



Student Handbook 2026-2027

Welcome to Sacred Heart Academy! The Student Handbook describes many of Sacred Heart Academy's policies, procedures and expectations for students, parents, guardians and other members of our community. The Student Handbook is a guide and does not include all of Sacred Heart Academy's policies, procedures, or disciplinary consequences that may be imposed for violations of Sacred Heart Academy's rules.

Sacred Heart Academy explicitly reserves the right to amend this Handbook at any time, with or without notice, and reserves the right to impose disciplinary action on a case-by-case basis. Behavior unbecoming of a Sacred Heart student is grounds for dismissal.

Mission of the Sisters of St. Joseph

Sisters of St. Joseph Schools are Catholic college-preparatory educational communities of excellence, created to empower young women to become the leaders of tomorrow. Steeped in the mission of the Sisters of St. Joseph (CSJ), our schools foster respect for and oneness with all God's creation, humankind and non-humankind. We are committed to nurturing inclusive love, unity, reconciliation, justice and peace. We strive to develop compassionate, confident students, rooted in the Gospel of Jesus, who use their exceptional academic and leadership skills to address the needs of our times.

The Sisters of St. Joseph sponsors four schools: Academia Maria Reina, Puerto Rico; Fontbonne Hall, Brooklyn; Sacred Heart Academy, Hempstead; The Mary Louis Academy, Queens.

Core Values of the Sisters of St. Joseph

Rooted in our common mission, we are committed to:

Spirituality

Rooted in the Gospel of Jesus, the mission of the Sisters of St. Joseph and the traditions of the Catholic Church, our school communities strive to live and witness reconciliation, unity, justice, peace, and God's inclusive love. We seek union with God and with the sacred community of all God's creation, human and non-human.

Academic Excellence

Students at our schools achieve academic excellence while their individual gifts and talents are nourished. They are encouraged to become life-long learners through rigorous and innovative college preparatory curricula.

Leadership

Our schools prepare students to live their lives with honesty and integrity. We strive to develop women leaders who earn respect by actions and decisions marked with strength, humility, empathy and authenticity.

Service

Our schools encourage students to become responsible, compassionate citizens committed to justice and peace in a global society. Our students embrace opportunities to respond to the needs of others through service and advocacy.

Community

Our schools are unique, diverse, and caring Christian communities where all are welcomed and respected. In this sacred environment, our students grow in self-respect, hospitality, and care for the dear neighbor.

The Sacred Heart Academy Mission

Our spiritual foundation.

We believe that all God's creation speaks of God's love and boundless affection for us. We believe in the power of God's truth to transform ourselves, our students, and our world.

Our mission.

Rooted in the Gospel of Jesus, and steeped in the tradition and spirituality of the Sisters of St. Joseph, the mission of Sacred Heart Academy is to live and witness unity, reconciliation, justice, peace, and God's inclusive love.

Our vision.

Sacred Heart Academy is the Catholic college preparatory school of choice for young women with strong academic and leadership potential who wish to make a difference in their communities, the Church, and the world.

Our students are provided numerous opportunities for engagement, leadership, and success through a unique environment that simultaneously challenges and nurtures young women to discover and achieve their full potential. By offering rigorous academics with high expectations, outstanding athletics programs, advanced performing arts activities, and spiritual values, our students are prepared and inspired to be women leaders in an increasingly complex, interdependent, and connected global community.

At Sacred Heart Academy, we instill a way of leading and respectfully treating others that fosters the values of courage, compassion, and commitment. Three key words capture the essence of the Sacred Heart Academy experience. **Lead with Heart.**

Behaviors That Violate the Academic and Spiritual Mission

- Student involvement in vaping or drugs or alcohol, on or off the campus
- Student engagement in violence, verbal or physical, toward another person
- Student engagement in acts of violence that destroy school property
- Student words, remarks or actions, verbal or in writing, that are insulting or disrespectful or reflect prejudice based on another's race, creed, color, ethnicity, national background or sexual orientation.
- Student violation of honesty on quizzes, tests and assignments

Students who engage in any of these behaviors may be asked to leave Sacred Heart Academy.

Sacred Heart Academy is committed to diversity, equity, and inclusion for all students.

The use of racial slurs are not tolerated under any circumstances at Sacred Heart Academy. This includes racial slurs in speech, oral reading, writing or singing.

Daily Morning Prayer

Gracious God, thank you for the gift of life. We begin our days as learners in this vast and complex world. Enlighten our minds and stir our hearts so that we may generously use our gifts and talents to proclaim your message of inclusive love, unity, reconciliation and reverence for all creation in all that we do this day. This week we remember especially our sisters in (a different CSJ school named each week) and everyone in all of our CSJ schools.

School Song

O, King of Hearts, we proudly pledge to thee
Strong faith and hope, eternal loyalty.
Through thee our minds seek truth, our wills choose good
Clear has thou stressed a valiant womanhood.
One with Alma Mater, we hail our patron King
With banner red and gold, thy praises now we sing.
Although our paths lead far or near, one melody through all the years
In vibrant tones re-echoes clear.
AD JESUM PER MARIAM

ACADEMICS

Academic Integrity

As a Catholic college preparatory high school for young women sponsored by the Congregation of the Sisters of St. Joseph of Brentwood, NY, Sacred Heart Academy places special emphasis on academic integrity, which is a commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility.

Sacred Heart Academy expects students to be serious and respectful in class and during all examinations. Extraneous comments, illustrations or remarks on test booklets and/or examination papers are prohibited.

Sacred Heart Academy supports, encourages, and challenges students to do their individual best in all academic areas. Unless clearly articulated as a collaborative or group project, students' work should be authentically their own. Students are expected to give proper credit when using others' ideas or words.

Giving or receiving unauthorized assistance constitutes an act of academic dishonesty. Plagiarism, whether willful, as when a student knowingly copies a source without giving credit, or negligent, as when a student fails to cite sources properly, is prohibited. Plagiarism includes, but is not limited to, copying whole papers or passages from another student or from a source, allowing another student to copy or submit one's work, buying or obtaining a paper from a source, or pasting a passage from the Internet without giving credit. Artificial intelligence, like any other technology, should be used responsibly and with integrity. AI may serve as a helpful tool for learning and supporting student work, but it should not replace a student's own thinking, effort, creativity, or authentic work. Students are expected to use AI in ways that uphold academic honesty and reflect their own understanding and contributions.

If observed by a teacher to be cheating on an exam or any of the aforementioned instance:
VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY WILL RESULT IN DISCIPLINARY ACTION, INCLUDING, BUT NOT LIMITED TO, A ZERO ON THE ASSIGNMENT/QUIZ, A BEHAVIORAL REPORT, AND LOSS OF A LEADERSHIP POSITION. ANY STUDENT WHO VIOLATES THE POLICY OR ATTEMPTS TO VIOLATE IT MORE THAN ONCE FACES POSSIBLE EXPULSION.

Course Requirements

Students are required to earn a minimum of 30.0 credits and complete the following curriculum to earn a Sacred Heart Diploma:

Theology (4 cr.)

English (4 cr. plus Regents Exams)

Social Studies (4 cr. plus Regents Exams)

Foreign Language (3-4 cr. plus Checkpoint B Exam)

Mathematics (4 cr. plus Regents Exams)

Science (4 cr. plus Regents Exams)

Arts/Music (1 cr.)

Physical Education/Dance (2 cr.)

Health (1/2 cr.)

Computer Science 9 (1/2 credit) or Research 9(½ credit)

Computer 11 (1/4 cr.)

Computer 2 and Public Speaking(½ credit) or AP Research(½ credit)

Electives (to bring total to 30)

Report Cards

Report cards are issued each quarter at the official marking periods. The report card calculations will reflect each quarter mark (20%), midterm grade (10%), final exam (10%). These calculations do not apply to theology (25% each quarter) and half year courses. The cumulative grade and credit for the course will be reflected on the final report card. Regents grades appear on student transcripts and count towards the type of diploma a student receives.

