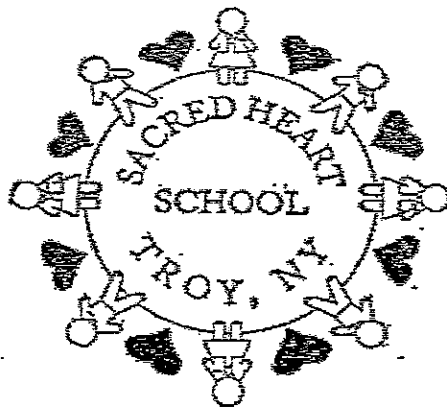


# Sacred Heart School

## Student & Parent Handbook



308 Spring Avenue, Troy, NY 12180 • Ph 518-274-3655 • Fax 518-274-8720 • shstroyny@yahoo.com

[www.sacredheartschooltroy.com](http://www.sacredheartschooltroy.com)

Dear Parents and Students,

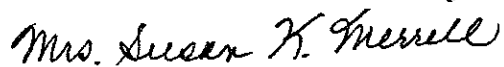
Welcome to Sacred Heart School! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent-Student Handbook reflects the policies of Sacred Heart School. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Sacred Heart School throughout the entire school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely,

A handwritten signature in cursive script that reads "Mrs. Susan K. Merrill".

Mrs. Susan K. Merrill

Principal

## MISSION STATEMENT

Sacred Heart School is a community of faith in Troy, NY, dedicated to excellence in the education of children three through twelve years of age within a family-like environment. We support families, the first educators of children, as they encourage students to become involved, responsible, contributing members of the church and the community. Through a Christ-centered commitment, we guide students of varied abilities toward life-long learning, academic excellence and Christian stewardship.

## PHILOSOPHY

Sacred Heart School's philosophy is to integrate the Catholic-Christian principles in such a manner that they may permeate our whole educational process. We educate the whole person by sharing with parents their responsibility to foster spiritual, physical, intellectual, and emotional growth in their children. Our sound, quality education will enable those who attend our school to acquire the competency needed to function as effective leaders in this new millennium. Through the development of Christian principles based on the Gospel message, each child is nurtured with the values needed to be a contributing citizen in future communities.

## BRIEF HISTORY OF THE SCHOOL

Sacred Heart has been an integral part of this Diocese since first opening its doors in 1927. Back in 1942, the Sisters of St. Joseph headed the school beginning with grades 1-4. They added additional grades until they became a K-8<sup>th</sup> Catholic School. 1993 was the first year that Sacred Heart had a lay principal and mostly lay faculty.

The typical classroom environment has also changed, moving from multiple desks and chairs with one mobile projector to a multi-purpose one packed with desks/chairs, tables for centers, Smart Board, computers, classroom libraries, manipulatives and resources. The teaching-learning process has also changed.

We celebrate diversity amongst our faculty, students and their families. Technology is just one means of transcending any barriers that may impede true learning in our classrooms; it gives an even playing field for all (even those with 504's and IEP's) and can lead to many cooperative lessons as well.

Our school community exudes the disciplines of faith, hope and love in all that it does. "What would Jesus do" serves to motivate us in reaching out to others with confidence, caring and kindness.

As we continue to develop and implement the Common Core Curriculum, our students seem to blossom when a variety of learning styles are available. The availability of this mobile technology will enhance the current use of laptops, work stations and Smart Boards in our teaching repertoire.

## ADMISSION & ENTRANCE MODEL

Sacred Heart School does not discriminate on the basis of race, sex, national origin, age (in accordance with the law) or handicapping conditions. (if, with reasonable accommodations on the part of the school, the handicapped person could be accommodated).

Through collaboration and discussion, the faculty of Sacred Heart agrees to employ the following services and strategies with children entering our school:

- Modifications as prescribed by the child's IEP
- One-on-one instruction
- Cooperative learning
- Consultation with Special Ed. Teachers
- Behavior charts
- Nurturing environment
- Preferential seating
- Teaching responsibility and to "own" their own learning
- Looking for positive aspects of children and encouraging them not to use their "disability" as an excuse for behavior or not completing given tasks.

