

School Day

Morning Bell rings at 8:10

Dismissal Bell rings at 2:45

If it is absolutely necessary for your child to arrive earlier than 8:00, they are to wait in front of the main entrance until the doors open, not in the schoolyard.

All children will be dismissed into the schoolyard by their teachers. No student is to leave the line without the teacher's permission. No parent should remove a student from the line without the teacher's consent. Parents are asked not to stand near the entrance gates so as to allow the classes access into the yard

Admittance

Sacred Heart Catholic Academy admits students of any race, color, national and ethnic origin. The creed of any child will not bar admission to the school unless this would hinder the unique religious philosophy of the school. Non-Catholics are welcomed to attend. All non-catholic students must participate in the formal religious instruction, as well as all liturgical functions conducted during the school day. Sacramental participation is, of course excused (i.e. Penance, Eucharist, Confirmation).

Education at Sacred Heart Catholic Academy begins with Nursery Program and progresses through the Eighth Grade. To begin his/her formal education, a child should be ready for school. Students who do not meet certain criteria - e.g. age, emotional stability, age appropriate social maturity may not be accepted into school.

Registration

| <u>Grade</u> | <u>Age</u> | |
|---------------------|--------------------|---------------------------|
| Nursery School | Three years of age | December 31 st |
| Pre-Kindergarten | Four years of age | December 31 st |
| Kindergarten | Five years of age | December 31 st |
| First Grade | Six years of age | December 31 st |

The following records must be presented at the time of registration:

- Certificate of Birth
- Certificate of Baptism
- Complete Health Records with Immunization dates
 - Records of previous school (if applicable)

- Any other pertinent information that may relate to the child's school performance

Transferring Students

All students in grades 2-8 transferring from public school or other Catholic Schools require a Parent/Principal Conference. At that time a review of the child's academic record and behavioral characteristics will be discussed.

Ordinarily, a child who is transferred will be placed at the grade level which was attained in the sending school. However, care should be taken to ensure proper placement. If serious doubt should arise the Principal and Faculty of the receiving school will make a final determination with the parents.

Records

The transferral of records is the school's responsibility. The Principal is the legal custodian of all permanent records and is responsible for their preparation, maintenance, privacy, transcription and dissemination.

Absence

It is of the utmost importance that children attend school daily unless seriously ill. The school is required to keep an adequate record of daily attendance, absence and tardiness in the Register of Attendance in a manner approved by the Commissioner of Education.

If a child is absent from school, parents must call the office at 631-4805 , no later than 9:00 AM to excuse the child. This is a safety measure for your child and the school. Upon returning to school after an absence, the child must give a written note to the teacher indicating the child's name, date(s) of absence and reason for the absence. Notes from parents relating to excused absences are kept on file in the school's office for a period of one year. It is expected that absent students make up any work missed and are responsible for any work or tests upon their return to school.

Absentee Work

Homework assignments for all classes will be posted on the school website on a daily basis. In the event of a child's absence, parents should check the Homework section for work missed. Parents may also request to pick up books for the absentee. **However, no requests for pick up will be accepted after 12:00 PM.**

Attendance

Good and if possible perfect attendance is encouraged. Studies show a high correlation between academic success and attendance at school. Regular and prompt arrival is a must if

academic success is desired.

Tardiness

Tardiness in most instances is nothing more than a bad habit. A pupil who arrives after the 8:10 AM bell rings will be marked **LATE** and receive a late pass which will be given to the homeroom teacher to be recorded in the State Attendance Register.

Care of Books

Under the New York State Textbook Law (NYSTL), textbooks are loaned to the students. It is their responsibility, therefore, for the proper care of these books throughout the school year. All books given to the students must be covered. Students who receive textbooks will be required to purchase a "**Book Sox**" book cover. Students are responsible for all books given to them and will be asked to pay for lost or damaged books before a new one will be issued or before the final trimester report card is given. The price of the book will be determined by the New York State Textbook Catalog listing. We do not allow markers, highlighters or liquid white out to be used in the school.

School Bags

Due to safety issues for all students, school bags with rolling wheels are not permitted.

Discipline

Discipline in the schools of the Diocese of Brooklyn should reflect the spirit of Christian living and help students to grow in the understanding of self and of Christian responsibilities to others. Respect and cooperation are **KEY** and are reiterated daily to all students by administration, faculty and staff.