Enrollment in AP/Honors Classes

For AP/honors placement for the following school year, students at Sacred Heart Academy are recommended into AP/honors courses in the following ways:

Incoming 9th graders who have achieved a designated score on the TACHS are eligible for Literary Genre 9 Honors, AP World History I, biology honors and the opportunity to be selected for the Research Program.

Requirements for Current Students to take AP and Honors Courses in a Department:

Students may be preliminarily placed into an AP/honors course within the same department if they have an unweighted average of 92% or higher from Regents level or 87% or higher from honors/AP level [using Quarter 1 (40%), Quarter 2 (40%), and Midterms grades (20%)]. Students who do not meet this requirement and who want to take an AP or honors course may be reviewed after Quarter 3 grades and Quarter 4 following guidelines stated in the Course Description Guide. If a student's average drops significantly, placement by department may be reconsidered.

Summer School

Students are required to make up any final grade or Regents Exam grade below a 65% in summer school or through an approved tutoring program for courses that do not offer summer school. Students who do not make up failed classes in summer school may not return to Sacred Heart Academy in September. Any student who fails three required

courses in an academic year may not be permitted to return to Sacred Heart Academy the following year.

Academic Monitoring

Any student who earns less than a 65% in one or more courses, fails a Regents Exam, or has an overall grade point average below 70% during any quarter will be placed on academic monitoring. In addition, any student who fails three or more mid-year exams will be placed on academic monitoring.

With guidance and parent/guardian approval, students on academic monitoring may participate in after-school activities and/or sports but should prioritize extra help and be given permission to be late/miss these activities.

DEPARTMENT HONOR SOCIETIES

Seniors who achieve a yearly average of 93% in non-honors classes or 90% (unweighted) in honors classes with no final, or Regents Exam grade below an 85% are eligible for recognition by various department honor societies with approval by department faculty and in accordance with the following criteria below. Applications will be available to the seniors from each department on a select day in September.

<u>SUBJECTS</u>	<u>GRADE</u>	<u>GPA REQUIREMENTS</u>	<u>COURSE REQUIREMENTS</u>	<u>ADDITIONAL CRITERIA</u>
COMPUTER SCIENCE HONOR SOCIETY	12	See above for GPA requirements	Completion of Computer 1 and Computer 2/2H	Current enrollment in AP Computer Science A
ENGLISH HONOR SOCIETY	12	See above for GPA requirements	Completion of 3 years of English courses	Member of at least one English-related co-curricular activity
MATH HONOR SOCIETY	12	See above for GPA requirements	Completion of algebra, geometry and Algebra 2, two of which taken in high school*	Students who are inducted must participate in the annual Easter Basket Drive
MUSIC HONOR SOCIETY	12	See above for GPA requirements	Completion of 3 years of music study (theory and/or performing group) plus enrollment in grade 12	Member of an extracurricular performing group for 3 years of high school or participation in NYSSMA for 2 years of high school.

SCIENCE HONOR SOCIETY	12	See above for GPA requirements	Completion of 3 years of science courses in high school*	Member of at least one science club, Science Olympiads or Science Research
SOCIAL STUDIES HONOR SOCIETY	12	See above for GPA requirements	Completion of 3 years of social studies	Current enrollment in AP Psychology
THEOLOGY HONOR SOCIETY	12	See above for GPA requirements	Theology 9, 10, 11	300 word essay, 40 hours of community service
WORLD LANGUAGE HONOR SOCIETY	12	See above for GPA requirements	Completion of World Language Level 3, two of which taken at SHA*	Current enrollment in World Language Level 4 or AP

*Transfer students can be considered for a subject Honor Society Award based upon a profile which reflects similarities to the eligible Sacred Heart candidate.

ALCOHOLIC BEVERAGES/DRUGS

Sacred Heart Academy is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, offer, manufacture, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on or off school property or at school-sponsored events. Students who have been found to conduct any of these behaviors off school property are also subject to disciplinary action. This policy does not prohibit the use or possession of medication as prescribed by a physician. The term “alcohol and/ or other substances” includes, but is not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof (whether or not specifically illegal or labeled for human consumption), commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the- counter drugs is also prohibited.

Any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/ or other substances shall not be permitted to remain on school property or to participate in a school-sponsored event. When determining whether a student is in violation of the alcohol policy, Sacred Heart Academy reserves the right to use a breath alcohol testing device which indicates the presence or absence of alcohol. Alcohol or narcotics found on school property or at a school-sponsored event shall be confiscated immediately.

As soon as practicable, Sacred Heart Academy shall notify the parent(s)/ guardian(s) of the student(s) involved in a possible violation of this policy.

STUDENTS FOUND TO BE IN VIOLATION OF THE DRUG AND ALCOHOL ABUSE POLICY ARE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING EXPULSION AND REFERRAL FOR PROSECUTION. IN ITS EFFORT TO MAINTAIN A DRUG-FREE ENVIRONMENT, SACRED HEART ACADEMY SHALL COOPERATE TO THE FULLEST EXTENT POSSIBLE WITH LOCAL, STATE AND/ OR FEDERAL LAW ENFORCEMENT AGENCIES.

ASSEMBLIES

Assembly programs, special liturgies, retreats, and designated meetings are planned to further the education of, and to dispense information to, all students. Student attendance is mandatory. Students who leave school early will be charged with a half-day absence. Students are required to wear their full school uniform, with blazer, for all assemblies and liturgies and be respectful at all times.

FAILURE TO BEHAVE APPROPRIATELY DURING ASSEMBLY PROGRAMS, SPECIAL LITURGIES, RETREATS, AND DESIGNATED MEETINGS MAY RESULT IN A BEHAVIOR REPORT OR OTHER DISCIPLINARY ACTION, BASED ON THE CIRCUMSTANCES.

Athletics

The purpose of athletics is to foster and promote physical, moral, mental, spiritual, and social growth, as well as the well-being of each individual student-athlete. Participation in athletics is just one component of a well rounded education. Sacred Heart Academy has a reputation for fielding competitive and well-coached teams with proven success at all levels. While striving for victory is the very nature of athletic competition, our ultimate goal is to encourage each player's maximum potential. We place an emphasis on the true values of good sportsmanship, fair play and being modest in victory and accepting defeat.

As a result, student athletes are expected to accept the responsibilities required of a participant in an interscholastic athletic program. Sacred Heart Academy competes in the Nassau-Suffolk Catholic High School Girls Athletic Association (NSCHSGAA). Sacred Heart Academy fields 24 teams in 14 sports at various levels. Teams at the varsity and junior varsity level compete in league playoffs. Varsity teams that are NSCHGAA league champions are eligible to compete for a State Championship, with the exception of lacrosse.

Participation in Interscholastic Athletics

In order to try out, participate or practice in any sport, students must have a current physical dated within 12 months of the sport's season start date and on file in the Appryse system. They must place themselves on their respective sports tryout roster in Appryse and sign up separately on a Google Form.

Every member of the school community is invited to try out. Student-athletes must be academically eligible to participate in school-sponsored activities.

An activity fee of \$375 will be required for participation for each season and each sport. Payment should be submitted directly to the Bursar upon being named to the team using the FACTS Tuition System.

Student-athletes and their parents or guardians must read, understand, and agree to abide by all of the rules set forth in this Student-Athlete and Parent Handbook. Acknowledgment is made on the Parent/Student Declaration Form, Section J.

Student-athletes are expected to attend all scheduled practice sessions and games unless excused by the coach. It is important to note that fall practices for junior varsity and varsity teams begin in August. Exact start dates may be found on the school website.

