
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, to/from church and at dismissal.
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, 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. This includes work created by AI (see **Use of AI** on page 33).
  - 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 to correct the behavior.
4. Fighting or rough behavior on the playground or school grounds.
5. Immoral actions.
6. Possession or use of a controlled substance, smoking, vaping, e-cigarettes, 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. 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, which includes social media platforms & 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 high standards for student behavior. Part of the SHS 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 expected that parents will reinforce in their children the self-control that good discipline requires.

### **Detention**

A student may be detained after regular school hours or during recess 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/guardian and returned to the school the following day. In situations requiring immediate attention, a parent/guardian will be contacted by a staff member for confirmation on the day detention is necessary.

### **Suspension**

Suspension will be issued for serious offenses at the discretion of the principal. Suspension will begin following a conference between the parents/guardians and the principal. Any classroom work missed during a suspension will be given a failing grade. Reinstatement will be allowed only after parent/guardian 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 suspension period, 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 rarely used, and then only as a last resort.

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

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**

### **SHS 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, social and emotional 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** | 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** | A bullying conduct (as defined above) that is undertaken using 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 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 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.

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**

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.

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 Investigation**

The Principal or Principal's designee shall promptly initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/Guardian | The Principal or Principal's designee shall promptly 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. 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.

**Catholic Schools Bullying Policy**

**Version 2.0 November 2015**

### **Parental Concerns**

From time to time, parents may have a need to discuss concerns about a student. SHS encourages parents/guardians to first contact the teacher 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 then the teacher or parent may ask the 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 occasion, 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 kept in the student's backpack in the homeroom for duration of the school day.
- 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, iPhones and handheld game systems are NOT to be brought to school. If an electronic device is seen or heard, it will be confiscated.

On the second offense, SHS will require that a parent/guardian pick up the device from the Front Office at the end of the day.

### **Medical Information**

#### **Medical Documentation and Medicines**

All required medical documentation must be completed and submitted to the school before the start of the year for new students and students in PreK3 and PreK4. Paperwork for returning students must be submitted in the first week of school. All required medical documentation (*excluding physicals*) should be updated with every physical or in the event any changes have occurred to the student's diagnosis. All students are required to submit a physical form signed and dated by a doctor. This will be valid for two years; however, we encourage physicals to be turned in yearly. No physical may hit the 2-year mark during the school year. Therefore, all physicals for the 2024-25 school year must be dated 6/30/24 or newer. Physicals should be provided before the beginning of school.

Any student who is required to take an oral medication during the school day, as ordered by a licensed physician, must bring the medication permission form (completed and signed by the physician and parent/guardian) to the Health Office. 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 Health Office by the parent/guardian.

Students are not permitted to transport medicine back and forth to school or to keep medicine on their persons without written permission from the doctor. 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 Health Office 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.

Over-the-counter medicine must be brought by an adult and left with the Health Office in its original package. Prescription medication must be in its original container with the prescription label containing the pharmacy name, 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**

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/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 student is injured outside of school and has any restrictions from the doctor on activity, please notify the Health Office. 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 Health Office and Principal, prior to their child's enrollment, to complete an Allergy Management Plan articulating strategy 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 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.

## Volunteers in Parent Partnership with SHS

SHS is committed to keeping Catholic education affordable to our families. Therefore, we charge 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)

