

# Sacred Heart Academy

Parent/Student Handbook **2023-2024**

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## About Sacred Heart Academy

### Mission Statement

Sacred Heart Academy empowers young women to strive ever higher by fostering a foundation of moral and spiritual values, a sense of purpose and responsibility, and the confidence to lead with love and integrity.

### The Vision Statement

True to its motto “Excelsior”, Sacred Heart Academy will be an ever-improving, nationally recognized, Catholic, college preparatory school for young women. Sacred Heart Academy will welcome students of diverse backgrounds; develop their potential through an academically, extra-curricular and socially rigorous program of studies; and lead each student to discover her unique talents. Through a culture of service, Sacred Heart Academy will foster an awareness of the changing needs and challenges of the world. By embracing the call of the Gospel, the Sacred Heart Academy woman will become who God created her to be, ready to transform the world.

### Philosophy

Also true to its motto, Excelsior, Sacred Heart Academy is committed to the pursuit of excellence in all areas of school life. Strong academic curriculum and supportive Christian community encourage growth and maturity in young women. Sacred Heart Academy students are challenged and inspired to become informed citizens who share joy in learning and love of truth. Sacred Heart Academy fosters values of compassion, integrity, trust, justice, responsibility and courage. Every member of the community is expected to uphold high standards of behavior in an atmosphere of sensitivity and mutual respect. A Sacred Heart Academy education instills an appreciation of and zeal for Christian living and a tradition of charity rooted in the Love of Christ.

### The Core Values

Because we hold **Catholic Community** to be a core value of Sacred Heart Academy, we resolve:

- To share the love of Christ;
- To educate the school community about the charism of the Apostles of the Sacred Heart of Jesus and their foundress, Blessed Clelia Merloni;
- To instill Christian values in the Roman Catholic tradition across the curriculum;
- To encourage active participation in and celebration of our school liturgies;
- To provide opportunities for adoration of the Eucharist and the Sacrament of Reconciliation;
- To incorporate prayer into our daily schedule.

Because we hold **Integrity** to be a core value of Sacred Heart Academy, we resolve:

- To be transparent in and accountable for our words and actions;
- To speak the truth courageously even in difficult situations;
- To take the responsibility to create and maintain a safe environment for all;
- To engage in our academic pursuits in a spirit of truth and honesty.

Because we hold **Excellence** to be a core value of Sacred Heart Academy, we resolve:

To live up to the school motto: “Excelsior...Impelled by Christ’s Love;”

To uphold high standards of behavior;

To challenge and inspire the school community to become informed citizens who share a joy in learning and a love of truth;

To provide a challenging college preparatory education.

Because we hold **Compassion** to be a core value of Sacred Heart Academy, we resolve:

To speak to each other and about each other with words of kindness, respect, reverence, and honesty;

To be attentive to the needs of one another and willingly and generously perform acts of service;

To forgive and seek forgiveness;

To always treat people fairly and with respect and dignity.

Because we hold **Social Justice** to be a core value of Sacred Heart Academy, we resolve:

To appreciate diversity and support the dignity, value and opportunity of all people;

To work for social change on behalf of the vulnerable, including the economically or politically oppressed;

To strive for awareness of, and to witness to, the sanctity of all human life;

To respect the earth so that all God’s creatures can live a healthy and secure life;

To work for peace and justice by promoting a culture of service.

### The Excelsior Graduate

A woman who is impelled by the Love of Christ:

to live authentically and passionately.

to share her compassion and integrity with the world.

to continue to be a life-long learner;

to think critically;

to communicate powerfully and intelligently.

to uphold the human dignity of each person;

to commit to being an active participant in her faith community, valuing “strong bonds” with her class and the wider Sacred Heart community fully embracing the gifts God has given her to strive “ever higher.”

### The Alma Mater

Though paths lead far and memory’s star  
is dimmed by words unspoken,  
the strong bonds formed at SHA shall ne’er in life be broken.  
With hearts aglow we pledge anew

unswerving loyalty to you.  
O Sacred Heart Sacred Heart Academy our alma mater we love you.  
Our voices gay shall echo long  
your praises in a joyous song  
and SHA deep-graven on each heart  
our love is yours until from life we part,  
our love is yours until from life we part.

### The Sacred Heart Academy Shield

*The shield embodies the spirit and ideals of Sacred Heart Academy. The Sacred Heart, emblazoned with the motto Excelsior (ever higher), contains several symbols: the lamp (spiritual light illuminating our path); the book (unending quest for knowledge); the crown (ultimate goal-sanctity); chevrons radiating from the Heart (the Glory of Christ); the laurel (victory and success “through Him, with Him, and in Him”).*



School Motto: Excelsior, Impelled by Christ's Love

School Colors: Red and White

## History of Sacred Heart Sacred Heart Academy

Sacred Heart Academy was founded September 9, 1946, by the Apostles of the Sacred Heart of Jesus who at the time were called the Missionary Zelatrices of the Sacred Heart of Jesus. The school was established by Sr. M. Antonine Signorelli, who envisioned, even as early as the 1940s, the growing need for faith-filled, well-educated women in both the greater New Haven area and the world in general. The school establishment was approved by Archbishop Henry J. O'Brien of Hartford and Diocesan Superintendent of Schools Rev. Francis Heffernan.