A STUDENT MUST BE PRESENT FOR THE FULL SCHOOL DAY TO BE ELIGIBLE TO PARTICIPATE IN ANY PRACTICE, GAME, OR SCRIMMAGE. IF A STUDENT IS ABSENT FROM SCHOOL, SHE WILL NOT BE PERMITTED TO PARTICIPATE IN A PRACTICE, GAME, OR SCRIMMAGE UNLESS EXCUSED BY AN ADMINISTRATOR.

Academics and Interscholastic Athletics

Sacred Heart Academy recognizes that a student-athlete's first priority must be to the academic program. Students must know and adhere to the academic policies outlined in the official Student Handbook found in the school planner. Since participation in the athletics program requires a significant amount of time, parents are asked to closely monitor their daughter's academic progress. When required to do so, student-athletes must attend school extra help, make up sessions, as well as, test reviews and make-ups.

Discipline and Interscholastic Athletics

Any student-athlete who receives an in-school suspension or out-of-school suspension will not be permitted to compete in practices, scrimmages, or games occurring during the period of suspension. A suitable penalty for all activities outside of athletics will be determined by a building administrator or advisor. For purposes of this policy, the period of suspension begins from the time the student is notified that she is suspended. Students must know and adhere to the behavioral policies outlined in the official Student Handbook found in the school calendar. If a student is placed on disciplinary probation she is not eligible to participate in athletics.

FOR ADDITIONAL INFORMATION, PLEASE SEE THE SACRED HEART ACADEMY STUDENT-ATHLETE AND PARENT HANDBOOK FOUND ON PLUSPORTALS.

ATTENDANCE POLICY

Sacred Heart Academy believes that regular school attendance is a major component of academic success. Sacred Heart Academy is a closed campus; students may not leave or return to campus during the school day unless accompanied by a parent or guardian. Attendance is taken in the morning in the homeroom and by each subject teacher throughout the day. Students may not leave any class or study hall without faculty permission.

STUDENTS MUST BE PRESENT FOR THE FULL SCHOOL DAY IN ORDER TO PARTICIPATE IN ANY SCHOOL ACTIVITY, EVENT(including school dances), PRACTICE, GAME, OR PERFORMANCE UNLESS EXCUSED BY AN ADMINISTRATOR.

*School retreats are mandatory school events.

*Students are required to be present in school the day **after** any evening school event unless they have a medical note from a doctor.

Reporting Your Absence

On the morning of each day of absence, a parent or guardian must report the student's absence before 9:00 a.m. by calling (516) 483-7175. The parent or guardian is expected to leave the student's name, homeroom and reason for absence. Voicemail is available beginning the previous evening.

On the day of their return to school, students are required to submit an absent note to the general office by 7:55 a.m. Students are required to provide a doctor's note on official medical staff letterhead upon returning to school when they have been absent because of chronic illnesses or contagious diseases (chicken pox, conjunctivitis, mono, COVID protocols, etc.) or any kind of hospitalization and/or surgery, or an illness requiring five or more continuous days of absence. Absent notes are also required when a student is absent due to any enrichment program or academic/ leadership workshop not sponsored by Sacred Heart Academy. Be advised, if a parent or guardian does not call in the absence, the student will be considered truant.

Excused Absences

Provided a student is reported absent and submits an acceptable absent note, the following absences will be "excused":

- Death of a parent, guardian, sibling or grandparent;
- Legal circumstances, i.e. court, probation, etc.
- School sponsored activities
- Documented hospital stays
- Documented college visit(s). Juniors and seniors are permitted TWO excused college visits. Sophomores being recruited for athletics are allowed TWO excused college visits with the Principal's pre- approval. Documentation must be provided to the Assistant Principal from the college/ university confirming the student's presence on the campus and the date of the visit.

Appointments for road/permit tests, doctors and dentists should be made after school or on holidays. Family vacations are not considered an excused absence. All absences, excused or unexcused, are recorded as days absent from school for New York State Department of Education Records.

If a parent or guardian calls a student in for a reason that does not constitute a legitimate absence from school (for example, staying home on a retreat day or school sponsored event because she does not want to attend, staying home to catch up on studying, etc.), that student will be considered truant.

Make-Up Work and Exams

Students are expected to make up in a timely manner the schoolwork missed in accordance with the teachers' academic contracts. Make-up work cannot be done during classroom time. Students who miss exams must make arrangements with their teachers and are subject to department policies. Whenever or wherever possible teachers will provide a suitable testing atmosphere for make-ups.

If the student is absent for the day, it is at the discretion of the teacher, whether papers, projects or any other assignments will be accepted. If they are accepted, the student is required to submit her work during school hours 7:00 a.m.– 5:00 p.m. Generally, a doctor's note will be required for a student to be eligible to take a make-up exam for a midterm and/or final exam.

Early Dismissal

In case of illness or legitimate excuse during the school day, students must be met at the general office for early dismissal. It is the responsibility of the student to submit all assignments to her classroom teacher before she leaves for any scheduled appointment or event where the student will not be in school on the due date of the assigned work. Students will be released only to a parent, guardian, or adult authorized on the student emergency card. Sacred Heart Academy requires photo ID for all adults before releasing students to their care. Parents or guardians may change the information on an emergency card in person in the general office.

Excessive Absenteeism

Excessive school or class absences will result in disciplinary action, up to and including expulsion. Generally, parents will be notified when a student accumulates five (5) absences from school or from a particular class. Thereafter, Sacred Heart Academy will generally address excessive absenteeism as set forth below.

SACRED HEART ACADEMY RESERVES THE RIGHT TO ADDRESS ALL ABSENTEEISM ISSUES ON A CASE-BY-CASE BASIS.

STEP ONE

Sacred Heart Academy will contact a parent or guardian when a student accumulates ten (10) absences from school or a particular class to meet with the school counselor and administration.

Students who accumulate more than unexcused 10 absences in a half-year course may lose credit for that class.

STEP TWO

When a student accumulates fifteen (15) absences from school or a particular class, Sacred Heart Academy: (1) will conduct an in-person meeting with the student and her parent(s) or guardian(s), school counselor and administration); (2) will require the student and her parent(s) or guardian(s) to sign a contract regarding the attendance obligations and consequences for continued absences; and (3) may place the student on academic monitoring.

STEP THREE

Sacred Heart Academy will require that students who accumulate twenty (20) or more unexcused absences and her parent(s) or guardian(s) meet with the principal and appropriate administrators to address the student's excessive absences.

IN ADDITION TO THE CONSEQUENCES THAT MAY BE IMPOSED IN STEP THREE, STUDENTS WITH TWENTY (20) OR MORE UNEXCUSED ABSENCES MAY LOSE COURSE CREDIT TO BE MADE UP IN SUMMER SCHOOL AND MAY BE ASKED TO WITHDRAW FROM SACRED HEART ACADEMY FOR THE FOLLOWING SCHOOL YEAR.

Truancy/Unexcused Class Absence

Any student who is away from school without a parent/guardian phone call, or class without a valid excuse, written consent from a parent or a pass from a teacher or counselor is considered truant. An unscheduled period does not mean a student is free to wander the building. If a student is unaccounted for at any time during the school day, she is considered as having cut class. Be advised, if a parent or guardian does not call in the absence, the student will be considered truant.

TRUANCY WILL RESULT IN A DISCIPLINARY BEHAVIORAL REPORT. GENERALLY, THE FIRST VIOLATION WILL RESULT IN AN IN-SCHOOL SUSPENSION. REPEAT OFFENDERS ARE SUBJECT TO FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION. SACRED HEART ACADEMY DOES NOT PERMIT STUDENTS TO SUBMIT ASSIGNMENTS OR MAKEUP TESTS OR QUIZZES ADMINISTERED WHILE THE STUDENT WAS TRUANT.