### ***Nondiscriminatory Policy***

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

At the time of registration, all new students seeking admission to Sacred Heart School are evaluated on the basis of current standardized and or NYS test scores and report cards.

Requirements include:

- ❖ Health records
- ❖ Immunization records
- ❖ Birth certificate
- ❖ Baptismal certificate (Catholics only)
- ❖ Report cards
- ❖ Standardized and/or NYS tests results
- ❖ Record of IEP or 504 plan

## ATTENDANCE, ABSENCE, AND TARDINESS

**Students should be fever-free and vomit-free for 24 hours before returning to school.**

School begins at 8:00am with Morning Assembly, including prayer and reflection in the Church. Any child who has arrived after Assembly has begun will be marked as tardy.

New York State Law mandates regular attendance in school. Perfect attendance is normally expected of

each child and is essential for scholastic progress. New York State recognizes the following as legal excuses:

- sickness or death in a family;
- quarantined or contagious disease;
- severe storms or impassable roads;
- religious observance.

Parents or guardians should call the school office, 274-3655, between 7:30am and 8:30am to give notification of student absence. A note explaining absence or tardiness is due at school upon the child's return. Failure to do so will result in a recorded illegal absence. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence. During prolonged illness, parents or guardians are urged to notify the school office and the child's teachers to arrange for missed work.

**NOTICE:** Absences of 20 days, even if occasioned by illness or other legitimate reason, may necessitate a repetition of the entire year's work and/or summer school and/or tutoring according to the decision of the Principal.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

***\*\*Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.***

Students who are absent due to illness have one day for each day of absence to make up the missed assignments quizzes or tests. For example, a student who was absent for three days would be given three school days to complete the missed work. When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 to arrange for homework assignments. Homework assignments may be picked up at the school office before 3:30pm.

For short absences students should make arrangement with classmates regarding assignments.

Arrangements for regular classroom tests issued because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original date.

**NOTICE:** Absences of 20 or more days, even if occasioned by illness or other legitimate reason, may necessitate a repetition of the entire year's work and/or summer school and/or tutoring according to the discretion of the Principal.

#### **ABSENCE DURING the SCHOOL DAY**

Students needing a medical appointment during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be considered absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

## BIRTHDAY CELEBRATIONS

There is a specific policy for birthday parties due to numerous allergies. You are welcome to provide the class with fresh fruit, vegetables, pizza or popsicles (ONLY). If you choose to have a "pizza party" lunch, the following guidelines must be adhered to:

- 1) Order the pizza from Carol's Eatery only (271-7700). They are closed on Monday but you can order pizza on the Friday before for Mondays.
- 2) An adult must be present during the half hour lunch to serve children in Kindergarten through Sixth grade (not necessary in Pre-K)
- 3) You are responsible for providing a drink, plates and napkins
- 4) At least a few days ahead of time, please notify your child's teacher that you are providing a pizza party lunch so that they can send a note home to the other parents.
- 5) Lunch times are: Pre-K and Kdg. -11:15-11:45  
1<sup>st</sup> – 3<sup>rd</sup> grades – 11:55-12:25  
4<sup>th</sup> – 6<sup>th</sup> grades – 12:30-1:00

## BOOKS

All textbooks need to be covered and kept in good condition. Damaged, lost, or destroyed books must be paid for in full to either the school district or Sacred Heart School, depending who OWNS THE BOOK. Parents who are NOT in the Troy School Districts are required to sign a textbook loan form yearly at the time of registration.

## BULLYING and CYBERBULLYING

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension and/or expulsion.

## BUSES

Many of our students are transported to school via bus. This is service rendered to us from the public school districts. Parents must register for this service at registration yearly.

Because many discipline problems seem to originate on the buses, parents are asked to review with their children the following procedures.