<b>Parent Partnership Projects</b>	
<b>•</b>	<b>ALL SCHOOL</b> Spring Fling Auction (April)
<b>•</b>	<b>Pre-K</b> Grandparents/Special Persons Day (May)
<b>•</b>	<b>Kindergarten</b> Spring Fling Auction (April)
<b>•</b>	<b>1<sup>st</sup> Grade</b> Spring Fling Auction (April)
<b>•</b>	<b>2<sup>nd</sup> Grade</b> Spring Fling Auction (April)
<b>•</b>	<b>3<sup>rd</sup> Grade</b> Talent Show (January)
<b>•</b>	<b>4<sup>th</sup> Grade</b> Spring Fling Auction (April)
<b>•</b>	<b>5<sup>th</sup> Grade</b> Spring Fling Auction (April)
<b>•</b>	<b>6<sup>th</sup> Grade</b> Spring Fling Auction (April)
<b>•</b>	<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>Librarian's Helper</b>	Librarian Will Ask for Assistance as Needed
<b>Lunch Volunteer</b>	Help with 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 an effective way for parents to get involved in school and to meet other parents. New Diocesan guidelines require all volunteers who work with our students or in our school to participate in a Diocesan on-line training session and to consent to a criminal background check. For information about fulfilling these requirements, please contact the Front Office for guidance on this process.

The following guidelines should be observed by SHS volunteers.

1. Volunteers are responsible to the principal and must be approved by the principal for working in the school.
2. All volunteers must sign in at the front office and fill out a visitor's pass.
3. Parent volunteers are not to be 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 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.

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**

Sacred Heart School seeks to maintain an atmosphere that is conducive to the highest quality of academic pursuit and the respect of self and others. The guidelines in our uniform policy are in effect at all times.

We ask for cooperation from parents/guardians in supporting a dress code that is appropriate for our school. Inappropriate attire will result in requiring the student to select appropriate clothing (if available) from our on-site uniform closet or parents/guardians being called. The school reserves the right to judge the appropriateness of clothing.

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 the appropriateness of grooming or attire is questioned, the decision of the principal will be final.

Uniforms are available for purchase at **Lands' End** [www.landsend.com](http://www.landsend.com) (1-800-963-4816) and **Donnelley's Clothing** [www.donnellysclathing.com](http://www.donnellysclathing.com) (800-498-0045).

### Pre-K 3 & Pre-K 4

- T-Shirts/Sweatshirts with SHS logo | gray or burgundy
- Shorts/Sweatpants/Skorts (logo not required) | gray, black, or burgundy
- Sneakers | Any
- Friday Dress Down Day (*uniform not required*)

### Kindergarten through Grade 2 | Girls

- Plaid Jumper (*strongly recommended that student wears bike shorts with the jumper*)
- Peter Pan Collar Polo or Shirt (long or short sleeve) with SHS logo | white
- Polo (long or short sleeve) with SHS logo | gray or burgundy
- Gym T-Shirt or Sweatshirt with SHS logo | gray, burgundy, or SHS licensed apparel
- Gym Shorts or Sweatpants | solid gray, solid black, solid burgundy, or SHS licensed apparel
- Quarter Zip Pullover with SHS logo | gray or burgundy (*optional as a layering piece*)
- Sweater (cardigan or V-neck) with SHS logo | gray or burgundy (*optional*)
- Turtleneck with SHS logo | white or burgundy (*optional*)

### Kindergarten through Grade 2 | Boys

- Polo (long or short sleeve) with SHS logo | gray or burgundy
- Pants | black
- Shorts | black (*optional*)
- Belt | black (*optional*)
- Gym T-Shirt or Sweatshirt with SHS logo | gray, burgundy, or SHS licensed apparel
- Gym Shorts or Sweatpants | solid gray, solid black, solid burgundy, or SHS licensed apparel
- Quarter Zip Pullover with SHS logo | gray or burgundy (*optional as a layering piece*)
- Sweater (V-neck) with SHS logo | gray or burgundy (*optional*)
- Turtleneck with SHS logo | white or burgundy (*optional*)

### Grades 3 through 5 | Girls

- Peter Pan Collar Polo (long or short sleeve) with SHS logo | white
- Polo (long or short sleeve) with SHS logo | gray or burgundy
- Pants | black
- Shorts | black (*optional*)
- Plaid Skirt or Skort
- Belt | black
- Gym T-Shirt or Sweatshirt with SHS logo | gray, burgundy, or SHS licensed apparel
- Gym Shorts or Sweatpants | solid gray, solid black, solid burgundy, or SHS licensed apparel
- Quarter Zip Pullover with SHS logo | gray or burgundy (*optional as a layering piece*)
- Sweater (V-neck or cardigan) with SHS logo | gray or burgundy (*optional*)
- Turtleneck with SHS logo | white or burgundy (*optional*)