Sacred Heart Academy was first located in New Haven on Greene Street in the provincial house of the Missionary Zelatrices of the Sacred Heart of Jesus with an enrollment of 17 young women. The first few years were marked by increasing enrollment and physical expansion. In 1948 the school's enrollment necessitated the building of Clelian Hall, a modern gymnasium. In 1957, the school relocated to the same property as the new provincial house on Benham Street in Hamden, its present location.

In 1949 the school was accredited by the state of Connecticut as a standard four year high school. In 1988, the school was also accredited by the New England Association of Schools and Colleges and remains accredited by the NEASC. The school was designated a Blue Ribbon School by the U.S. Department of Education in 1992. The school is a member of the National Catholic Education Association, Connecticut Association of Secondary Schools, and Connecticut Association of Independent Schools.

Further expansions and renovations include the addition of administrative offices, additional classrooms and faculty workrooms. In 1984, the Mary and James DiMeo Library and Fine Arts Center was completed, providing the school a media center able to house over 40,000 volumes. In 1993 Macintosh computer labs were added. The Philip Paoletta, Jr. Recreational Center, which houses a newly renovated gymnasium, music rooms and alumnae, was completed in 1996 and a fitness center was added in 1999. In 1997 both the multimedia language lab and the Pentium computer lab were completed. In 2003 a new track was constructed. In 2005 a new technology center, seminar rooms, additional classrooms and office spaces were added to our facility. In 2006 a state of the art chemistry lab/classroom and science prep room were constructed. Physics and molecular science laboratories opened in the fall of 2007. The success of these many projects attests to the generous support of the Apostles of the Sacred Heart of Jesus, the faculty and staff, the Mothers' and Fathers' Clubs, the Alumnae Association and many other benefactors throughout the years.

In the fall of 2010, as Sacred Heart Academy approached its 65th anniversary year, Sacred Heart marked another milestone in our long-standing tradition of excellence. The school adopted the President-Principal model. This concept was implemented based on suggestions of the NEASC (New England Association of Schools and Colleges) and ISM (Independent School Management) studies as well as input from faculty, staff, and advisory council members. In this model, the president and principal collaborate to further the mission to move Sacred Heart Academy forward; the president is responsible for the vision of the school, as well as the overall management of the institution, specifically financial, development and, board related functions and the principal is responsible for the day-to-day operations of the school and overseeing the faculty and students.

A state-of-art science wing was completed in 2010 to support the school's nationally renowned science program. In 2010, the Science Department was recognized by Intel as one of the top three science high schools in the county. Students in the biotechnology program currently have 32 DNA sequences published in GenBank, the US government's database, and regularly present their work at scientific conferences.

During the last ten years, the school has seen an expanded curriculum, including additional APs, UConn ECE(Early College Experience) classes, and Online School for Girls offerings, as well as expanded co-curriculars and sports. With more than 40 clubs, 14 sports, and 23 teams competing at the freshman, junior varsity, and varsity levels, there are opportunities for all students to be involved in clubs and athletics. Service opportunities, including mission trips, are ample. Implemented in 2008, an internship program connects rising seniors to alumnae and parents.

In June 2018, with the undeniable success of a five-million-dollar capital campaign, Sacred Heart broke ground for a new School Center, in line with the challenges and pace of 21<sup>st</sup> century learning. The School Center was completed in the summer of 2019 and was occupied by administrators, faculty, staff and students at the beginning of the 2019-2020 school year. The main office of the school was renovated and renamed The Heart of the Academy, a collaborative space for faculty and students.

In August of 2021 Sacred Heart Academy students began accessing the Bloomberg Terminal/Bloomberg Finance Lab that is used by leading business and financial professionals worldwide. The Bloomberg Terminal is a software platform that provides real-time and historical data, market moving news and analytics to help leading businesses and financial professionals worldwide make better informed decisions. Sacred Heart Academy's subscriptions to the Bloomberg Terminal will serve as a resource for students, faculty and staff. It will enable students to become familiar with tools used in financial services and reinforce classroom theory.

During the 2022-2023 school year, Sacred Heart Academy entered an understanding with University of New Haven (UNH), Southern Connecticut State University (SCSU) and Albertus Magnus College for the purpose of enhancing the post-secondary educational opportunities for Sacred Heart Academy students. As part of this collaboration, SHA students will be able to experience college courses over summer and earn college credits during the school year upon successful completion of our dual enrolment course offerings.

As Sacred Heart Academy grows, the warmth and concern which had been so much a part of the early years endure, making that spirit a distinctive characteristic of the school. Dedicated religious maintain a strong presence within the educational facilities founded by their congregation. Together with lay faculty and staff, they continue the tradition of quality Catholic education. Approximately 7,000 young women have shared in the Sacred Heart Academy experience, and the identity of the school continues to be representative of the people who comprise it, who are faithful to its past, committed to its present, and eager for its future.