### **CHILDREN MUST:**

- Be seated at all times
- Not throw anything
- Not fight
- Not talk loudly or shout
- Be aware of emergency exits and drill procedures
- Follow all bus rules and regulations

School districts and/or bus companies have the right to deprive a child of riding the bus for infractions of the rules.

### **CHANGE OF ADDRESS**

Parents are requested to inform the school office of any changes in their address, phone, employment, and marital status. It is extremely imperative the school is able to contact a parent in case of an emergency.

### **CLASSROOM INTERRUPTIONS**

For safety reasons and class disruption we ask that parents not go to the classrooms with lunches, homework or other forgotten items. Please leave it in the office and we will be sure to get it to the child. EVERYONE who enters the building is required to sign the book outside the office and make their presence known to the office staff. School personnel reserve the right to request proof of identity.

### **COMMUNICATION**

Around the third week of each month, families will be notified via e-mail that the newsletter for the upcoming month (including calendar of events and lunch menu) has been posted on the website. We encourage all families to download the pertinent information and place it in a visible spot for frequent review.

Parents who wish to speak to a teacher are encouraged to do so. Please understand teachers cannot be taken out of class to make phone calls. Even when they have "free periods," many of them are giving remediation or extra help to children.

The procedure for contacting teachers is:

- Call the office, leave a message for the teacher to return your call or send a note with your child requesting a phone call.
- If your call has not been returned within 24 hours, call the principal to state your concern for an appointment.
- Parents who have a particular concern with a teacher are asked to resolve the issue with the teacher before involving the principal; if, however, efforts have been made and the difficulty still exists, parents are encouraged to make an appointment with the principal through the secretary.

Because of the additional professional duties that require the principal to be out of the building, please allow 48 hours for the principal to return your call.

### **DIGITAL COMMUNICATION DEVICES**

If a student needs a cell phone (or any other electronic device such as an iPod) after school due to walking home from school, entering a house where no one is home or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. (The device should have some sort of label with the child's name on it). The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker, desk, backpack or in his/her possession. Items taken away from students will be returned to the parent(s)/guardian(s)

## DISCIPLINE/CODE of CONDUCT

The essence of Christian discipline is self-discipline.

The rules and regulations that govern Sacred Heart School, as demonstrated in the Student Code of Conduct, will assist each child in attaining a measure of self-discipline. Each child is expected to adhere to these policies. Breaches of school policy will be handled promptly and firmly, with students will be treated with fairness, justice and kindness, according to the following:

### **LEVEL I MISBEHAVIOR**

- Tardiness
- Gum chewing
- Failure to complete work
- Littering
- Loitering in halls without a pass
- Textbook damage
- Continue talking or inattention in class
- Abuse of school property (minor)
- Bus misbehavior
- Running and excessive noise in the halls
- Failure to be prepared for class/gym
- Fire drill/assembly/Cafeteria misbehavior

### **LEVEL II MISBEHAVIOR**

- Hazardous Horseplay
- Class disruption beyond level I
- Inappropriate use of the bathroom
- Harassing students
- Disrespect
- Abusive language
- Failure to complete disciplinary assignment
- Continual Tardiness
- Cheating

### **LEVEL I RESPONSE**

#### **First Occurrence**

- Problem solving- written explanation of infraction by student
- Teacher/student conference
- Teacher/Parent contact (written or verbal)
- Restitution or repair of damage
- Isolation of class (time out)

#### **Second Occurrence**

- Treat as Level II Misbehavior

### **LEVEL II RESPONSE**

#### **First Occurrence**

- Teacher/Parent contact
- Student detention
- Possible referral to administration treated as a Level II occurrence problem

#### **Second Occurrence**

- Referral to administration
- Report to parents
- Detention
- Possible in-school suspension
- Administrator/parent contact in school or by phone with involved parties

#### **Third Occurrence**

- Administrative/parent conference in school or by phone with involved parties
- Multiple detentions
- In-school suspension (parent responsible for substitute pay (\$75.00))



### **LEVEL III MISBEHAVIOR**

- Fighting
- Leaving class or school property without permission
- Theft
- Vandalism
- Abusive language or harassment directed at a teacher, parent staff members or students