A discipline code has been established which will influence Kindergarten through Grade Eight. This system will attempt to correct those behavioral actions that are deemed unacceptable for our children's development.

Disciplinary Offenses

Students who fail to comply with school policy occurring on school grounds or during school functions will face disciplinary action. Infractions that may lead to detention are as follows, but not limited to:

- ~food and/or drink outside the cafeteria
- ~improper uniform appearance
- ~disruptive classroom behavior
- ~bullying
- ~cheating or copying work
- ~improper language
- ~out of classroom without permission

- ~defamation of another's character
- ~destruction of school property or the property of another.
(Payment is expected for the replacement of purposefully destroyed school property, textbooks, etc.)
- ~stealing
- ~truancy
- ~misrepresentation of the school.
(Misrepresentation of the school includes disorderly conduct, words or actions outside the school property where an offending student is recognized as a student of Sacred Heart Catholic Academy.)
- ~disrespect to a teacher, staff member, or parent volunteer
- ~use of cell phones, ipods, or other electronic devices, etc.,
(electronic devices may not be used or seen during the school day, cell phones must be turned off.
These items will be confiscated and will need to be retrieved by a parent.)
- ~other

It is understood that in addition to the schedule of offenses listed above, disciplinary action may be imposed at the discretion of the administration and faculty in the case of students who commit offenses previously unforeseen.

Serious Infractions Are Referred to the Principal.

Suspension

When it is deemed necessary, the administration may suspend pupils from class. Either home suspension or in-school suspension will be left to the discretion of the administration. During in-school suspension, a student is marked present. In the case of home suspension, the student is marked absent. A student would be required to complete all school assignments during the period of suspension. Suspensions are entered on the student's permanent record card.

Expulsion

Expulsions are the permanent dismissal of a student from school and are viewed as a radical action at which point the school is saying that the student's interest would be better served in another environment, or that a student's behavior is a serious threat to the school community, or both. This decision ultimately rests with the Principal. Consultation with parents, teachers, the Pastor and the student is required. When serious infractions escalate to the level of expulsion, they are recorded on the student's permanent record. Parents should note that by this stage they have long been apprised of the offensive action(s) and involved in the process of discipline.

In all cases involving possible suspension or expulsion, the parents of the student will

be notified as soon as possible.

An appointment will be mutually arranged for the school administrator, parents and student to confer.

Serious offenses that might warrant student suspension or expulsion are as follows, but not limited to:

1. Continued and willful disobedience
2. Physical assault*
3. Possession of alcohol or drugs
4. Possession of a weapon
5. Immoral behavior
6. Bullying
7. Inappropriate use of electronic devices

*All students are instructed that physical retaliation to provocation is unacceptable. Students always have recourse to a teacher, staff member, or parent volunteer if struck by another student. The student who chooses to fight chooses suspension. Refraining from physical retaliation demonstrates self control and good decision making.

ANTI-BULLYING /HARASSMENT POLICY

Purpose:

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance.

Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Definition:

Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
 - **Written:** written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams,. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
 - The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
 - Referral to counseling should be made for all parties if deemed necessary.
 - The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

Uniforms

The purpose of the uniform is to emphasize that school is important - that it is a place in which serious thought and learning happens. The environment which includes the cleanliness of the building and the appearances of faculty, staff and students speaks of the quality of the school. We are proud when people enter our building and notice that we respect our building and ourselves as evidenced by our appearance. ***A visual check of uniforms will be performed each morning by the teachers. Violations of the uniform code are taken seriously.*** If a child is not properly attired, a detention may be issued to the student.

GIRLS:

Nursery, Pre-Kindergarten and Kindergarten

Sacred Heart Catholic Academy Sweat suit
socks and sneakers
Sacred Heart Catholic Academy T-shirt or polo shirt during the warmer weather.

Grades 1-5

Jumper with White buttoned down open collar blouse can be long or short sleeved
Navy blue knee socks/opaque tights
Uniform pant may be worn in cold weather
If necessary the Sacred Heart Catholic Academy Navy Blue zippered fleece
Black, rubber sole lace-up or buckle (Mary Jane) shoe, maximum 2" heel

Grades 6-8

Skirt (minimum length 2" above the knee)
White short/long sleeve open collar blouse
Navy sweater vest
Navy blue knee socks/opaque tights
Navy uniform pant may be worn in cold weather.
If necessary, navy Sacred Heart Catholic Academy zippered fleece
All black, rubber sole lace-up shoe, (or sneaker) maximum 2" heel.