## Administration and Staff

President.....	Sr. Sheila O’Neill, ASCJ
Principal .....	Sr. Kathleen Mary Coonan, ASCJ
Assistant Principal .....	Dr. Sibani Sengupta
Administrative Support.....	Sr. Judith Musco, ASCJ
<b>Dean of Students &amp; Athletic Director.....</b>	<b>Mr. Ray Degnan</b>
Director of College and School Counseling.....	Mrs. Kerry Alexander
<b>Director of Institutional Advancement .....</b>	<b>Ms. Amy Caplan</b>
Media Specialist.....	Ms. Maureen Hayes
Director of Finance.....	Mrs. Maria Cammarota
Assistant to the Director of Finance.....	Mr. Ray McGrath
Director of Enrollment Management.....	Mrs. Kara McGuire Redente
Database Manager.....	Mrs. Maura Coppola
Office Manager.....	Mrs. Cindy Tracz
Advancement and Alumnae Coordinator .....	Miss Yolanda Melendez
College and School Counseling Secretary.....	Mrs. Cheryl Celentano
Student Life and Events Coordinator.....	Mrs. Jennifer Raccio
Director of Digital Content.....	Mrs. Sue Bonaventura
<b>Communications Manager.....</b>	<b>Ms. Julie Spillane</b>

## School Phone Numbers

Main Number:	203-288-2309
Direct Extension Number:	203-287-8181
Fax Number:	203-230-9680
Web Address:	<a href="http://www.sacredhearthamden.org">www.sacredhearthamden.org</a>

SACRED HEART ACADEMY TEST CODE NUMBER 070-263

All club and organization meetings are indicated on the calendar found in onCampus on the appropriate days. Meeting days do not change unless it is absolutely necessary.

The schedule of athletic events is found on the SHA website under athletics.



## Academic Policies

### Graduation Requirements

Sacred Heart Academy is a Catholic, college preparatory school for young women. All students must meet all course and attendance requirements to graduate from Sacred Heart Academy. These requirements include eight semesters of attendance in high school and the completion of 27 credits distributed as follows:

<u>Department</u>	<u>Required Credits</u>
Business Education/Interdisciplinary	0.5
English	4.0
Fine Arts	1.0
Foreign Language	2.0 (Consecutive Years)
Mathematics	4.0
Physical Education	1.0
Theology	4.0
Science	3.0
Social Studies	3.0
Electives	4.5
Total Required Credits	27.0

- Freshmen are pre-registered for 7.0 credits.
- Each year a student shall register for a minimum of 6.5 credits.
- All students are required to make a yearly religious retreat.
- All sophomores are required to complete a service component to pass Theology II.
- Any requested deviations from any of these requirements necessitate permission from the Principal or the Assistant Principal.

### Quality Point and Grading Systems: Grading Factors, Academic Honors

A) Quality Point System: Sacred Heart Academy uses a Quality Point (QP) system to rate courses into one of three categories: college preparatory, honors or advanced placement. The Quality Point rating for a given course depends on factors including its overall difficulty, the depth of the material covered, and course requirements as determined by the department. Applicable letter grades earned in each course are weighted based on the category of the course to calculate a student's overall grade point average, in accordance with the Quality Point rating table that follows. **All students enrolled in AP/ECE/EC courses are required to take the AP/ECE/EC exam administered by the College Board/UCONN/SCSU to receive AP/ECE/EC course Quality points and credit from Sacred Heart Academy. A student who fails to take the AP/ECE/EC exam will have the AP/ECE/EC designation for the course removed from her grade report and transcript and this will impact all her grade and GPA calculations.** A student's grade point average for a given semester is computed by dividing the Quality Points earned by the number of courses.

Students are expected to maintain an overall grade point average of at least a 2.0 during their entire enrollment at Sacred Heart Academy. Students who do not maintain at least a 2.0 grade point average at the end of a semester or school year will be placed on Academic probation for the next semester or may be asked to leave Sacred Heart Academy.

2023-2024 Grading Scale

College Prep.			Honors			AP Courses		
97-100	A +	4.33	97-100	A+	4.67	97-100	A+	5.00
93-96	A	4.00	93-96	A	4.33	93-96	A	4.67
90-92	A-	3.67	90-92	A-	4.00	90-92	A-	4.33
87-89	B+	3.33	87-89	B+	3.67	87-89	B+	4.00
83-86	B	3.00	83-86	B	3.33	83-86	B	3.67
80-82	B-	2.67	80-82	B-	3.00	80-82	B-	3.33
77-79	C +	2.33	77-79	C+	2.67	77-79	C+	3.00
73-76	C	2.00	73-76	C	2.33	73-76	C	2.67
70-72	C-	1.67	70-72	C-	2.00	70-72	C-	2.33
67-69	D +	1.33	67-69	D +	1.67	67-69	D+	2.00
65-66	D	1.00	65-66	D	1.33	65-66	D	1.67
Below 65	F	0	Below 65	F	0	Below 65	F	0

B) Course Selection/Placement: Students are encouraged to choose challenging courses that realistically reflect their abilities in the given subject matter. While a teacher’s recommendation may be helpful to the student during course registration, the prerequisites for the course will be the sole determinant of the student’s eligibility for the course in question.