### **LEVEL III RESPONSE**

- Administrative/parent conference at school or by phone with involved parties
- Detention
- In-School suspension (parent responsible for substitute pay (\$75.00))
- Restitution

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date and time of the detention are at the discretion of the Principal. **Detention takes precedence over appointments, practices lessons, tutoring, ballgames, etc.**

### ***Suspension***

Students who are given an in-school suspensions will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive and out-of-school suspensions will not be allowed on campus during the time of their suspensions. Students must complete all class work and tests from the days of suspension but failing graded will be recorded for this work.

### **DRESS DOWN GUIDELINES**

Throughout the year, dress down days will be announced for various reasons—either by the Principal of Student Council.

#### **Students may wear:**

- Jeans
- Sneakers
- Short socks
- Shorts not shorter than three inches above the knee
- Skirts no shorter than three inches above the knee
- Skorts
- Sweatshirts
- Jogging suits
- Nail polish
- Dresses
- Slacks
- Crocs

**Students may not wear:**

- Flip flops
- Open-toed shoes
- Tank tops
- T-shirts with inappropriate writing
- Biker shorts
- Pajama pants
- Make-up
- Low-cut blouses or tops
- Clothing that is extremely tight
- Hats

**FIELD TRIPS**

Written parental permission must be given for every field trip. Permission slips must be returned with the full amount of money due, by the date on the slip. No child is allowed to participate in a field trip without this written consent form. Furthermore, tuition must be up-to-date or the child will be exempt from attending the field trip Telephone calls cannot be accepted in lieu of written permission slips.

**HOLIDAY SERVICE PROJECTS: THANKSGIVING/CHRISTMAS**

In the weeks before Thanksgiving, each class is asked to bring in food and money to make a basket for the poor. At our Thanksgiving Mass, a member of each class will bring up food at the Offertory.

As our Christmas gift to others, children are encouraged to bring in an unwrapped gift appropriate to their particular age/grade. These gifts are brought up at assembly time according to the schedule listed on the Nov./Dec. calendar. The gifts are then placed under the Giving Tree for the less fortunate.

**HOMEWORK**

Homework is always understood to be assigned each day. Homework is both a study and review of work completed in class and it is also anticipation of the work to be taught. The homework is a combination of daily reading, studying and writing. The suggested time allotments are:

- Grades 1 & 2: 30 to 45 minutes
- Grades 3 & 4: 45 to 60 minutes
- Grades 5 & 6: 60 to 90 minutes

On occasion, students will be expected to do some assignments on weekends.

At the beginning of the school year, each child in Grades 1-6, will be required to purchase an agenda/assignment book, which is sold in the school office.

Parents are encouraged to supervise the completion of homework, to set a regular study time and place and review what is handed in. Once homework is completed, parents are asked to check the homework against the assignment book and initial it. All students are to come to school prepared, i.e. having studied the materials and done all of the written work.

When a student does not understand any material, they should present their questions to the teacher for help.

## **LUNCH PROGRAM**

Sacred Heart School offers a hot lunch program daily. Meals are prepared off campus through an outside vendor. The monthly menu is sent via **SchoolReach** and can also be found on our website: [sacredheartsschooltroy.com](http://sacredheartsschooltroy.com). Students may choose to bring their lunch each day. They should not bring glass bottles, soft drinks or excessive amounts of candy. Parents are asked NOT to bring lunches or drinks from carry-out restaurants. Because of time constraints, large number of children in the cafeteria at one time and safety concerns, children CANNOT bring any food items that need to be microwaved.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitor are in order at all times.

## **MEDICATION**

Any medication, prescription or nonprescription, taken by a child during school hours must be given to the school nurse who will administer it.

The child is not allowed to carry to or from school any medications.

To administer the medication, the school must have three things:

1. Authorization in writing from a parent for the school to give medication;
2. A written order from the physician;
3. Medication must be delivered to the school nurse by a parent or guardian in its original container with the pharmacy label.