BOYS:

Nursery, Pre-Kindergarten and Kindergarten

Sacred Heart Catholic Academy Sweat suit , socks, Sneakers
Sacred Heart Catholic Academy T-shirt during the warmer weather.

Grades 1-8

Gray uniform slacks
Short or long sleeve white (grades 1-8) collared dress shirt and tie
If necessary, Sacred Heart Catholic Academy zip-up fleece
Navy blue, black or white socks - 'no show' socks are not permitted
Black, rubber sole/lace-up shoe, maximum 2" heel

BOYS AND GIRLS

Fall/Summer Uniform
Optional (May 1-October 31)
Grades 1-8

Khaki uniform walking shorts (boys)

Khaki skort (girls)

Short sleeve cotton (Izod style) shirt with school logo

The girl's sweater vest (grades 6-8) need not be worn during this period

Navy blue or white crew socks/knee socks - 'no show' socks are not permitted

Black, rubber sole/lace-up shoe or sneaker, (buckle shoe for girls only) maximum 2" heel

NOT PERMITTED

Sweatshirts (other than school issued)

Boots or shoes with platform soles

'no show' socks

Makeup

Hanging earrings

“Fad” haircuts, shaved hair designs, hairstyles, accessories, or hair colors

Facial hair (mustache, beard)

Uniforms are expected to be free of stains and holes and should fit properly.

Physical Education Uniforms - Grades PK-8

There are two required Physical Education uniforms:

1. Shorts (summer uniform) and T-Shirt with logo of school, socks and sneakers.
2. Sweat suit with logo of school and sneakers.

Gym sneakers must be lace-up or velcro. NO slip-on, backless, or platform allowed.

Lunch Program

The school lunch program is provided for children in grades PK-8 between the hours

of 11:00AM and 1:00PM. Children bring their own lunch to school or purchase lunch from the monthly menu. The purchase of daily milk is made available to students on a monthly basis. Water is also available for purchase on a daily basis. No glass bottles or bottles with spouts are allowed to be brought to school. **If a child has forgotten their lunch, parents may bring it to the security desk no later than 11:00 AM. If necessary a pop tart or cereal will be given to the child for lunch.** The purchase of water and milk and other beverages is made available to the children on a daily basis.

No students may leave the school property during the lunch hour. Any parent wishing to remove their child from school during this time must sign his/her child out at the security desk after approval from the office.

Parents may not visit their child during lunch time in the cafeteria or the school yard.

Any necessary communication with your child must be secured through the office.

Children at play in the schoolyard may not play dangerous running or ball games. Food, beverages, radios, ipods, cell phones or other electronic devices, etc., are not permitted in the schoolyard. When at play and in the cafeteria, children are not permitted to return to their classroom for any reason. Unescorted visits, to any part of the building is an unsafe practice. Proper behavior is required during the lunch period.

CURRICULUM **Requirements**

New York State law requires 177 days of actual student attendance. In addition, three professional days form part of the professional life of the Diocesan School Community totaling 180 days.

To meet professional obligations to students and their parents, schools are required:

- A. To provide five hours of formal instruction for grades 1 through 8 per day.
- B. A once a month faculty meeting warranting a half day dismissal.

Instructional Materials

On-going curriculum review is the responsibility of the Administration and Faculty. The responsibility for the selection of textbooks, instructional materials and equipment is also their concern. Review of textbooks is done annually.

Homework

All students are expected to participate in class activities, assignments, projects, and homework. Report card grades are a combination of test marks, class participation and all of the above. Our school is on a trimester reporting system.

Homework is given to reinforce the learning process and to meet individual needs. Homework and class assignments may be used as a test grade, if material has been adequately covered. Each child in grades 1-3 will be required to use a homework notebook to record homework assignments. Each student in grades 4-8 will be required to use the Agenda Book

provided by the school for their assignments. For a child to benefit from the work assigned and to develop good study habits, a definite period of time and a quiet place should be provided. It is the responsibility of every parent and child to check homework for neatness and accuracy. Your signature on your child's homework indicates that you feel it is an acceptable standard. The amount of work given nightly is up to the discretion of the administration and faculty. **In order to help our children become more responsible, they will not be permitted to call home if they have forgotten books, homework , projects, etc.** Parents are discouraged from dropping off materials that the student has left at home. Students who are absent from school must make an effort to make up the assigned work. Homework is posted on the school website on a daily basis.