### Grades 3 through 5 | Boys

- Polo (long or short sleeve) with SHS logo | gray or burgundy
- Pants | black
- Shorts | black (*optional*)
- Belt | black
- Gym T-Shirt or Sweatshirt with SHS logo | gray, burgundy, or SHS licensed apparel
- Gym Shorts or Sweatpants | solid gray, solid black, solid burgundy, or SHS licensed apparel
- Quarter Zip Pullover with SHS logo | gray or burgundy (*optional as a layering piece*)
- Sweater (V-neck) with SHS logo | gray or burgundy (*optional*)
- Turtleneck with SHS logo | white or burgundy (*optional*)

### Grades 6 through 8 | Girls

- Dri-Fit Polo (long or short sleeve) with SHS logo | gray, burgundy, or white
- Fem-Fit Interlock Polo (long or short sleeve) | white
- Oxford Dress Shirt (long or short sleeve) | white | **Mass Days Only**
- Sweater (cardigan or V-neck) with SHS logo | gray or burgundy | **Mass Days Only**
- Pants | khaki
- Shorts | khaki (*optional*)
- Skirt or Skort | khaki (*must be fingertip length or longer*)
- Belt | solid black or solid brown strap
- Gym T-Shirt or Sweatshirt with SHS logo | gray, burgundy, or SHS licensed apparel
- Gym Shorts or Sweatpants | solid gray, solid black, solid burgundy, or SHS licensed apparel
- Quarter Zip Pullover with SHS logo | burgundy (*optional as a layering piece*)

### Grades 6 through 8 | Boys

- Dri-Fit Polo (long or short sleeve) with SHS logo | gray or burgundy
- Oxford Dress Shirt (long or short sleeve) | white | **Mass Days Only**
- Tie | solid burgundy | **Mass Days Only**
- Pants | khaki
- Shorts | khaki (*optional*)
- Belt | solid black or solid brown strap
- Gym T-Shirt or Sweatshirt with SHS logo | gray, burgundy, or SHS licensed apparel
- Gym Shorts or Sweatpants | solid gray, solid black, solid burgundy, or SHS licensed apparel
- Quarter Zip Pullover with SHS logo | burgundy (*optional as a layering piece*)
- Sweater (V-neck) with SHS logo | gray or burgundy (*optional*)

### Shoes and Socks

- Shoes | ***Soles, laces, and shoe must be solid black or tan/brown.*** Sneakers that completely meet these guidelines are acceptable.
- Socks | black, burgundy, gray, white | **no brand logos**
- Knee Socks | burgundy, gray, white | **no brand logos**
- Tights/Straight Leggings | black, burgundy, gray
- Clogs, flip-flops, heels, and sandals are not permitted. Boots are acceptable for outdoor use only.

### Gym Attire

- Gym shorts and sweatpants ***must not have brand logos*** and are to be worn with SHS T-shirts and/or sweatshirts, or any SHS licensed apparel.
- Gym shorts (*must be fingertip length or longer*)
- No footless tights, leggings, workout pants, or yoga pants.
- If Mass is scheduled on a student's gym day, PE sneakers are allowed.

### Mass Attire

- Students must be appropriately dressed in full uniform on Mass days.  
K – 5<sup>th</sup> | **Daily Uniform**  
Junior High | **Mass Day Specific Uniform**
- Gym attire and hoodies are not permitted.
- NUT Tags are not allowed on Mass days.

### Shorts | Daily Uniform & Gym

- Shorts may be worn from the beginning of school through October 31st and after April 1st.