## **PARENTS AS PARTNERS**

As partners in the educational process at Sacred Heart School, we ask parents:

To set rules, times and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional bagged lunch every day.

## **PARENTS' ROLE in EDUCATION**

We at Sacred Heart School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally and psychologically. Your choice of Sacred Heart involves a commitment and exits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good, Catholic-Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Sacred Heart School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teacher can afford to doubt sincerity of the efforts of their education partner in their quest of challenging, yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between schools and home or within the home will only teach disrespect of all authority. If there is an incident at school, you, as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships

Boundaries and limits provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests service projects and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### PEANUT ALLERGIES

Many of our students have allergies to tree nuts, peanuts, peanut oil and peanut butter. Therefore, all classrooms are "peanut and nut free." Your child's lunch does not have to be "peanut free." Student lunch boxes and containers are stored OUTSIDE the classrooms and the students are seated according to peanut free lunches once they enter the cafeteria.

The items on the following list are the only acceptable snack choices that may be brought into the classroom:

- Vegetable (no dips)
- Yogurt
- Applesauce
- Chees (string or slices)
- Fruit
- Teddy Grahams (this brand only)
- Goldfish (this brand only)

The only acceptable party foods allowed in the classroom are:

- Popsicles
- Vegetable or fruit platters (no dips)
- Pizza (can only be ordered from Carols' Eatery – 271-7100)

These allergies can be life threatening. We appreciate your cooperation and understanding in this very important matter!

## REPORT CARDS

- **Grades 1-6:** report cards are distributed quarterly: November, February, April, and June.
- **Kindergarten:** report cards are issued in February, April, and June.
- **ECP:** students will be evaluated via a checklist in January and June.

## SCHOOL SAFETY/SECURITY

The entire school building is secured throughout the day. All visitors, including parents, must be buzzed into the main school building, sign in and out and wear a "visitor" pass.

At designated times during the school year, safety drills will be conducted (ie: fire drills, intruder and lock down). All staff has been trained in these drills and will execute them in a professional manner with the safety of the children in mind.

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/r expulsion.

Engagement in online blogs such as, but not limited to MySpace, Instagram, Facebook, Xanga, etc., may result in disciplinary actions if the content of the student's blog or posting includes defamatory comments regarding the school, the faculty or other students.

A separate technology policy is enclosed with this packet. ***Parents and students are required to read, sign and return the agreement by the end of the first week of school.***

## SNOW DAYS: SCHOOL CANCELLATION OR EARLY DISMISSAL

Severe weather conditions may prevent school from opening or necessitate school to close early on a given day. In the event of severe weather, parents or guardians will be notified via **SchoolReach**, using the contact information you have provided us. The closing information will also be on all School Closing networks.

Due to the volume of potential calls, please refrain from calling the school office.

## STUDENT DIRECTORY

Within the first month of the school year, each family receive a Student Directory listing students' and parents' names, addresses (in some cases) and phone numbers. The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be used or sold for other purposes. ***\*\*Please note: an "OPT OUT" form can be found in the appendix of this handbook.\*\****

## STUDENT RECORDS

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the school office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

## TELEPHONE

Students are not allowed to make phone calls during the school day except in extreme cases of emergency. Forgetting homework, clothes for P.E., lunch, school supplies, etc., do not constitute an emergency!

Teachers/students will not be called out of the classroom to take calls. Please leave a message with the office.

## TUITION AND FEES

The tuition and education fees at Sacred Heart School are established by the School Finance Committee. The tuition and fees for the given year do not cover the total cost for the education of a given student at Sacred Heart School.

The cost of education is paid in the following ways:

- Tuition
- Participation in the school's fundraising program
- Donations
- Minimal federal funding

Every student's tuition is subsidized by the generosity of parishioners and alumni. Fund raising for school is a necessity and we ask all families to try and do their share.