Mandated Testing Programs

Diocesan Standardized Testing for grades 3-8 is administered in the fall of each school year. The results of the testing are shared with parents at the first parent/teacher conference in December. The Home Report is given to parents at that time.

New York State Tests are administered according to the dates set by the State. Results are shared with parents of grades 4 and 6 when they are received by the school. Test results of students in grade 8 are sent to their receiving high schools. The following is a schedule of NYS Tests and the grades tested:

| <u>Grade</u> | <u>Subject Tested</u> |
|---------------------|------------------------------|
| 4 | English/Language Arts (ELA) |
| 4 | Mathematics |
| 4 | Science |
| 6 | English/Language Arts (ELA) |
| 6 | Mathematics |
| 8 | English Language Arts (ELA) |
| 8 | Mathematics |
| 8 | Science |

The State mandates that students who score a low Level 2 or below on a NYS Test must receive Academic Intervention Services - AIS (i.e. remediation, tutoring).

Sacred Heart Catholic Academy provides AIS Services for students who have scored below a Level 2.

Students who score a Level 1 **must** receive AIS and be retested the following year.

Guidance

Sacred Heart Catholic Academy has a part-time guidance counselor.. The counselor conducts grade appropriate lessons with classes and is available for consultation with individual students and/or parents if needed. She will work with our 8th grade parents to complete the High School application process. Please feel free to schedule an appointment to meet with her for any

reason.

Library

Our well-equipped library acts as a complement to our instructional program and is available to teachers and students. Primary classes frequent the library weekly.

Science Lab

Students in grades PK-8 use the Science Lab on a regular basis.

Computer Lab

Our Computer Technology Lab with Internet access is available to all classes at all times.

Teachers receive on-going professional development in technology in order to fully integrate technology into the curriculum.

Field Trips

Field trips are learning experiences and considered an extension to the educational process. Grade level teachers in consultation with the Principal determine the appropriate trip for their classes. Written permission slips must be obtained from parents of pupils who wish to go on a scheduled trip. When necessary, parent chaperones **who have been Virtus trained** are invited by the teacher to assist in the supervision of the students. Parent chaperones take responsibility for the group assigned, not only their child. Since field trips are an extension to the curriculum, students may not be exempt from a trip unless a serious reason exists. Transportation is provided by insured carriers and approved by the Diocesan Office of Catholic Education.

EVALUATION

Evaluation is a comprehensive assessment of a student's achievement arrived at after using a variety of measurement tools which may include daily classwork, homework assignments, independent work or projects, cooperative work or projects, student portfolios, written tests and quizzes.

Report Cards

A student's achievement of program objectives in grades Nursery through Eight is evaluated and reported at three checkpoints during the year. Report Cards are distributed at the Parent/Teacher Conferences in December and March. The third trimester report will be sent home with the student in June. The final grade for the year is recorded in the fourth column of the report card and listed on the permanent record card.

All academic work for a marking period must be completed by the close of the marking period. Incomplete work will warrant a failing grade for any assignment that has not

been handed in.

Teachers will contact parents as the need arises, and parents should also feel free to ask for an appointment with their child's teacher at any time during the year.

Awards

Principal's Award:

Any child in grades 4-8 who has attained a trimester grade average of 95% or above and no grade lower than a 90 is eligible for the Principal's Award. This award is given to the students each trimester. Students receiving a **1** in a special class are **not eligible** for any honors at report card time for that trimester.

Honor Roll:

Any child in grades 4-8 who has attained a year average of 90% or above and no grade lower than an 85 is eligible for the Honor Roll Award. This award will be given to the students each trimester. Students receiving a **1** in a special class are **not eligible** for any honors at report card time for that trimester.

Retention

All retentions are decided upon by the Principal and teachers in consultation with the parents. The final responsibility for a pupil's retention rests with the Principal.

Private tutoring may be recommended for students who, through early identification and assessment, indicate difficulty in completing required program objectives.