C) Grading Criteria: In determining the grade in each course, teachers will consider the following, non-exhaustive list of factors: tests, quizzes, written, oral and other assessment scores, including both a midterm and final exam; daily and other regular homework assignments; and class participation. The final letter grade is calculated based on a cumulative numerical average. A student may always seek clarification of a grade from a teacher. A grade of “Inc” (Incomplete) will be assigned when extenuating circumstances

cause a student to fail to meet one or more requirements for the course. All work that was not completed due to extenuating circumstances is expected to be completed within two weeks of the end of the semester.

- D) Books, Materials, Supplies for Class: Each year a textbook list is published for the courses offered at Sacred Heart Academy. Students are expected to purchase or rent the book(s) needed for each class. During the first cycle of classes, teachers may also inform students of materials and supplies that are necessary for class. If a student fails to purchase the book(s) for class by September 18<sup>th</sup>, 2023 or January 22<sup>nd</sup>, 2023, she will not be permitted to attend class until the book(s) is purchased. A student who chooses to come to class without the materials and supplies needed for class may have points deducted from her grade for that class day.
- E) Grade Reporting: Report cards may be viewed online via OnCampus at the end of each semester. Report card grades will only be changed/modified within a month of the end of first or second semester. If a student is required to attend summer school, the report card grade will be updated at the end of summer school. Parents or guardians may use their assigned login credentials to view their daughter's grades at any time. Sacred Heart Academy will not issue notifications of grades beyond reporting them via OnCampus, and it is the parent's or guardian's responsibility to monitor a student's progress.
- F) Academic Honors: Academic honors are awarded at the end of the first semester and at the end of the academic year to a student who has achieved a grade point average of 3.5 or higher during the applicable semester or year. High honors are awarded at the first semester and at the end of the year to a student who has received a grade point average of 3.8 or higher during the applicable semester or year. For seniors, academic honors are bestowed at Honors Convocation in May based on the four year cumulative average (until the first week of May; honors for underclassmen are presented in September each year based on the prior two semesters.
- G) Inclement weather: Inclement weather may make it necessary to cancel classes for the day. Students are expected to complete assignments posted by teachers on onCampus on days when school is cancelled. Consideration will be given to students who may not be able to do work because of power outages and other situations beyond their control.
- H) National Honor Society: Sophomores and juniors with a cumulative grade point average of 3.8 or higher are eligible for, but not guaranteed, membership in the National Honor Society. After the first semester of the year, the Assistant Principal sends a list of tenth and eleventh grade students who are eligible for membership in the National Honor Society based on their cumulative grade point average to the National Honor Society moderators. Students apply for membership and the selection of students is made solely by a Faculty Council appointed by the Principal. Selection is based on scholarship, leadership, service and character.
- I) No Class Rank: Sacred Heart Academy students are never formally ranked by their grade point averages and therefore, there is no class rank to report to colleges and universities.

However, Commencement and Honors Convocation speakers are determined by students' grade point averages for credits earned while at Sacred Heart Academy, for a period equaling no fewer than three full academic years (six semesters).

## Academic/Athletic Probation

### Academic Probation:

Any student whose average in two or more courses falls below a 68 will be placed on academic probation. In addition, any student whose grade point average falls below a 2.0 at the end of the semester will be placed on academic probation for the following semester. Students placed on academic probation may not be permitted to participate in Sacred Heart Academy clubs, activities or athletics, which meet on a regular basis and must go to the library for all study periods. The Director of Student Learning will meet with any student on academic probation, her parent(s)/guardian(s) and her teachers to develop a plan for improved academic performance. A student's eligibility may be restored at the collective discretion of the Principal and the Director of Student Learning, upon demonstration of renewed commitment to and improved academic performance. Where there are questions about a student's removal from academic probation, the final determination will be made by the Principal. A student whose final year grade point average is below a 2.0 may be dismissed from Sacred Heart Academy at the discretion of Principal.

## Failure in a Required Course

If a student fails a required course, she will be required to repeat the course in the next semester or academic year. Repetition may be avoided (and credit retroactively awarded) in circumstances where the student had prior approval from the Principal or Assistant Principal to enroll in and has successfully completed an approved summer school program. If a senior does not complete the required coursework and earn the credits needed for graduation, she will not receive her diploma. The diploma will be awarded when the coursework is successfully completed, and the credits needed for graduation are earned.

## Late Work, Tests and Examinations:

- I. Late Work: Any assignment that is not turned in on the due date is considered late and must be completed within one academic cycle. Each department has a policy on how late work will be graded. The student will earn a zero for the assignment if it is not completed and submitted within one academic cycle and may not make up this assignment. All semester assignments must be completed and submitted on or before the last day of the semester.
- II. Make-Up Work: Students with absences from class must make up any work and assessments that have been administered during their absence within one letter cycle after their return. Sacred Heart Academy strongly discourages family vacations that

will cause a student to be absent from school. It is the responsibility of the student to check with her teachers regarding missed work. The Director of Student Learning and the School Counselors will support students who are absent for an extended period.