School Lateness

Attendance is taken each morning immediately after prayers and announcements. Students should report to homeroom after the warning bell is sounded at 7:50 a.m. After the 7:55 a.m. bell, students will be considered late and must report to the general office for a late pass. If a student arrives after 8:15 a.m, she must present a note from a parent or guardian. Only a doctor or dentist note, documentation from the Department of Motor Vehicles or Court Appearance will be accepted as an excuse for lateness.

AT FOUR (4) UNEXCUSED LATE ARRIVALS A LETTER WILL BE SENT TO PARENTS/STUDENT. ON THE FIFTH(5) UNEXCUSED LATE ARRIVAL, STUDENTS WILL BE REQUIRED TO SERVE AFTER SCHOOL DETENTION. FOR EACH ADDITIONAL LATENESS STUDENTS WILL BE GIVEN DETENTION FOR EACH OCCURRENCE.

Students who are late on more than ten (10) occasions during the school year may not be eligible for (1) induction in the National Honor Society ("NHS"); (2) recognition on Honor Rolls; and/or (3) participation in NHS, student council, Techniques, musical theatre, speech/debate, yearbook, dance theater, Red & Gold, newspaper, and varsity, junior varsity and freshman athletic teams.

Class Lateness: Students are required to be in class when the bell rings. When leaving a study hall or assigned classroom, students are required to sign out with the teacher. When arriving at the nurse's office or school counseling office, students must sign in. When going to the nurse, guidance, or other authorized location, students must go directly to their destination.

UNEXCUSED CLASS LATENESS MAY RESULT IN INDIVIDUAL CLASS GRADE PENALTIES AS WELL AS A DISCIPLINARY BEHAVIOR REPORTS AND AFTER-SCHOOL DETENTION. REPEAT OFFENDERS MAY BE REQUIRED TO SERVE AFTER-SCHOOL DETENTION FOR EACH OCCURRENCE.

BEHAVIORAL REPORTS

As a Catholic college preparatory high school for young women, Sacred Heart Academy has been created to empower young women to become the leaders of tomorrow. At Sacred Heart Academy, students achieve academic excellence through rigorous and innovative college preparatory curricula and learn to live their lives with honesty, integrity and respect. In keeping with our mission, Sacred Heart Academy will hold students accountable for their behavior, choices, and decisions. Faculty and administrators will issue Behavioral Reports to students who fail to comply with Sacred Heart Academy's policies and expectations.

When issued a Behavioral Report, students are required to report to their dean before 7:55 a.m. on the next school day. The dean, in consultation with other administrators when appropriate, shall impose appropriate disciplinary action. Appropriate disciplinary action may include, after-school detention, in-school suspension, or expulsion.

Sacred Heart Academy regularly communicates with parents and guardians regarding disciplinary issues via email. A parent or guardian is required to acknowledge the receipt of all Behavioral Reports.

With guidance and parent/guardian approval, students on disciplinary probation may participate in the following activities: language clubs, honor societies, chorus, folk group, instrumental ensemble, chorus or play, math teams/club, Key Club, Usherettes, Catholic League, all other clubs not listed.

BULLYING

Sacred Heart Academy is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communications, that physically harms a student, damages property, substantially interferes with a student's education or learning environment, invokes reasonable fear of harm to the student's person or property.

Bullying, harassment, or intimidation of any member of the school community on school property and at school-related events is strictly prohibited. In addition, any conduct—regardless of whether such conduct is on school property or at a school-related event—that disrupts Sacred Heart Academy's educational setting or experience is also prohibited.

Students may report any behavior that violates this policy to a faculty member, guidance counselor, or administrator directly. Sacred Heart Academy takes all reports seriously and will respond promptly to the concerns raised. Any member of the community can share information regarding allegations that she prefers not to share face-to-face by sending an email to admin@sacredheartacademyli.org. This email is reserved expressly for alleged policy violation concerns and matters of safety and security. It is not intended to receive general feedback or complaints. General feedback or concerns can be shared directly with the appropriate community member at any time either in-person or via phone or email.

STUDENTS WHO VIOLATE THIS POLICY WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.

CAFETERIA

The cafeteria is open each day at 7:00 a.m. for breakfast and snacks. An attitude of consideration and respect for others is expected of all students by cooperating with the following regulations:

- Students are scheduled for one period each day for lunch. No student other than those scheduled for that period may be in the cafeteria between periods 4 and 7.
- During lunch and study halls, students may only leave the cafeteria with faculty permission.
- Absent permission from an administrator, food and drinks (other than water) are not permitted outside the cafeteria.
- Gum chewing is prohibited at Sacred Heart Academy.
- While in the cafeteria, students must be seated and behave appropriately.
- Each student is expected to clear her own place. Trash is to be discarded in receptacles provided, including recycling bins.
- Loud and disruptive behavior is not permitted in the cafeteria during the regular school day.
- Because of the obvious danger, permission for the lighting of candles will not be given.
- Plastic/reusable water bottles are permitted in classrooms but are subject to inspection. Glass bottles are not permitted.

FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN BEHAVIORAL REPORT. REPEAT OFFENDERS MAY BE REQUIRED TO SERVE AFTER-SCHOOL DETENTION.

CAMPUS MINISTRY

The Office of Campus Ministry promotes the school's Catholic values rooted in the spirituality of the Sisters of St. Joseph and the Gospel of Jesus. Some of the ways students can develop and live out their faith and relationship with God and all God's people are through liturgies, retreats, leadership opportunities, community service and social justice initiatives. All students are expected to participate in retreat days since this is part of the overall curriculum and personal growth of each student. Retreats are scheduled on a regular school day. Please take note of these important dates, which are listed in your calendar. Do not plan college visits or appointments on those days.

COMMUNITY SERVICE

Every student must complete 20 hours of community service, and those seniors who are members of the National Honor Society or any other honor society must do an additional 10 hours of Honor Society sanctioned service. The documentation for all service hours must be submitted by the deadline dates. If a freshman, sophomore or junior fails to complete her service hours, she may not be permitted to return to Sacred Heart Academy in September. Please note that service hours may not be carried over from year to year. For example, a student can never skip a year of doing service and then do additional hours by "doubling up" the hours for a year where no service was done. Any paid work/ service

cannot be used to fulfill this community service requirement. Providing service/work for one's parents or other family members cannot be used to fulfill this requirement. This type of service is typically done during the summer, after school, or on weekends, but not during the school day.

DEAN

The role of the dean is to assist the administration, faculty and school counselor in creating and maintaining a positive educational atmosphere. The dean is responsible for determining disciplinary consequences associated with Behavioral Reports issued to students. Depending on the specific circumstances, disciplinary action may include: a loss of senior privileges, after-school detention, ineligibility to participate in extracurricular activities, in-school suspension, and/or expulsion. Sacred Heart Academy expects students to comply with the policies and rules, to be respectful and to be engaged throughout the school day.

Conduct that fails to meet this standard will result in disciplinary action consistent with the following guidelines:

- **Violations of School Policies.** Disciplinary action, up to and including expulsion, consistent with the consequences set forth in the Handbook or as determined by the dean to be appropriate under the circumstances.
- **Disrespect.** Disciplinary action, up to and including expulsion, consistent with the consequences set forth in the Handbook or as determined by the dean to be appropriate under the circumstances. Generally, the first time infraction will result in after-school detention. Subsequent infractions will result in further disciplinary action, up to and including expulsion, at the discretion of the dean and the administration.
- **Disruptive Behavior.** Disciplinary action, up to and including expulsion, consistent with the consequences set forth in the Handbook or as determined by the dean to be appropriate under the circumstances. Generally, the first infraction will result in after-school detention. Subsequent infractions will result in further disciplinary action, up to and including expulsion, at the discretion of the dean and the administration.

The dean shall determine the dates and times for after-school detention, in-school suspension or other disciplinary action. Student participation in sports or any other activity, including work, does not take precedence over assigned detention.