**Parents have the option of paying tuition in full in August with a 2% discount, or paying monthly through the *FACTS* Monthly Payment Plan.**

The *FACTS* Monthly Payment Plan is an agreement between the *FACTS* Management Company and the party responsible for tuition payments. *FACTS* makes automatic electronic withdrawals for the monthly payment directly from a specified checking or savings account. Please contact school office for more information on *FACTS*.

## UNIFORMS AND DRESS CODE

Sacred Heart has a student uniform dress code to discourage dress fads. Any fad deemed inappropriate by the principal will not be permitted. Clogs, open-toe shoes, high-top sneakers (can only be worn on P.E. days), bandanas, hair wraps, nail polish, artificial nails, excessive jewelry (such as earrings longer

than 1”) are not allowed. Boy’s hair should be above and not touch the shirt collar and trimmed round the ears. No body piercing except pierced ears. Boys may not wear earrings of any type. The uniform should be clean and pressed with the buttons attached. Belts should be worn and shirttails should be tucked in.

The school uniform, provided by *Flynn and O’Hara*, can be ordered at any time from their website: [www.flynnohara.com/register](http://www.flynnohara.com/register). In addition, the PSA holds a uniform swap a few times during the school year for those families interested in having a few more “slightly used” uniforms on hand.

The P.E. (gym) uniform is ordered directly through the school.

### ***Standard Uniform:***

- **ECP and Kindergarten:** Gym uniform, Sacred Heart red T shirt and sweat shirt, navy blue sweat pants and sneakers.
- **Girls, Grades 1-3:** white Peter-pan collared blouse, red Sacred Heart sweater, navy blue jumper, red knee socks and black or blue shoes.
- **Girls, Grades 4-6:** white oxford cloth blouses, red Sacred Heart sweater, navy blue pleated skirt, white ankle or knee socks and black or blue shoes.
- **Boys, Grades 1-6:** White, button-down collar oxford cloth shirt, red Sacred Heart sweater, regulation uniform tie, navy blue twill / chino pants; belt; sneakers may be worn with the uniform only if they are black, low-top sneakers with no logos, stripes, lights or other novel features; work boots may be worn from Thanksgiving until April 1st.

### ***P.E. (Gym) Uniform***

- **Boys & Girls, ECP, Kindergarten and Grades 1-6:** All students are required to wear the official gym uniform on their gym day, which includes a red Sacred Heart sweatshirt & T-shirt, navy sweat pant or sweat shorts, white ankle length socks and sneakers.

### ***Summer Uniform:***

The optional regulation summer uniform, ordered through our uniform company, may be worn after the first day of school through September and only after the Principal gives notice sometime in May.

- **ECP and Kindergarten:** Gym uniform, Sacred Heart red T shirt and sweat shirt, navy blue sweat-pant shorts, white ankle length socks and sneakers.
- **Girls, Grades 1-6:** regulation navy twill shorts (with cuff), red polo shirt with Sacred Heart logo and white ankle socks (no quarter socks); sneakers may be worn but no open toe shoes or sandals.
- **Boys, Grades 1-6:** regulation navy twill shorts (without cuff) with belt, red polo shirt with Sacred Heart logo and white ankle length socks (no quarter socks); sneakers may be worn but no open toe shoes or sandals.

## VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their students during the day. This is an interruption to the teacher and to the educational process.

## VOLUNTEERS AND VIRTUS TRAINING

All individuals (including parents) who volunteer in the school must complete the Diocesan mandated VIRTUS training and background check.



## **APPENDIX**

VIRTUS/Charter Compliance

Internet Safety/Computer Use for Students

Photo Permission (opt out)

Student Directory (Opt out)

Handbook Signature Page

## **Safe Environment / Charter Compliance** **Protecting Children and Young People**

The Diocese of Albany is committed to meeting its responsibility of ensuring that our children and young people are safe from harm, especially that of sexual abuse. We uphold the principles contained in the *Charter for the Protection of Children and Young People*, as adopted by the Bishops of the United States, by establishing standards and procedures for our parishes, schools and Diocesan offices. The Human Resources Director of the Roman Catholic Diocese of Albany serves as the Diocesan Safe Environment Coordinator and works with parishes and schools, to maintain compliance with the Charter

### **Charter Compliance Requirements:**

All individuals (over the age of 18) who are either paid parish, school or diocesan personnel, regardless of position, or volunteers who have regular contact with children and youth must

- 1) receive Virtus training
- 2) undergo a background check prior to commencing their work or service, and
- 3) sign the Standard Code of Conduct as a condition of their employment or volunteer participation.