- III. Changes to Examination Schedule: Late examinations are only permitted when a student provides the Director of Student Learning with a doctor's note of illness or a note reporting the death of an immediate family member. No other excuse is permitted and failure to otherwise take an examination at its scheduled date and time will cause a student to receive a grade of zero for the examination. If the later examination is permitted, the student may temporarily receive a grade of "Incomplete" until the examination and any additional course work are completed to the teacher's or teachers' satisfaction.

## Changes to Student Schedule

Changes to a student's schedule are permitted only after she has 1) consulted the Assistant Principal and her School Counselor; 2) completed the requisite schedule change form obtaining signature approvals from the teachers whose courses will be dropped and added and from her parent(s)/guardian(s); and 3) ordered and paid for textbooks and other materials for the course to be added. Sacred Heart Academy will assess a \$25 processing fee for each course registration made after a predetermined date in June for the next academic year. A semester course may only be dropped if formally requested before the end of the first letter-calendar cycle of the semester and no request will be granted to change from one section of a course to another section carrying the same code number. No required course may be dropped. Withdrawal from a course is designated on a student's transcript but with no indication of the grade-to-date. Finally, the administration reserves the right to cancel any course lacking adequate enrollment.

## Attendance Policies

- I. Schedule and Cancellation/Delay/Early Dismissal: Sacred Heart Academy, absent weather or other emergency related delays, opens each school day at 7:00am; however Sacred Heart Academy is not responsible for student supervision until 7:45am. The regular school day begins at 8:00am and ends at 2:10pm. Teachers are available in assigned classrooms each regular school day from 2:10-2:40pm. Buses leave the school at 2:17pm and all students waiting for rides must be in the student commons after 4:30pm. Announcements of school cancellation, delayed opening or early closing because of inclement weather or other circumstances will be made through the IRIS(Immediate Response Information System) alert system. Accordingly, please ensure that phone numbers and e-mails are up-to-date with the Main Office.
- II. Attendance: Sacred Heart Academy requires consistent daily attendance by students, which parent(s) and guardian(s) are expected to support and reinforce. Absences and tardy

arrivals are recorded on the student's permanent record as unexcused, however the reason for the tardy/absence is recorded in the student's file. The following additional attendance rules apply:

- Daily attendance is taken at the beginning of the day in homeroom and at the beginning of each class period. A student who reports to homeroom after the bell rings is considered tardy and will not be admitted to class until she has obtained a tardy slip from the Main Office.
- **Five tardies** for homeroom automatically merit a detention; **ten tardies** for homeroom merit parent notification and a day of in school suspension (the day after the tenth tardy is given); **fifteen tardies** for homeroom merit parent notification and a day of school on the Saturday following the day on which the fifteenth tardy is given and **twenty tardies** for homeroom merit parent notification and two days of in school suspension(the two days after the twentieth tardy is given). *If a student receives more than 20 tardies, this process is repeated. The tardy count is cumulative throughout the school year.*
- Homeroom teachers will keep track of tardies and absences and their consequences.
- Parent(s) and guardian(s) must contact the Main Office by 8:30am when a student is absent from school. If this is not done, the Main Office will contact the parent(s) or guardian(s) to determine the whereabouts of the student.
- Reasons for a student absence include:
  - Illness
  - Emergency medical or dental appointments
  - Serious home emergencies such as the death or serious illness of a family member
  - Approved Senior College days for seniors
- If a student is not in a class for at least 60 minutes' duration, she is considered absent from that class. An absence of two class periods in a single school day constitutes a half-day absence. An absence of more than two class periods in a single school day is considered a full-day absence.
- If a student misses five consecutive school days, she must obtain a doctor's note explaining her absence and justifying her return to school, before returning to school.
- *If a student exceeds eight absences in a semester course, her semester grades in the affected courses will be dropped by ten points. If a student misses fewer than 8 classes in the first semester of a full year course, her absence count will be cumulative – so when the student exceeds 16 absences, her 2<sup>nd</sup> semester grades in the affected courses will be dropped by 10 points. In both instances, the teachers will discuss this with the administration so that a formal note can be sent to the student and her parents.*
- Full attendance is required on retreat and other special days. On exam days, attendance is required only during those periods when a student is scheduled to take an exam.
- If a student skips a day of school or individual class(es), she will be required to come to school, in uniform, on a non-scheduled school day.
- A student who misses a test or quiz due to a late arrival or appointment must make up the test or quiz before the next class meeting, irrespective of extracurricular commitments. It is the student's duty to make the applicable make-up arrangements

with the teacher(s).

- A student is responsible for completing all assignments given while she is absent from school and she must complete those assignments within one letter-calendar cycle of her return to school. Any assignments given *before* her absence are due on the regular date designated by the teacher, *not* on the day the student returns. *Exceptions may be made due to long term absences.*
- If a student misses five consecutive school days, she must obtain a doctor's note explaining her absence and justifying her return to school, before returning to school.
- Early dismissal will be granted to a student only with a written and signed note from the parent(s) or guardian(s) on the day the student is to be dismissed. The note must be submitted to the Main Office at the beginning of the day. All students who are approved for early dismissal must also report to the Main Office before leaving Sacred Heart Academy.
- Scheduling medical or dental appointments during the school day is strongly discouraged. If it is unavoidable, the student is responsible for completing all assignments by the day after the appointment.
- Students may only participate in athletics or other extra-curricular activities if they have been in school for a full day the day of the activity or in school the previous day if the activity falls on a weekend.
- Class retreats are made once a year. All students are expected to participate regardless of their religious affiliation. This is a graduation requirement.