Parents of students identified as potential holdovers, will be notified by the end of the second trimester. In June, a final decision will be made.

Graduation

Diplomas are granted by the Diocesan Office of Catholic Education and affirm that a student has successfully completed all of the requirements of the curriculum for eight consecutive years. Graduation occurs at the end of the eighth grade. A student who has failed one or more subjects may participate in the commencement ceremony but may not be awarded a diploma. The diploma will be awarded subsequent to the passing of said subjects in summer school. A student may also be denied participation in the commencement ceremony for continued serious infractions of the school's code of conduct. Finally, promotion and graduation are subject to the full discharge of all financial obligations to the school.

COMMUNICATION

Parental Guidelines

The vision of the school cannot be realized without the cooperation of the parents or guardians of our students. Acceptance of a student to our scholastic/religious Community is a two-fold reality: the student becomes part of our school and the parent accepts its program/rules

and regulations. Students are with us for only a few hours in the week and during the academic year. Support from the home in the form of cooperation in the accomplishment of assignments and encouragement in study is essential. Necessary, too, is a spirit of support for the school and care that its good name and that of its staff is maintained in conversations and expression of gratitude. Hence, a parent who enrolls a child with us agrees to:

~civility in conversation in any meeting with school personnel since it is the expected behavior of polite dialogue;

~present any complaints in a composed and rational manner, as they are best attended to when they are presented calmly, reasonably and ordinarily written to assure that they are focused with supporting evidence;

~refrain from libelous and defaming gossip, as it will not be tolerated;

~for the safety of the students and faculty, all visitors to the school must register at the Security Desk,

and the parents may not go to a child's class without specific authorization;

~lunch time is not visiting time for parents. It disrupts the school program and it may be upsetting to the younger children.

The need to see a child at this time should be first cleared with the Office.

~The School Secretaries, Security assistant, lunch assistants and aides in the classroom are members of the

school's official family and are to be accorded the same respect as other staff;

~attendance at parent meetings is an important part of the educational process and we expect that at least one parent or guardian will attend when such meetings occur.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled formally twice each year at the issuance of report cards. Conferences at other times during the year may be scheduled at the request of the principal, parent or teacher. Parents are asked to contact the teacher *first* to arrange a suitable time to discuss their child's progress or concerns. Please understand that communication regarding your child's progress is a two-way street; you as a parent have as much obligation to inquire as the teacher has to inform.

School notices are available online. It is the responsibility of each school family to view weekly postings. Any organization wishing to send something home through the online system must have the information in the school office a week before posting. **All communications must go through the hands of the principal.**

Emergency School Closing

There are times when school must be closed due to inclement weather or other emergencies. Radio and/or television announcements stating the close of the Brooklyn/Queens Diocesan Schools include Sacred Heart Catholic Academy. Parents will be notified through the Parent Alert System- "School Reach" by telephone, text messaging and e-mail, if applicable.

EARLY CHILDHOOD PROGRAM - , NURSERY, PRE-KINDERGARTEN

The Early Childhood Program offers time and space for youngsters to be children where they are free to play, explore, and imagine. It is designed to lead them from wonder to discovery and from imagination to affirmation. It provides the opportunity for all children to associate pleasure with learning so that each one feels good about herself or himself.

In this Program, the teacher collaborates with parents in sharing religious beliefs and values with children. Her adult encouragement and example are among the most important factors which influence faith development. As collaborator, the teacher fosters a deeper awareness of God's presence. The teacher is flexible and supportive in meeting the needs of each new group. The teacher offers each child space to experience the joy of learning at his or her own capacity and pace.

Nursery School

A child's introduction to school is a most exciting and important step in his development. Energy, enthusiasm and eagerness are components characteristic of most three year olds. Our program focuses on the enhancement of social skills emphasizing the importance of interaction and cooperation with peers. Readiness skills are developed through various mediums. Exposure to painting, coloring, drawing, writing, and building develops fine motor skills while large motor skills are enhanced through physical activity, music interaction and circle games. Language expression is developed through show and tell, daily discussions on weather, time and the calendar. Singing, and creating art projects are all part of a child's day in Nursery School. A full time aide(s) is in attendance at all times to assist the teacher.