### Accessories

- Simple jewelry may be worn. All jewelry must be conservative in style and size. No oversized or large items are to be worn at school. Expensive jewelry or jewelry with great sentimental value should not be worn to school and Sacred Heart School assumes no responsibility for such items.
- School appropriate hair accessories are allowed.

### 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' bangs must not obstruct view.
- Students may wear a thin foundation for acne cover, but it should not be noticeable. Light mascara is also permissible. Once it is noticeable, it is not permissible.
- Hoodies and sweatshirts are not permitted as part of the regular school day dress uniform.
- Quarter Zip Pullover is a layering option and must remain unzipped.
- Shirts and blouses must be tucked in, only the top collar button may be undone on all shirts and the top button must be fastened beneath the tie on the boys' dress shirt.
- Skirt, shorts, and jumper hems must be fingertip length or longer.
- Altering or attempting to conceal logos on shoes, socks, PE clothing, or on Daily or Mass uniforms is not permitted.

### Dress Down Guidelines

Please note that additional guidelines may be provided by the school, depending on the occasion for the dress down day.

- No stretchy-skin-tight or see-through clothing.
- No tee shirts with violent or obscene graphics; text and imagery should be G-rated.
- No spaghetti straps, crop-tops/half-shirts, or tank tops and mid-sections must be covered at all times.
- No footless tights, leggings, workout pants, or yoga pants unless worn under a skirt, dress, or shorts.
- No cut-offs or rips/tears in clothing (no jeans with holes).
- No pajamas or slippers.
- Skirts/shorts/skorts must be fingertip length or longer and are allowed from the start of school to October 31st and after April 1st.
- Sandals may be worn but must have backs.

## 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 must fall finger-tip length or longer when arms are relaxed by sides

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

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

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

- Suit and tie
- Belt required

## Uniform Donation Program

Open to all SHS families, we offer a free uniform closet which is 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. We accept all components of the school dress and gym uniforms. 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 PreK-Grade 2 must travel with a buddy.

### **Guidelines for Winter Play**

- Students may play in the snow if dressed in appropriate outerwear.
- 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 going outdoors.
- Throwing snowballs or ice is prohibited because of the danger to oneself and others.

### 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 PreK3 - Grade 5 may be celebrated at snack time in the classrooms, at the discretion of the teacher. Parents who wish to distribute edible treats as a celebration 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

Occasionally 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 will be chaperoned and will end by 9:00pm. 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/guardian. No exceptions will be made to this rule.*

### Field Trips

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 Requirements

Students who wish to participate must maintain a Grade of A through C in all subjects.

### Conduct and Effort Grades

Any student who receives an “NI” (Needs Improvement) in a subject(s) will not be allowed to participate.

### **Lunch Procedures**

Students are expected to exhibit virtues of cleanliness, orderliness, and consideration of others in the lunchroom 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 Monday - Friday. Monday lunches catered by Las Olas of Hampton and Tuesday lunches catered by Domino’s Pizza of Hampton. Hot lunch menus and rates are subject to change, so parents/guardians are encouraged to check the SHS website [www.shshampton.org](http://www.shshampton.org) for current information.

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

Parents/guardians 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/guardian until 4:00pm on days when After Care is in session. The parent/guardian and student should ring the bell at the middle door and a staff member will let them in the building.

Please Note: SHS parents/guardians 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 students.

## Acceptable Technology Use Policy Guidelines

### Purpose of Technology Use

Sacred Heart School provides technology resources to its students solely for educational purposes. Current and expanding technologies allow teachers to take students beyond the confines of the classroom and provides opportunities for enhancing, extending, and rethinking the learning process. It is our belief that access to technology promotes educational excellence through resource sharing, innovation and communication with the support and supervision of parents, guardians, teachers, and staff.

### The Opportunities and Risks of Technology

At Sacred Heart School we believe in the benefits of a 1:1 device program. When students have access to their own device, teachers can communicate seamlessly, adapt better to learning styles and can personalize assignments. Access to technology also provides increased creative outlets and prepares our students to be future ready. We believe that the educational opportunities provided through a 1:1 device program outweigh the potential risks. Students in grades 2-8 will be issued a Chromebook at the start of the school year. Families should not purchase laptops or Chromebooks and students should ONLY use school provisioned devices inside the classroom.