## Student Discipline and Responsibilities

Sacred Heart Academy's primary concern is the student and her growth, and as such, Sacred Heart Academy seeks to provide all students with an environment conducive to academic endeavor, social growth and self-discipline. Sacred Heart Academy will apply formal investigatory procedures when appropriate, impose disciplinary sanctions on a student when it believes her conduct has interfered with the health, safety or other rights of any community member or otherwise violated explicit policy or reflected poorly on Sacred Heart Academy and its ideals. Discipline is not intended to punish; Sacred Heart Academy further seeks through behavior modification and feedback to develop students' problem-solving skills in personal and academic matters.

### Honor Code

In the light of its philosophy as both a school and faith community, Sacred Heart Academy is committed to working with and caring about each student as an individual person and to maintaining a wholesome Christian environment based on Catholic principles, values, attitudes and ideals. Each Sacred Heart Academy student is expected to live up to high standards of personal integrity and respect for others and the community, expectations exemplified by Sacred Heart Academy's Honor Code. The principles articulated in the Honor Code are further elaborated in the first person below and a violation of the Honor Code will serve as grounds for discipline, up to and including dismissal from Sacred Heart Academy. The standards of citizenship at Sacred Heart Academy are based on Christian ideals for both self and community as stated in the Honor Code.

*"As a student and a member of the Sacred Heart Academy community, I promise to uphold the tradition of honesty and fairness that this community has taught since 1946. I will be truthful. I*

*will be respectful of others, their property and their opinions. I promise to foster these values in the community.”*

A) Honoring Myself:

*As a member of the Sacred Heart Academy community, I promise to conduct myself in an honest, considerate and respectful manner, and to accept fully the responsibility of contributing to an atmosphere of truth, justice and fairness at Sacred Heart Academy. I will be truthful in word, deed and intention. I will be honorable in my pursuit of knowledge and will work independently and conscientiously to maintain a level of achievement commensurate with my ability. I will make profitable use of scheduled and unscheduled learning time in class, the library, and co-curricular activities. I will make sincere efforts to develop my God-given gifts and talents and will hold fairness and integrity in the highest esteem.*

B) Honoring Others:

*I will do my part in helping to create a Christian, caring atmosphere and will be considerate of and sensitive to the needs and rights of others. I will respect the property of others and will recognize and respect the differences among students at Sacred Heart Academy. I will support and encourage the efforts of others to work to their spiritual, personal and academic best. I will respect and honor both teachers and students, reflecting kindness and God’s love toward all members of the community.*

C) Honoring the Community:

*I know that as a Sacred Heart Academy student, whether in uniform or not, my words, actions and appearance represent the school. I will uphold the spirit of the school as established by the administration and the faculty and staff, both on and off Sacred Heart Academy grounds. I will respect the property of Sacred Heart Academy and will help maintain the beauty of both its buildings and grounds. I will abide by those specific rules that Sacred Heart Academy has decided are integral to the spirit and quality of life both in our school community and the community at large.*

## Codes of Conduct

### Academic Honesty

Honesty is fundamental to education and dishonesty explicitly violates the Sacred Heart Academy’s Honor Code. Examples of academic dishonesty include but are not limited to:

1) Plagiarism, that is, the *unacknowledged use* or *deliberate misuse* of another person’s words or ideas. If you directly use another person’s actual words in your own writing, you must use quotation marks and properly attribute them to their author. If you rely on another person’s ideas without directly quoting them (e.g., by summarizing them using your own words), you must still properly attribute the ideas to the thinker. If you cannot decide whether attribution is necessary, assume that it is; it is a critical component of honesty to acknowledge when words and ideas either fully or partially belong to someone else. Recognize that sources that must be credited include not just those that are published. For example, words and ideas in unpublished form on the Internet are just as capable of being plagiarized as are those appearing in a published book. Sacred Heart Academy and its faculty reserve the right to use computer software designated to detect whether a student’s work contains plagiarized material. Sacred



Heart Academy holds a license for “Turnitin” software that students may use to assess any paper themselves prior to submission in order to analyze thoroughly the paper for proper crediting of material.

2) Sharing with another or using unauthorized notes or other aids, or copying from or being influenced by another student’s work, during a test or in writing a paper or doing any other homework assignment. Giving unauthorized aid includes texting or otherwise electronically transmitting assistance to another student.

3) Misusing computers in academic work, including but not limited to: making unauthorized entry or use (e.g. accessing a password-protected account or folder that is not one’s own); vandalism directed at rendering a computer or system unusable by other individuals; abusive use (e.g. sending electronic file message with inappropriate language or content); using translating apps/software or translations of texts studied in class without explicit permission from the teacher; or otherwise making use of computers in a manner that reflects poorly on Sacred Heart Academy or the student as a representative of Sacred Heart Academy.