DRESS CODE AND APPEARANCE

Sacred Heart Academy believes that how young women dress and their appearance is an important aspect of Catholic education and values. The Sacred Heart Academy uniform sets a serious, non-distracting learning tone in the school environment and wearing the uniform properly and neatly reflects a sense of pride, self-respect and discipline in our students. We rely on parents to cooperate with us in enforcing our dress code and appearance standards. Students who are not in conformity may not be permitted to attend class. When there is any question regarding the appropriateness of attire or personal appearance, the determination will be made by the administration.

School Uniform

- Uniform skirts must be worn at or below the knee.
- Blazers are required throughout the school year starting the first day of school. As a precaution, students may want to add a personalized label to the inside of their blazers.
- School-issued tights must be worn intact, no rips, tears, or holes. Students will report to the dean for replacement tights and a \$10 fee will be charged.
- The uniform blouse is an oxford white collar button down, which may be short or long sleeved and must be buttoned up at all times.
- A plain white t-shirt may be worn under the uniform blouse.
- Students are required to wear ID tags on school issued lanyards during the school day. Failure to visibly display the ID tag may result in a Behavioral Report.
- If a student has a prolonged or chronic injury or medical condition which precludes the wearing of loafers, she must have doctor's lines and may wear sneakers.
- Other than blazers, students must arrive and depart school in full uniform including school shoes. Students leaving after athletic practices or games as well as any other school function must wear the team uniform OR the regulation Sacred Heart Academy warm-up suit.
- Failure to be in uniform will result in a disciplinary Behavioral Report. (Only the principal will make any exception to the dress code as stated).
- Gym attire will consist of school gym uniform, socks, and sneakers for underclass women. Upper-class women may wear SHA-issued athletic team apparel and sneakers for gym. Students electing dance class will wear dance shoes (ballet slippers or tap shoes) in lieu of sneakers.

Jewelry, Piercings, and Tattoos

While in uniform, jewelry is to be of moderate size and amount. Inappropriate hoop earrings or oversized earrings are not acceptable. No visible face, tongue or body piercings are permitted. Similarly, tattoos must not be visible. Pins, buttons or jewelry attached to the uniform may include only items pertaining to Sacred Heart Academy, such as National Honor Society pin, Music Honor Society pin, Student Council button.

Sacred Heart Academy reserves the right to require students to remove or cover any jewelry or tattoo that violates the dress code.

Makeup, Hair and Hair Accessories

Sacred Heart Academy students are to be neat and well-groomed at all times. Students will be required to remove makeup which is deemed excessive or unsuitable for a student in uniform. Sacred Heart Academy reserves the right to disallow any hair style or color that is inconsistent with Sacred Heart Academy's Dress Code and Appearance standards. **Absent permission from a student's dean, hats, bandanas or scarves may not be worn.**

FAILURE TO COMPLY WITH ANY PART OF THE DRESS CODE AND APPEARANCE POLICY WILL RESULT IN A BEHAVIORAL REPORT. GENERALLY, THE FIRST VIOLATION WILL RESULT IN A WARNING. REPEAT OFFENDERS MAY BE REQUIRED TO SERVE AFTER-SCHOOL DETENTION FOR EACH OCCURRENCE.

DRIVING AND PARKING

Limited parking is available for the faculty, staff, and volunteer parents who serve the school community each day. Students are not permitted to park during regular school hours. Seniors with a driver's license (not a junior license) may register with her dean and obtain a parking permit for the "Senior Parking Lot," south of Fulton. Students may not park on neighborhood streets. Students and parents/guardians are not permitted to park behind the Chamsarang Korean Methodist Church at any time.

Use of the senior parking lot by students is considered a senior class privilege. Social gatherings in that area are prohibited. Only seniors who obtain a parking permit and have it displayed so it can be seen from the front of the vehicle are permitted to park on campus. Parking spots are available on a first-come-first-serve basis each morning. A parking pass does not guarantee a parking spot. Improper behavior, driving, or parking, or anything that presents a safety risk will result in loss of this parking privilege and further disciplinary action. Double-parking is prohibited. **STUDENTS WHO PARK IN THE SENIOR PARKING LOT WITHOUT AUTHORIZATION FROM THEIR DEAN WILL LOSE ALL PARKING PRIVILEGES.**

ELECTRONIC DEVICE POLICY-INCLUDING CELL PHONES, SMARTWATCHES, AND AIRPODS

Cell phones and other electronic devices must be turned off and kept **IN THE LOCKERS** the entire school day. Every student receives a school issued lock

VIOLATIONS OF THE ELECTRONIC DEVICE POLICY WILL RESULT IN:

- **1st Offense: Behavioral report and warning.**
- **2nd Offense: Behavioral report, detention, and parents/guardians are notified.**
- **3rd Offense: Behavioral report, detention, device is taken and securely stored. Parent /guardian is required to pick up the device.**
- **Continued violation of the Electronic Device Policy may result in additional disciplinary consequences up to and including suspension.**

****AirPods and Smartwatches present safety and academic integrity concerns. Students are not permitted to wear AirPods and Smart Watches during the school day.**

ELEVATOR

Students are not permitted to use the elevator without permission from the Nurse's Office. Only students with a serious health condition or physical limitation who present a doctor's note to the Nurse's Office will be given a pass and are permitted to use the elevator.

RIDING THE ELEVATOR WITHOUT A PASS FROM THE NURSE MAY RESULT IN BEHAVIOR REPORT OR OTHER APPROPRIATE DISCIPLINARY ACTION.

EMERGENCY MANAGEMENT

Throughout the school year, Sacred Heart Academy will conduct unannounced fire and lockdown drills. These routine tests of our safety and security protocols help ensure that those on campus are aware of the procedures and have the ability to react appropriately in the event of an emergency. During an actual emergency or drill, students are expected to remain quiet and orderly.

EXAMINATIONS

Sacred Heart Academy administers midterm, final, Advanced Placement and Regents Exams. Students must arrive on time with appropriate writing utensils and calculators, if permitted. Students will be permitted to have a clear, plastic water bottle in the exam room.

Students are not permitted to have the following items in an exam room: communication devices, including watches, cell phones, iPods, MP3 players, iPads, tablets, and other eReaders, laptops, notebooks, or any other personal computing devices, cameras, other photographic equipment, personal scanning devices, wearable devices/smart wearables, including watches and health wearables with a display, headphones, headsets, or in-ear headphones such as earbuds, or any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages.

STUDENTS WHO FAIL TO ARRIVE ON TIME FOR A MIDTERM, FINAL OR REGENTS EXAM WILL BE ADMITTED TO THE EXAM ROOM AND PERMITTED TO USE THE REMAINING SCHEDULED TIME TO COMPLETE THE EXAM. STUDENT MAY NOT TAKE AN ADVANCED PLACEMENT EXAM IF THEY ARE NOT PRESENT AT THE BEGINNING OF THE TEST PERIOD. STUDENTS MUST SUBMIT A DOCTOR'S NOTE BEFORE PERMISSION WILL BE GRANTED TO MAKEUP A MIDTERM OR FINAL EXAM. THERE ARE NO MAKEUPS FOR REGENTS OR ADVANCED PLACEMENT EXAMS.

FIGHTING

Violent behavior is not tolerated at Sacred Heart Academy. Fighting is always considered serious because it is dangerous and threatens the good order of the school. Instigators and those who pose threats, verbal or otherwise, may face the same serious consequences as those who fight. Inviting outsiders to Sacred Heart Academy to fight or cause harm is strictly prohibited as is "play fighting" and other horseplay.

STUDENTS ENGAGED IN CONDUCT FOUND TO BE A VIOLATION OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.