To best support our students with online safety, Sacred Heart subscribes to GoGuardian software. GoGuardian provides content filtering and monitoring services to every student issued a Chromebook. It is important to note that web filtering software cannot completely guarantee blocking access to materials deemed harmful, indecent, offensive, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

### Privileges and Responsibilities

The content accessed online is part of the Sacred Heart School curriculum and is not intended for general use. Student users are responsible for their behavior and communications while on our in-school network, online while at home and when they are using their own personal devices. Online behavior should be representative of students' "best selves" and should reflect the values we hold important as a faith-based organization.

Student users of technology shall:

- Use or access online resources for educational purposes only
- Understand that email and onboard files are not private. Network administrators may review files and communication for responsible student use.
- Respect the privacy rights of others
- Be responsible with the proper use of access privileges. Students should only work under their username and login. At no time should a student share any code or password.

Students should not improperly represent themselves online. Improper representation includes, but is not limited to:

- All illegal purposes
- At no time should a student retrieve or view obscene or explicit material

- While online, students shall not discriminate, harass, or bully individuals based on race, gender, religion, orientation, or disability
- Any use of profanity, obscenity or language that is offensive or threatening
- Reposting or forwarding personal communication without the author's consent
  - This includes synchronous or asynchronous Zoom or another video conferencing
  - Chat, email, or any other correspondence
- Plagiarizing (claiming another person's writings as your own)
- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes
- Hacking of any kind, including, but not limited to illegal or unauthorized access
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.

### **Disciplinary Actions**

Violations of this policy may result in disciplinary action which could include loss of network access, loss of technology use, suspension, or expulsion from school or other appropriate disciplinary action.

### **Internet, social media, online gaming and YouTube Safety**

Parents/guardians should be aware of the potential risks to children who engage in social media, YouTube, or online gaming.

The risks include, but are not limited to:

- being exposed to inappropriate or upsetting content like mean, aggressive, violent, or suggestive comments or images
- uploading inappropriate content like embarrassing or provocative photos or videos of themselves or others
- sharing personal information with strangers
- cyberbullying
- exposure to too much targeting advertising and marketing
- having personal data sold on to other organizations
- Students and families should take steps to ensure child safety while online.
- Students should not give out identifying information (home address, school name or phone number) to others on the Internet.
- Students should not arrange a face-to-face meeting with someone they meet while online without parental/guardian permission.
- Student users should not respond to messages that are suggestive, threatening or make a student feel uncomfortable. If a student receives such a message, he/she should provide a copy of the message to a parent/guardian immediately.

Families should also consider the addictive nature of the various applications used through smartphone and tablets. Parents/guardians should be aware that smartphones and tablets can:

- create a dependence by their users and may produce addictive brain responses
- are an academic distraction
- can impair sleep
- can put your child at risk for cyberbullying
- can increase the risk of anxiety and depression
- can interfere with personal relationships

We understand that family dynamics play a role in smartphone and online participation. For families with younger students, we ask that they at least explore the “Wait Until 8<sup>th</sup>” initiative. The “Wait Unit 8<sup>th</sup>” pledge empowers parents and families to rally together to delay giving children a smartphone until at least 8th grade. Please explore the website for more information and to take the pledge at <https://www.waituntil8th.org/>.

### **Damaged or Lost Devices**

If a Chromebook is broken or lost, it will be the responsibility of the family to cover the cost of repair or replacement. Please email the Computer Science teacher as soon as possible if any damage or loss occurs. All families are required to have a signed AUP agreement on file. The agreement is part of the start of year forms at the beginning of each academic year.