Pre-Kindergarten/Pre K for All

At the age of four, the pre-school child has already developed many vital skills. In this year, he will be more adept at most of the tasks introduced to him in Nursery School. Painting, cutting, drawing, writing and coloring will begin to take on a new form as these accomplishments become more proficient to the child. Language expressions and readiness skills for the child are developed daily.

To cooperate with others, sharing, waiting your turn, being helpful, knowing math, and reading readiness concepts, painting, creating, cooking, drawing recognizable objects are a few of the triumphs of a four year old child.

A full time aide is in attendance at all times to assist the teacher. The children attend physical education and computer classes weekly and have outdoor playtime in a supervised, fenced-in playground.

HEALTH REQUIREMENTS

Regulations

The Education Laws of New York State mandates that students attending non-public schools receive the same health services provided to students attending public schools.

Immunizations

New York Law states that all children attending school (Grades N-12) must be immunized against contagious and infectious diseases. The proper medical forms are given at the time of registration.

Identification of Health Problems

New York State mandates that accurate health records for each student be kept on file in a designated place.

1. Height and weight of each student is recorded yearly.
2. Results of vision and hearing tests are recorded yearly.
3. Pertinent medical information and recommendations (i.e., allergies; chronic illness; childhood diseases, etc.) are kept on file.

The return of dental notes is the responsibility of the parent. Parents must see to it that children receive a yearly check-up at the dentist.

School Nurse

The New York City Department of Health, if the City budget allows, provides a school nurse for public and non-public schools. It is the nurse's responsibility to maintain all health records. She is available to assess unexpected illness and injuries and make appropriate referral.

The City of New York, Department of Health and Department of Education prohibit the unauthorized distribution of medication, including aspirin, to students. The School Nurse will supervise the administration of parent/physician authorized medication to students (**only written authorization is valid**).

Transfer of Health Records

All medical records are kept in the permanent record file and are transferred to receiving schools upon a child's withdrawal from a school. These records are the property of the Department of Health. They are confidential and subject to regulations established by the Law.

The Principal is the chief custodian of all medical records.

Accidents and Illness at School

In case of a serious accident at school, parents will be notified immediately. It is

important that parents fill out the emergency information sheet given to each child at the beginning of the school year and

NOTIFY US IMMEDIATELY OF ANY CHANGES DURING THE YEAR.

If emergency medical attention is needed, an authorized member of the faculty or staff will accompany a child to the hospital and remain with that child until a parent arrives. Hospitals reserve the right to treat patients under eighteen years of age without parental consent in life-threatening or emergency circumstances. No "elective type" treatment will be given without the consent of the parent.

Release of Pupils from School

Pupils are expected to be in attendance for the complete session each school day. If for any reason a student must leave school before the regular dismissal hour, a parent or person authorized by the parent must come to the main office to escort the student out of the building. A ***sign-in and sign-out*** book indicating time of arrival or dismissal must be signed by the parent. Once a child arrives at school, he/she may never be sent home for assignments, books, projects, etc.

Parents are asked to make appointments for doctors and dentists in advance so that they may be after school hours or during holiday weeks.

Fire Drills/Evacuation Drills/Lock Down Drills

Fire Drills, Evacuation Drills and Lock Down Drills are conducted as directed by New York State and Diocesan regulations. These drills are held at various times under varying conditions. Students follow emergency exit directions posted in each room. The children are taught to leave and return to the building quickly, quietly and safely.

Crisis Management Plan

Sacred Heart Catholic Academy has a Crisis Management Plan in place which provides specific and detailed procedures for responding to a range of incidents including specific written evacuation procedures identifying primary and alternate exits evacuation. These procedures are practiced by the students and staff throughout the year in order to insure a smooth and efficient process for evacuation in an emergency. Our plans have been filed with the local Precinct as well as the local Fire House so that we may all work together in the event of an emergency.

SPIRITUAL ACTIVITIES

The spiritual life is an integral part of the education of a student at Sacred Heart Catholic Academy. We do not look on it as an addition, but as the unifying principle that nourishes and enriches our curriculum. Our Spiritual activities connect to our Vision and Mission

Statements, and are central to our function as an Academy.

Daily Prayer

Each day begins and ends with a prayer.

Class Masses

Classes are scheduled to attend the 9:00 am Parish Mass each month. The dates for Grade level and Special Masses are included on the calendar that is posted on the school website.