FINANCIAL INFORMATION

Tuition at Sacred Heart Academy for the 2026-2027 school year is \$16,400. Tuition must be paid to FACTS Tuition Management as follows:

Facts Payment Plan	Payments Accepted	Due Dates of Payments	Tuition Payment
One Payment	Cash, Check or ACH	July 1	\$16,400
Three Payments	Cash, Check or ACH	July 1, November1 and February 1	\$5,466.67
Nine Payments	ACH only	First of the month, July – March	\$1,822.23

Invoice billing and auto withdrawal are available for both the 1 and 3 payment plans. These payment plans are only available through June 1, 2026.

- The 9 payment plan is auto withdrawal only.
- The 3 and 9 payment plans are only available through June 1, 2026.
- FACTS annual fee of \$25 for the 1 payment plan and \$55 for the 3 and 9 payment plan.

Sacred Heart Academy depends on tuition to operate. It is imperative that tuition payments are made in accordance with the agreed-upon schedule. Students will not be permitted to attend class, participate in school activities, athletic teams, Red & Gold, senior prom, junior dinner dance, school trips, graduation, and other school-sponsored events if all financial obligations have not been met. In addition, Sacred Heart Academy reserves the right to withhold report cards and diploma until all tuition and other financial obligations have been satisfied. In the event of a financial hardship, please contact the Bursar. Should a student voluntarily withdraw from Sacred Heart Academy before August 1st, tuition will be refunded in full less deposit and fees.

Fees include but are not limited to:

- Gym Uniform for new students \$130
- Athletic Fee charged per team \$375
- Red and Gold Participation Fee \$375

Should a student voluntarily withdraw from Sacred Heart Academy after August 1, tuition is due through the end of the month of the date of withdrawal. Refunds are issued on a prorated twelve-month basis beginning July 2026 and ending June 2027. No refunds are issued if a student withdraws after **December 1, 2026**.

Tuition will not be refunded if a student is asked to withdraw or is expelled.

Each student is issued a Chromebook. Chromebooks are the property of Sacred Heart Academy until graduation. Chromebooks must be returned if a student withdraws prior to graduation.

GRADUATION

Sacred Heart Academy will confer diplomas in accordance with the course requirements set forth in the Academics Policy. Seniors must attend all graduation practices, senior retreat, senior luncheon, graduation liturgy, and complete annual community service (20 hours) in order to participate in the graduation ceremony.

Graduation Honors

Valedictorian, salutatorian and other academic awards will be based on all academic grades from ninth grade through the end of third quarter of senior year. The Principal's Medal is awarded to seniors whose cumulative weighted four-year average is 95 or higher. Transfer students are ineligible for the role of valedictorian or salutatorian at graduation, but they may be considered for other graduation medals.

Students with an average score of 90 or more on all required Regents Exams will earn a New York State Regents Diploma with Advanced Designation with Honors. In addition, medals for outstanding achievement in the following academic disciplines will be awarded based on department recommendations and the following criteria:

- Art - Demonstrated skills, sharing of talent, a minimum of 3 years of study and successful completion of the senior course of study.
- Computer - Two years of study including APCSP plus demonstration of leadership and service within the department.
- Dance - Four years of study in dance and demonstrate a positive attitude towards the success of the dance department.
- English - Four years of study including AP Language, AP Literature and membership in at least one communication activity in high school.
- French - Four years of study including French IV Honors and at least 3 years participation in the National French Exam.
- Italian - Four years of study including AP Italian and at least 3 years participation in the National Italian Exam.
- Mathematics - Four years of study and membership for at least two years on the Math Team.
- Music - Four years of study and membership in at least one performing group throughout high school.
- Physical Education - Four years of PE classes and contributes to the overall positive tone of the PE Department.
- Science - Four years of study at SHA including AP Biology, AP Chemistry, or AP Physics.
- Scholar Athlete - Significant contributor in her sport, finishes at the top of her class, possesses a leadership role, and displays good sportsmanship.
- Social Studies - Four years of social studies courses, must take two of the following three courses: AP World History, AP US History, AP US Government & Politics.

- Spanish - Four years of study including AP Spanish and at least 3 years participation in the National Spanish Exam.
- Theology - Four years of theology courses and participation in a school sponsored service activity in association with the spiritual life of the school.

HARASSMENT

Sacred Heart Academy is committed to providing an environment free from all forms of discrimination and harassment, including sexual harassment. Conduct that is harassing to others is against the Catholic mission of the school and is strictly prohibited.

Prohibited conduct includes any verbal or physical conduct that shows hostility or aversion toward any student based on her race, color, religion, sex, sexual orientation, national origin, citizenship, disability, or other protected status. Examples of prohibited conduct includes, but it not limited to:

- Verbal Harassment - Derogatory comments and jokes; threatening, embarrassing or intimidating spoken words; humiliating or insulting language.
- Physical Harassment - Unwanted physical contact, touching, assault; deliberate impeding or blocking movement; any intimidating interference with normal work or movement.
- Written Harassment - Letters, notes, emails, instant messages, or social media communications that are cruel, demeaning, discriminatory or intimidating in nature.
- Visual Harassment - Derogatory, demeaning or inflammatory posters, cartoons, drawings, or internet postings and or inappropriate leering or gesturing.
- Sexual Harassment - Unwelcome sexual advances or requests for sexual favors, physical or verbal conduct of a sexual nature.

Any student who believes she has been the object of harassment should immediately report the incident to a faculty member, guidance counselor, or administrator directly. Sacred Heart Academy takes all reports seriously and will respond promptly to the concerns raised. Any member of the community can share information regarding allegations that she prefers not to share face-to-face by sending an email to admin@sacredheartacademyli.org. This email is reserved expressly for alleged policy violation concerns and matters of safety and security. It is not intended to receive general feedback or complaints. General feedback or concerns can be shared directly with the appropriate community member at any time either in-person or via phone or email. **STUDENTS WHO VIOLATE THIS POLICY WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.**

LOCKERS

Lockers are school property. All students will be assigned a locker and are given a school issued lock. They may not use outside locks. Students may use lockers to store books, outerwear, after-school athletic wear and blazers. Storage is at your own risk. Students are discouraged from sharing their locker combinations with others.

MEDICAL OFFICE

The services of a registered nurse are available each day. Any illness or accident occurring during school hours must be reported. If the nurse is unavailable, students are to report to the General Office. Students must notify their subject teacher before going to the nurse's office. Students are never permitted to phone parents to request that they be picked up. The nurse will contact the parents after the nurse makes the determination that a student's illness warrants her departure from school on that day. Only the parent, guardian, or an adult designated on the emergency card may sign a student out. Seniors who may have driven to school and require a dismissal for illness will not be permitted to leave the building unless signed out by a parent, guardian or designated adult.

Students who are required to take medication during the school day must provide a doctor's note to the nurse's office. All medication will remain in the office and will be taken under the supervision of the nurse.

Students must bring in a doctor's note when returning to school following: chicken pox, conjunctivitis (pink eye), mono, any illness when a student is out five days or more, and/ or any kind of surgery and/or hospitalization. Students are also required to bring in a doctor's note for crutches, canes, slings or immobilizers. No student may attend school with an injury without a doctor's note.

New students (all grades) and students going into 11th grade must have a current physical. Any student playing a sport or participating in Red and Gold must have a new physical every 365 days; for example: if a student had a physical on November 15, 2025, it is valid until November 15, 2026. The student must submit a new physical form dated November 15, 2026 or before to the school nurse in the medical office and Appryse in order to continue attending school. There are no exceptions to this regulation.

Any student who is under the care of a specialist such as a cardiologist, neurologist, orthopedist, etc. must present a new letter with restrictions and/or clearance each year. If parents/ guardians will be away while their daughters are in school they must file an Authorization for Medical Treatment form and/or leave a contact number should their daughter require medical treatment in their absence.

National Honor Society Membership

Requirements to receive application to National Honor Society membership:

Juniors overall three year average must be a **90% unweighted average**. Calculations include unweighted final averages from freshman year, sophomore year, and the first three quarters (including midterms) of junior year.