## **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 SHS faculty and staff. 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)



### Use of AI Tools

The purpose of this policy is to ensure academic integrity, promote critical thinking skills, and encourage original work among students. The use of artificial intelligence (AI) tools in completing assignments and assessments is prohibited.

AI tools include but are not limited to chatbots, automated writing software, and any application that generates content, answers, or solutions without human intervention. Students are not allowed to use AI tools to complete homework, projects, essays, tests, or any other assignments.

Students may use AI for educational purposes, such as learning about AI technology, as long as it does not involve generating content for assignments. Using AI for research purposes must be limited to reputable sources; the generation of content by AI is prohibited. If a student is unsure whether their use of a tool constitutes a violation, they must consult with a teacher prior to use.

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

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

Electronic communications media purchased or provided by the Church is Church property and subject to inspection. All information created during 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 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 (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. 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 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.

**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 may utilize the school’s name, or identifying logo, for an inappropriate purpose, including but not limited to the use of the school’s name:

- To open 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. You and your student are required to read and discuss the Athletic Program Handbook. A signed contract will be given out by the Athletic Director at the start of the first sports season your student participates in for the academic year, and it will remain on file throughout the academic year. It is required for the student to play 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/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 schoolwork, 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, basketball, track, and baseball for students in grades 6, 7 and 8. Invitations to join a team will be offered to Grade 5 by the Athletic Director if more participants are needed.

### **Fees**

A fee is required from each student-athlete in each sport the student participates in. The fee 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**

The Athletic Program is a wholesome addition to the SHS co-curricular activities and student-athletes at SHS are expected to balance academics with team involvement.

Students who wish to participate in sports must maintain a Grade of A through C in all subjects. At any time a student falls behind in their studies (receives an “NI” Needs Improvement or “U” Unsatisfactory), the Coach/AD/Principal reserves the right to have the student miss a game(s) or practice(s) to get back on track academically.

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

Students who become members of an SHS athletic team assume a leadership role, allowing them to 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. Athletes must not engage in disrespectful behavior or improper language.
2. Athletes must not smoke, consume alcoholic beverages, or use drugs.
3. Any athlete who receives a detention will not be allowed to practice or play on the day the detention is served and the student must notify the Athletic Director about the detention.
4. If a student receives three detentions 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.
5. 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, as well as:

- play the game for the game’s sake
- be generous in winning and gracious in losing
- always be fair, 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
- always conduct themselves 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 attendance, dress code, injuries, medications, yearly physical, and uniforms.

#### **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.

#### **Dress Code for Practices**

While students must follow our standard of dress for athletics, SHS apparel is not required for practices. Student-athlete shorts must be no shorter than the student's fingertips when placed at their sides. For practices, tank tops are allowed, but undergarments should not show.

#### **Injuries**

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

#### **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.

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

Each student-athlete must have a physical exam completed by a board-certified doctor prior to participating in a school sanctioned practice or game. All students must turn in a valid physical before school starts, or fall sports begin (*if participating*). A valid physical is one that does not reach the 2-year mark during that school year. Student-athletes who participate in more than one season are not obligated to have a physical exam prior to each season. In addition, parents must complete a yearly Medical Release for Sports Participation form.

### **Athletic Uniforms**

No athlete will receive a uniform unless the SHS Athletic Director has received the entire athletic packet (1 packet per academic year) and fee for the individual sport.

#### **Care of Uniforms**

The uniform should be inspected at the time of distribution. Any damage found at this time should be brought to the attention of the coach. Any damage that occurs during the season is the responsibility of the athlete and a replacement fee of \$95 to SHS must be submitted to the Athletic Director.

#### **Returning Uniforms**

At the end of the season uniforms must be returned cleaned and in good repair. Place clean uniforms in a bag labeled with the athlete's name and sport and return it to the Athletic Director. Uniforms not received by the due date will be considered lost and the \$95 replacement cost will be billed to the student's parent/guardian.

## Sports-Related Activities

### Sports Kitchen

Concession-stands are operated on a volunteer basis during basketball games in the SHS gym.