4) Submitting the same work for credit to more than one teacher without the permission of both teachers. *If there is any doubt, ask both or all teachers before submitting the work in question.*

If a teacher deems that any student has violated the “Academic Code of Conduct”, as described above in 1 through 4, the student will receive a zero for the entire assignment/assessment. The teacher will discuss this with the student(s) concerned and notify the parents and the administrators.

### Student Behavior

In accordance with its mission, Sacred Heart Academy seeks to strengthen and support the desire of all students to learn, a commitment to academic integrity and a sense of responsibility to self and others. The following expectations regarding student conduct are built on an acceptance of personal responsibility for a student’s conduct and the belief that individual freedom requires the exercise of individual responsibility. The expectations are intended to serve the welfare of all community members and support Sacred Heart Academy’s mission and reputation, as well as its Catholic heritage. The code prescribes rules and regulations not just of Sacred Heart Academy, but those derived from federal, state and local laws. These rules and regulations inform acceptable behavior both on and off Sacred Heart Academy property and their violation will result in discipline by Sacred Heart Academy.

1) Behavior at School Events: Students must wear appropriate attire to school events, including but not limited to religious activities (e.g. liturgies, para-liturgies and devotional programs), parent-daughter events, mixers, dances including prom and field trips. Classes, clubs and organizations are asked to clear music choices with the class moderator. Students must refrain from forms of dancing at school mixers and dances that they know to be prohibited or otherwise are told to cease by a faculty member or

other chaperone. Students attending events at other schools are expected to behave according to the same expectations as at a Sacred Heart Academy-held or sponsored events.

2) Drugs: The possession, use, sharing or sale of alcohol, narcotics, other drugs or controlled substances (collectively, “drugs”) by students in any non-exempt, medically unapproved capacity is strictly prohibited both on and off school grounds. Whether on or off school grounds, illegal drug use adversely affects a student’s school performance and jeopardizes the safety of other students, faculty, staff, family, community members and school and community property. Students arrested for drug activity will be considered to be in violation of Sacred Heart Academy’s drug policy. For purposes of the foregoing, “controlled substances” include any illegal substance or drug not prescribed for current personal treatment by a licensed and accredited physician or a drug that is so prescribed for current personal treatment but is shared with a person to whom it is not prescribed. Students currently undergoing prescribed medical treatment that includes a controlled substance must report this treatment to the School Nurse. The prohibited possession, use, sharing or sale of drugs may be determined by direct observation; by tested measurement of detectable levels of drug in the body (including a random testing program or testing conducted based on reasonable suspicion of prohibited use); or by search of a student, her possessions or her locker based on reasonable suspicion that a student has violated the law and limited in scope to the circumstances justifying the search. A student is required to submit to drug testing as ordered in accordance with the preceding sentence. The disciplinary consequences of a student’s violation of this drug policy are in Sacred Heart Academy’s sole discretion and depend on the nature of the violation and include disciplinary probation. Students violating the policy will typically be referred to a trained drug counselor for a required assessment interview. Finally, the administration may be required to report a student’s illegal activity to the police or other authority.

3) Truancy: Unless appropriately excused, students are expected to be in school every day for the full time it is in session. The following are examples of unacceptable behaviors subject to discipline: a) excessive absenteeism; b) excessive tardiness; c) unexcused absence (i.e., skipping); and d) leaving Sacred Heart Academy property during school hours without the Principal’s permission. Students who intentionally skip a day or part of a day will be required to make up the missed time on a non-school day chosen by the Principal. Normally, after a student has missed the equivalent of five school days during one semester, she will meet with the Principal to discuss a plan for improving her attendance habits.

4) Bullying and Harassment: Bullying, intimidation and harassment are strictly prohibited by Sacred Heart Academy, whether committed in person or electronically, on or off campus, during and outside of the school day. Bullying, intimidation and harassment are also actions contrary to the teaching of Jesus Christ, including the fundamental tenet to “Love your neighbor as yourself.” These actions disrespect the dignity of the other, undermine the Christian mission and vision of Sacred Heart Academy and destroy the safe and caring learning environment we as a community

strive to build together. For purposes of this policy, “bullying” means any action(s) by a student or a group of students directed against another member or members of the community, with the intention to ridicule, humiliate or intimidate the other community member(s). Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, cyberbullying, teasing, putdowns, name-calling, threatening looks, gestures and actions, cruel or slanderous rumors, false accusations and social isolation. For purposes of this policy, “harassment” means unwelcome oral, written or physical contact directed at another person or another person’s characteristics including but not limited to race, color, ethnic origin, sex, sexual orientation, religion or disability. Harassment includes unwelcome touching, derogatory comments and physical, verbal or emotional threats.