Students must be in good disciplinary standing. If a student is found to have violated the academic integrity policy at any point, she will not be eligible to apply to the National Honor Society.

Students who are absent (non-medical) in excess of 10 days or are late in excess of 10 days during junior year will not be eligible to apply to the National Honor Society.

Requirements of National Honor Society membership:

All National Honor Society members must complete **10 sanctioned service hours during senior year above the 20 hours of service required for school** in order to maintain active membership. The 10 service hours must be service hours solely for the Sacred Heart Community and must be approved by the moderators of National Honor Society. If a student has not yet completed her 20 hours of service, the hours performed for NHS will first be applied to the 20 hours of service required for school.

All National Honor Society members are held to the **same attendance requirements** above during senior year in order to receive National Honor Society cords at graduation. Leadership and character are also expected to be maintained through senior year in order to receive National Honor Society cords at graduation.

PROFANITY

In keeping with Sacred Heart Academy's Catholic values rooted in the spirituality of the Sisters of St. Joseph and the Gospel of Jesus, Sacred Heart Academy will not tolerate obscene, vulgar, immoral or indecent language, writings, pictures, signs or acts.

STUDENTS WHO USE PROFANITY MAY BE DISCIPLINED.

PROGRAM CHANGES

In February each student will select, and verify under advisement of her school counselor, her courses for the following year. These courses will be chosen in conjunction with her parents who both verify the courses. Unless a previous course failure, teacher requests will not be honored. Although program changes can be altered until the last day of June. No changes will be made in the fall once a student has committed to her program. If struggling, a student will be placed on academic monitoring and will need to attend extra help sessions.

RESPECT FOR SCHOOL AND NEIGHBORHOOD

All property on the campus, indoors and out, should command the full respect of the student. This applies particularly to desks, walls, lockers, bulletin boards, lavatories, library books and equipment. Sacred Heart Academy is located in a residential area. Accordingly, students shall not loiter, litter, make loud noises, blow horns, create other disturbances, or park on neighboring streets. At no time are students permitted to sit on the grass and/or curb while waiting for transportation from school.

VIOLATIONS OF THIS POLICY MAY RESULT IN A BEHAVIORAL REPORT, AFTER-SCHOOL DETENTION, AND RESTITUTION FOR EACH OCCURRENCE.

SCHOOL BUSES

Bus service or passes will be provided by the individual home school districts. Students are to observe all regulations dictated by the district and bus company. In inclement weather,

students should wait in the designated after school classroom or area and leave the building when the bus arrives. Students who are picked up by parents should also wait in this area.

SCHOOL COUNSELORS

School counselors come to know and advocate for the students they are working with in order to assist them in achieving the most from their high school education. They interview and guide students on matters involving grades and credits earned toward diplomas. Although they advise students concerning college, career options, academics, personal goals, and community service, they are also concerned about social and emotional wellness of each student in their caseload.

SCHOOL/SOCIAL EVENTS

Sacred Heart Academy sponsors a full program of events for the enjoyment and benefit of the students. Students must be in school for the entire day or they may not participate in any activity or school-sponsored event on that day. These are possible because of the volunteer services of our parent/teacher chaperones. An appropriate dress code will be announced before each event. Other students who are not currently enrolled at Sacred Heart Academy are not permitted to attend dances, audition for plays, or otherwise participate in school activities or school-sponsored events. On those occasions when guests are invited to participate in school activities (e.g., the play) or school-sponsored events (e.g., prom), they are expected to comply with the applicable dress code as well as all Sacred Heart Academy Policies. Students may **NOT** leave a school-sponsored event before the scheduled end time unless met by a parent.

SENIOR PRIVILEGE

When all responsibilities are met, to the satisfaction of the school counselor and dean, seniors may receive the privilege of early dismissal. This entails signed consent forms from the parents releasing the school from responsibility for seniors after their last class each day. Once the principal has approved the permission, seniors may leave the campus. If a senior fails one or more subjects per quarter or fails three midterm exams, her senior privileges are revoked. This privilege may be forfeited in the face of academic or behavioral difficulties.

SMOKING AND TOBACCO

The use of any tobacco product or device including but not limited to: cigarettes, e-cigarettes or vaping devices, nicotine gum, patch is strictly prohibited in the school building, on the grounds, or within a one block radius of the school, as well as at all after school activities or school sponsored events.

VIOLATIONS OF THIS POLICY MAY RESULT IN A BEHAVIORAL REPORT, AND IN-SCHOOL SUSPENSION FOR EACH OCCURRENCE. REPEAT OFFENDERS WILL BE SUBJECT TO FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.

SNOW EMERGENCY

In case of a weather emergency, school will remain in session unless announced otherwise. Students, parents and guardians will be notified by phone, text message and email through the APNotify system. In addition, Sacred Heart Academy will report changes to the school schedule through WBZO, WHLI, WKJY, WALK, WINS, Channel 12 News, ABC and FOX 5. Students should listen to WKJY for district bus information.

SOCIAL WORKER

Sacred Heart Academy recognizes the importance of providing proactive and supportive services to help students achieve academic and social success. When additional social or emotional support is needed, our full time licensed clinical social worker assists the young women entrusted to our care, and their parents, in a confidential setting. Working collaboratively with parents, faculty and the School Counseling Department, our social worker addresses the needs that arise from the stresses of school and daily life. The social worker helps to provide additional programming addressing relevant social topics through group assemblies. The social worker is located in Room 409 (next to the computer lab). Parents and students are welcome to schedule an appointment anytime.

SUSPENSION

I. IN-SCHOOL SUSPENSION - parent is informed; meetings are arranged with administration and appropriate faculty. The student is responsible for all missed work. The student will report to the assigned room where she will be required to spend her time in silent study. Tests will be administered and/ or specific work assigned. The dean will inform teachers.

II OUT-OF-SCHOOL SUSPENSION - parent is informed; meetings are arranged with administration and appropriate faculty. Students are not permitted back to school until the above meetings are completed. The student is responsible for all missed work. Missed tests, labs or in-class assignments will receive a zero as the grade. No make-up of missed tests or quizzes will be permitted. Projects or labs must be sent in on the due date or will be considered late. The student will not be permitted to participate in special events/functions during an out-of-school suspension. Out-of-school suspensions are recorded on a student's permanent academic record

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET POLICY (AUP)

At Sacred Heart Academy (SHA), access to technology is an essential part of our educational environment. Technology plays an important role in our curriculum and classroom instruction. While we carefully select digital resources for educational value and filter internet access to block inappropriate content, we cannot guarantee the security, accuracy, or quality of all information available on the internet. Students are expected to use SHA's electronic resources, including school-issued Chromebooks and accounts, in a safe, courteous, ethical, and lawful manner. Students are only allowed to use school-issued Chromebooks in the classroom.

Student Responsibilities and Privileges

Use of SHA technology resources is a privilege, not a right. We encourage students to exchange ideas and use technology for learning, but every student is required to follow the rules described in this policy and to demonstrate respectful and responsible behavior online and in all technology-related activities. Failure to comply with this Acceptable Use Policy (AUP) may result in the loss of access to technology resources and additional disciplinary action.

All information and data created, transmitted, received, or stored using SHA's hardware, accounts, and systems belongs to SHA. Sacred Heart Academy reserves the right to access and review any files or communications created, saved, posted, sent, or accessed using school technology resources to ensure system integrity and responsible use. This includes activity on social media platforms such as Facebook, Snapchat, Instagram, and TikTok when accessed through school systems.