Confessions

The parish priests hear confessions for students in grades 3-8. Each class is given a scheduled time during the school year.

Stations of the Cross

Stations of the Cross are conducted during the season of Lent. Classes are invited to attend and participate in the traditional devotion of Christ's journey on the Cross.

The Blessed Mother

The month of May is dedicated to our Blessed Lady and is celebrated in the school with class projects as well as the Rosary.

The Rosary

October is the month dedicated to the Rosary, the children will say the rosary in class, as well as begin to learn the various mysteries of the Rosary.

Sacramental Preparation

During their years at Sacred Heart Catholic Academy, the students are prepared for the Sacraments of First Penance and First Eucharist in the second grade, and for the Sacrament of Confirmation in the eighth grade.

EXTENDED DAY PROGRAMS

An After School Program is also offered for students from dismissal until 6:00PM. A daily/weekly fee is charged for those who participate. Students who attend the After School Program must follow the directions of the program supervisors. Any student who is a disruption to either program will not be permitted to return.

BUS SERVICE

Bus service is provided by the Office of Pupil Transportation for students in Grades PreK to 6 who qualify based on distance from Sacred Heart Catholic Academy. Student Metro Cards can also be. Call the school office for further information.

SOURCES OF INCOME

Income to the school is obtained primarily through tuition, donations, fund raising and mandated services provided by the State of New York.

Tuition

It should be clearly understood that tuition in itself does not cover the cost of educating your child. The budget is supplemented by other sources of income listed above. The payment of tuition is the responsibility of the parents. It is crucial that all payments should be made on time. Any difficulty of meeting payments should be made known to the Tuition Assistance Committee of the School Board immediately. Graduation, promotion to the next grade, transfer of records, report cards and re-registration process will not be completed unless all financial obligations are met regularly and on time.

Donations/Gifts

Donations and gifts such as: books, toys, games and furnishings are always greatly appreciated. Please contact the school office if you wish to contribute materially, monetarily or of your own personal time.

Mandated Services

Limited subsidy from the State of New York for services mandated such as attendance recording, testing and curriculum is received annually.

STATEMENT OF NONDISCRIMINATION

Sacred Heart Catholic Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admission policies, athletic programs or other school programs.

VIRTUS

The Diocesan Safe Environment Office, relating to the Charter for the Protection of Children and Young People, requires **all adult** volunteers, who have access to children and wish to volunteer for field trips, student supervision, etc., to attend a Virtus training session, sign a release form for a background search and sign a Code of Conduct.

CELL PHONES, iPHONE, iPOD, iPAD, BLACKBERRY, ANDROID, NOOKS, KINDLES, and ALL TYPES OF ELECTRONIC DEVICES

Cell phones and electronic devices are disruptive in our educational setting. While our school understands the need for cell phones for parents to get in touch with their child, the phone or any other electronic device has no purpose while the student is in school.

Students are not permitted to use cell phones on school grounds.

Students are not permitted to take out cell phones to make calls, answer calls, receive texts, send texts, take pictures, send pictures, receive e-mail, or compose and send e-mail.

Students at Sacred Heart Catholic Academy are not permitted to have a cell phone on their person. If it is necessary to bring a cell phone to school, the student must have the turned off phone and secured in their bookbag.

Sacred Heart Catholic Academy WILL NOT BE responsible for any lost or missing electronics.

AFTER SCHOOL and OFF OF SCHOOL GROUNDS the student may turn on the phone and use it in the manner the student has been instructed by his/her parents.

CELL PHONES WILL BE CONFISCATED FROM A STUDENT IF THAT STUDENT IS USING THE PHONE OR CARRYING THE PHONE VISIBLY.

When a cell phone or any electronic device is out and visible, it will be taken by the teacher or staff member and given to the Principal. A detention will also be issued to the student. The electronic device must be picked up from the Principal by a parent for a fine of \$25. If the student takes out the cell phone, or any electronic device, for a second time after it has been confiscated, the cell phone or electronic device will be kept until the last day of school. The cell phone or electronic device must be picked up from the Principal by a parent for a fine of \$50. THIS POLICY CAN BE CHANGED, AT ANY TIME, BY THE PRINCIPAL. If this occurs, the Principal will inform parents and students of the policy change.

ADDENDUM

The principal reserves the right to amend this handbook at any time for just cause.