Examples of volunteers who must meet these requirements are catechists, CYO coaches, boy/girl scout troop volunteers, field trip/retreat chaperones, etc. No one who has admitted to and/or been convicted of sexual misconduct or abuse involving a minor may serve in the Diocese of Albany as a professional or volunteer in any capacity with children or youth. Older teens who work or volunteer and who are under the age of 18 are not required to undergo a background check or to attend Virtus training, but must sign a Youth Code of Conduct.

### **Background Screening**

Employment and volunteer applicants who are subject to Charter compliance mandates must complete an application form, which requires references and acknowledgement of any prior conviction of a crime. They must also undergo a Social Security verification and criminal background check, which includes a check of the National Sex Offender Registry.

### **Virtus Training for Adults**

Adults who are subject to Charter compliance mandates are required to receive training in child sexual abuse awareness and prevention. Our Diocese uses a program entitled VIRTUS® "Protecting God's Children", a training presentation which teaches adults the five basic steps of child sexual abuse prevention. The Diocese trains volunteer Virtus facilitators each year who are available to provide this training at parishes and schools.

An important aspect of creating a safe environment for children is ensuring responsible use of the computer. The Diocesan Technology policy should be distributed to employees and volunteers authorized to use the computer. They should sign the Review and Acceptance section which should be kept on file

Parishes advise parents each year that Safe Environment training will be presented. They encourage parental involvement in reinforcing what their children learn by providing information and materials so that parents may fulfill their role as the "primary educators" of their children. Parishes should also provide the opportunity for parents to "opt-out" of this training for their children, and must keep a written record of these opt-outs.

## **SCHOOLS OF THE ROMAN CATHOLIC DIOCESE OF ALBANY** **Internet Safety/Computer Use Policy for Students**

**Please read this document carefully before signing.**

Computer use and Internet access is now available to **students** in the **schools of the Roman Catholic Diocese of Albany** as we believe it offers valuable, diverse, and unique resources to students . Our goal in providing this service is to promote educational excellence in the Diocese by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. The system will also assist us in sharing information with the local community, including students, parents, businesses, service and governmental agencies.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason and as required by the **Children's Internet Protection Act** [Pub. L. No. 106-554 and 47 USC 254(h)], technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information at school. The filter will also prohibit access to any commercial social networking website (a website that allows users to create web pages or profiles that provide information about themselves and are available to other users; and offers a mechanism for communication with other users, such as a forum, chat room, email, or instant messenger) or chat room (website through which a number of users can communicate in real time via text and that allow messages to be almost immediately visible to all other users or to a designated segment of all other users) through which minors may easily access or be presented with obscene or indecent material; may easily be subject to unlawful sexual advances, unlawful requests for sexual favors, or repeated offensive comments of a sexual nature from adults; or may easily access other material that is harmful to minors.

The purpose of this policy is to ensure that use of computers and Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of computer resources relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her computer privileges will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signatures at the end of this Policy are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Terms and Conditions**

1) Users are responsible for good behavior when using school computers, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

2) Technology resources are provided for students to conduct research and communicate with others. Access to Internet/network services is conditionally given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The principal and technology coordinator will deem what is inappropriate use and their decision is final. Also, the administrators may terminate access at any time as required. The administration, faculty, and staff may request the technology coordinator to deny, revoke, or suspend specific user access and/or accounts.

3) Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

4) Users are not permitted to use the computing resources for product advertising, political lobbying, political campaigning or commercial purposes, including any sort of solicitation, absent prior written permission of the school. Unauthorized commercial uses of school computing resources jeopardize the school's relationships with network service providers and computer equipment and software vendors.

5) Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the school, inconsistent with the mission of the school, or likely to subject the school to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software or data belonging to the school or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright-protected material
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others
- Unauthorized online access, including "hacking" and other unlawful activities
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities and so forth)
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the school

- Academic dishonesty
- Violation of software license agreements
- Violation of network usage, policies and regulations
- Violation of privacy
- Posting or sending obscene, pornographic, sexually explicit or offensive material
- Posting or sending material that is contrary to the mission or values of the Diocesan School System
- Intentional or negligent distribution of computer viruses

6) Security on any computer system is a high priority, especially when the system involves many users. **The school will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail in its present form is generally not secure and is extremely vulnerable to unauthorized access and modification.** If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify the principal or technology coordinator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet or a network as anyone but yourself may result in cancellation of user privileges.

7) **Schools of the Roman Catholic Diocese of Albany** make no warranties of any kind, whether expressed or implied, for the service **the user is accessing**. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

#### **Privacy and Confidentiality**

The school reserves the right to inspect and examine any school owned or operated communications system computing resource and/or files or information contained therein at any time. When sources outside the school request an inspection and/or examination of any school owned or operated communications system, computing resource and/or files or information contained therein, the school will treat information as confidential unless any one or more of the following conditions exist:

- When approved by the appropriate school official(s) to which the request is directed
- When authorized by the owner(s) of the information
- When required by federal, state or local law
- When required by a valid subpoena or court order

Note: When notice is required by law, court order or subpoena, computer users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).

**Sanctions**

Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state and/or federal authorities.

**STUDENT SECTION**

I have read the **Diocesan Internet Safety/Computer Use Policy**. I agree to follow the rules contained in this Agreement. I understand that if I violate the rules my Internet/network access privileges can be terminated and I may face other disciplinary measures.

User Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

User's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN SECTION**

As the parent or legal guardian of the student signing above, I have read this **Internet Safety/Computer Use Policy** and have explained it to my child. I grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that it is impossible for **schools of the Roman Catholic Diocese** to restrict access to all controversial materials and I agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I may have against the school and its employees, representatives and volunteers or any claims for damages resulting from the use by my child of these services. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*PARENTS AND STUDENTS MUST SIGN THE INTERNET/COMPUTER USE POLICY ON THE FOLLOWING PAGE AND RETURN IT TO SCHOOL BY SEPTEMBER 15<sup>TH</sup>**

## PHOTO PERMISSION (Opt out)

Dear Parents,

Sacred Heart School often uses photographs of our students to assist with development activities, such as news releases sent to local newspapers and this year we will be including pictures (no names) on our new website ([www.sacredhearttroy.com](http://www.sacredhearttroy.com)). If you **do not want** Sacred Heart to include your child in such photos, please complete the form below and return to school by the first Friday of September.



### Photo Permission Form Return to Sacred Heart School Development Office

\_\_\_\_\_ No, I would not like my child to be photographed.

Child/children's name(s) and class \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_



## SHS STUDENT DIRECTORY

### OPT-OUT FORM

This year we will be providing SHS families with a Student Directory with the help of volunteer and parent Meghan Manny. The information contained in the directory is; lists of students by class, students' names, parents' names, addresses, and phone numbers. If you **DO NOT** wish to have your family information included in HS Student Directory, please sign the Opt-Out Form below and return it to the Main Office by the first Friday in September. Please note if you decide to OPT-OUT of the directory only your child's name and the parents' names will be printed. No addresses or phone numbers will be listed.

Please **DO NOT** include my family's information in the SHS Student Directory.

_____ Parent/Guardian Signature	_____ Date
_____ Student(s) Name	_____ Grade
_____	_____

**RECEIPT OF HANDBOOK SIGNATURE PAGE**

I have read the Parent/Student Handbook and agree to follow the school policies and procedures as stated.

FAMILY NAME \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Parents and students must both sign.**

**SIGNED FORM DUE TO MRS. MERRILL BY SEPTEMBER 15<sup>TH</sup>.**