Student Use Guidelines

When using SHA technology resources (including Chromebooks, email accounts, and the school network), students are expected to follow these guidelines:

- Students are only permitted to use school-issued Chromebooks in the classroom; personal devices are not allowed.
- Each student may only use her own assigned network accounts. Students must not share their passwords or leave an open file or unattended session.
- SHA email accounts should be used for all communication with faculty and staff. These accounts are not private and may be monitored or accessed by SHA staff to ensure compliance with this policy.
- During remote learning, students are expected to conduct themselves respectfully and in a manner consistent with the values of Sacred Heart Academy.
- Students must not access, copy, modify, or use files, data, or passwords belonging to others; misrepresent themselves as another user; or attempt to gain unauthorized access to any part of the school's systems.
- Students must not attempt to bypass security settings or network filters, use encrypted communications to evade security review, or interfere with the operation of the school's network or devices.
- Students may not use SHA technology resources to search for, create, retrieve, distribute, or post obscene, harassing, threatening, or disruptive materials. This includes content that is sexually explicit, racially offensive, or contains derogatory

remarks about anyone's age, sexual orientation, religious beliefs, national origin, or disability.

- Harassment, bullying, or threats of any kind using SHA technology resources are strictly prohibited.
- Students are responsible for any device in their possession, whether it is school-issued or personal. SHA does not take responsibility for lost or damaged personal devices on campus due to student negligence.
- SHA technology resources may not be used for commercial, political, or charitable activities (such as advertising, buying, or selling) without express written permission from the principal.
- All copyright laws must be followed. Students must not plagiarize or use someone else's work without permission and proper citation, and must not illegally download copyrighted material.
- Any use of SHA's logo, name, building, campus, mascot, or other identifying property in photos, videos, or digital formats must be consistent with SHA's values and approved standards.
- Students may not photograph or video any member of the school community or the campus without that person's consent or the explicit permission of a faculty member for a school event.
- SHA-issued Chromebooks and accounts are to be used for academic purposes only. Personal use, including watching movies, playing games, taking pictures, or video recording, is not allowed unless specifically authorized by a faculty member.

Monitoring and Filtering with GoGuardian

To help provide a safe and focused learning environment, Sacred Heart Academy utilizes GoGuardian, a student safety and content filtering platform. **GoGuardian allows the school to monitor and manage student activity on school-issued Chromebooks, whether on campus or during remote learning.**

With GoGuardian, teachers and administrators are able to:

- Monitor student website activity and browsing history during school hours
- Identify and block access to websites or content that is deemed inappropriate, distracting, or not educational in purpose (including sites with mature, violent, or explicit material; gaming and entertainment sites; and social media, as determined by the school)
- Enforce safe search filters and other restrictions in accordance with school policy and legal requirements (including the Children's Internet Protection Act, CIPA)

- Support student wellbeing by identifying searches or activities that may indicate self-harm or safety concerns

All activity on school-issued Chromebooks and school accounts is subject to monitoring and filtering at all times, regardless of whether the device is used on or off campus.

Students are expected to use their Chromebooks and internet access responsibly and understand that there is no expectation of privacy when using school devices or accounts.

Violations of the school's technology use policy, including attempts to bypass GoGuardian or other monitoring systems, will result in disciplinary action as outlined in the Acceptable Use Policy above.

Consequences and Enforcement

Violations of this Acceptable Use Policy will result in a Behavioral Report and a loss of up to 20 points per incident. The Administration may also determine additional disciplinary action for conduct not explicitly listed in this policy, if such conduct is deemed inappropriate. Sacred Heart Academy will cooperate fully with local, state, and federal authorities in any investigation of illegal activity involving SHA technology resources.

Google Workspace for Education Parent/Guardian Notice

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- | | |
|----------------------|-----------------------|
| ● Assignments | ● Google Meet |
| ● Calendar | ● Google Vault |
| ● Classroom | ● Groups for Business |
| ● Cloud Search | ● Keep |
| ● Drive and Docs | ● Migrate |
| ● Gmail | ● Sites |
| ● Google Chat | ● Tasks |
| ● Google Chrome Sync | |

In addition, we may allow students to access certain additional services such as YouTube, Google Maps, or other Google services with their Google Workspace for Education accounts, as enabled by the school. We may also enable access to certain third-party services. Details are available from the Technology Office upon request.

Google provides information about the data it collects and how it is used or disclosed in the Google Workspace for Education Privacy Notice. You can review this notice at https://workspace.google.com/terms/education_privacy.html. The following summarizes key information:

What personal information does Google collect?

When creating a student account, SHA may provide Google with personal information such as name, email address, and password. Google may collect additional information from students, including information about their use of services, device details, location data, and any communications with Google for support or feedback. Google also collects activity data for both core and any enabled additional services.

How does Google use this information?

Google primarily uses student information to provide, maintain, and improve core services; to support users; to protect users and Google; and to comply with the law. See the Google Cloud Privacy Notice for details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads in Google Workspace for Education core services, and personal information from those services is not used for advertising. If Additional Services are enabled, ads may appear but will not be personalized for K-12 users.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to use sharing features in Google Docs, Sites, and other services. Shared or public information may remain accessible to others or in search engines even after removal from the student's account.

Will Google disclose my child's personal information?

Google does not share personal information outside of Google except with our school for administrative purposes, with parental consent, with trusted vendors for service processing, or for legal reasons.

What choices do I have as a parent or guardian?

You may consent to or decline the creation of a Google Workspace for Education account for your child. Without consent, your child will not be given access to these services. You may request access to or deletion of your child's account by contacting the Technology Office. For more information, visit <https://myaccount.google.com> or contact Matthew Mobijohn, Director of Technology, at mmobijohn@sacredheartacademyli.org.

For more details, see the Google Workspace for Education Privacy Center (<https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (https://workspace.google.com/terms/education_privacy.html), the Google Privacy Policy (<https://www.google.com/intl/en/policies/privacy/>), and the Google Cloud Privacy Notice (<https://cloud.google.com/terms/cloud-privacy-notice>)

THREATS

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Sacred Heart Academy reserves the right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts.

STUDENTS WHO MAKE ANY THREAT OF VIOLENCE OR OTHER INAPPROPRIATE BEHAVIOR WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.

TRIPS AND SPECIAL EVENTS

Occasionally, an overnight and/or day trip may be scheduled during a student's high school career. All such trips are optional. Typically, deposits are required well in advance of the event in order to secure prices and definite numbers. All such deposits are non-refundable. Students for whom no deposit is received in advance are not guaranteed places and must rely on cancellations. The amount of the advance deposit will be added to the total cancellation balance. Late orders may incur an additional penalty.

To participate in a trip or special event, the student account must be in good standing. Please see the Financial Information Policy for additional information. As always, students are expected to comply with all Sacred Heart policies and rules while on a trip or at a special event.

USE OF THE BUILDING

Sacred Heart Academy is officially open from 7:00 a.m. to 5:00 p.m. Students are not permitted to remain in the building, on school grounds, or to use school facilities before or after school or on days when school is not in session unless under the DIRECT supervision of a member of the faculty or staff who is present during the time the school-sponsored activity is taking place. **Sacred Heart Academy is under video surveillance.**

WEAPONS

Sacred Heart Academy does not tolerate the possession of any kind of weapon on campus by anyone other than Law Enforcement Personnel. Students shall not possess, handle, transmit or conceal any object that can be deemed a weapon on school grounds or at any school-related event. Weapons are defined as implements that can cause bodily harm, including but not limited to knives, firearms, and any object used as a weapon.

STUDENTS ENGAGED IN CONDUCT FOUND TO BE A VIOLATION OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.

WITHDRAWAL OF STUDENTS

Sacred Heart Academy recognizes parents as the primary educators of their children. The education of students at Sacred Heart Academy is a partnership between parents and the school. Sacred Heart Academy reserves the right to require a student's parent(s) and/ or guardian(s) to withdraw a student. If the parent(s) or guardian(s) choose to withdraw a student from Sacred Heart Academy, please notify the administration in writing as soon as possible. Please note, letters of recommendation for college applications are only written for students who will be graduating from Sacred Heart Academy.