5) Other Prohibited Behaviors: The following is a non-exhaustive list of additional prohibited behaviors that will subject a student to discipline:

- a. Theft, deceptive use, vandalism or deliberate destruction of Sacred Heart Academy property. Restitution will be required for objects stolen, damaged or destroyed.
- b. Organizing or attending an unauthorized gathering on Sacred Heart Academy property;
- c. Physically or verbally threatening or assaulting another person (including fighting);
- d. Sending or posting e-mail or other messages (e.g., by any form of social media) that bully, insult, demean, distress, harass or intimidate another person);
- e. Disrespect of faculty, students, staff or other members of the community, by disruptive behavior, insubordination, disobedience to authority, dishonesty or harassment;
- f. Possession of or access to immoral or pornographic material;
- g. Inappropriate public display of affection, as determined by the faculty and administration;
- h. Sexual harassment;
- i. Use of obscene language (written or spoken);
- j. Smoking. Students are prohibited from smoking cigarettes or e-cigarettes, or using tobacco products, at school or at off-campus school functions or while in uniform;
- k. Vaping in school and at school events or on school property;
- l. Any form of gambling;
- m. Other conduct on or off campus that detracts from the reputation of the school, including but not limited to disturbing the peace, being arrested or otherwise engaging in immoral behavior;

### Student and Family Responsibilities

In addition to the Honor Code and codes regarding Academic Honesty and Student Behavior, Sacred Heart Academy expects the following responsibilities of students and their families.

- 1) Dress Code: Sacred Heart Academy subscribes to a uniform dress code generally requiring that an official uniform be worn daily in a manner showing professional and respectful decorum. Uniforms must be worn at all times and be neat, clean and in good

condition. The official uniform consists of a gray and maroon plaid skirt, long or short sleeve white SHA banded polo shirt, gray or black opaque tights or solid gray or maroon knee socks, dark brown, black or **gray** soft-soled shoes. Students may also wear a SHA gray zipper fleece, a maroon SHA sweater, gray SHA leggings **and** white no show socks with their uniform. Slippers, knitted shoes, clogs, sandals, sneakers, shoes with fur and boots are not permitted. No croc-like shoes are allowed for safety reasons in the science labs. Shoes are to be worn at all times. Non-uniform articles of clothing: printed or colored tee-shirts under the uniform, sweatshirts, scarves, or items other than what is listed above are not permitted. Pajama bottoms or other pants are not allowed under the skirt from 8:00 a.m. to 2:10 p.m.

2) Hats, hoods are prohibited in school. For dress down days, students may wear casual clothing – jeans, sweat pants and shirts, skirts, pants and dresses. All clothing should be clean and free of holes. No wording or pictures that are offensive to the mission of Sacred Heart Academy are permitted. Very baggy or very tight clothing is not appropriate for school. Short shorts or skirts/dresses and tank tops or shirts with only straps less than 2 inches may not be worn in school. No exposed undergarments, midriffs and short shirts that do not completely cover the student’s stomach and back may be worn. Shirts must completely cover shoulders.

3) Student Identification: Each student must present her identification card to use materials and reserve library books. A lost or destroyed card must be reported to the Main Office and a replacement card will be issued for a charge.

4) Student Tuition: **Any student who has an outstanding tuition balance of three months or more, may not participate in athletics and any other co-curricular activity.**

Visitors: A student may have a visitor attend classes or other Sacred Heart Academy events with her with the Principal’s permission obtained 24 hours in advance. Visitors must register with the Main Office and wear a name badge. Unidentified persons will be removed from the school and should be reported immediately to the Main Office.

5) Cell Phone Policy: **Sacred Heart Academy teaches and promotes appropriate digital citizenship. Cell phones, air buds and apple watches may not be used during class times. While in class, students will be asked to place their cell phone, air buds and apple watches in a container in the front of the classroom. At the end of the class, the student may take her device(s) from the container. The intent of this policy is to support the students academically, to help them stay more focused and engaged in learning, to remove a major temptation and distraction and to promote face to face social interaction and connection.**

If a student chooses to use her cell phone, air buds and apple watch without permission during any of her classes she will receive a detention, have the device temporarily confiscated and be responsible for a \$5, \$10, \$15 fine, depending on the frequency of the rule violation.

If violations are repeated, a student may lose her privilege of having a cell phone, air buds and an apple watch in school.

If a parent needs to get a message to a student or talk to a student, they may call the main office and the message will be given to the student.

6) Quiet Areas: Sacred Heart Academy must remain conducive to study, and as such, students must demonstrate courtesy to each other in every area of the school, which obligates them to remain quiet in areas designated for quiet study.

7) The HEART of the Academy is a collaborative space for the student body and faculty. It was established to provide students with a comfortable area where they can seek HELP from their teachers and fellow students. There are small, private conference areas for groups or clubs to ENGAGE in conversation and open collaboration space for informal meetings. Teachers can use this workspace to ASSIST students with homework and inspire their creativity and innovation. With RESPECT and TRUST for one another, our community will utilize this space to continue striving towards our motto – ever higher.

8) Food and Drink: Food and drink are permitted only in the cafeteria. Water is permitted in classrooms except in the science laboratories and the student commons. Each student must leave her area of the cafeteria clean and in order.

9) Illness and Medications: An ill student must first inform her teacher then go to the School Nurse (if the nurse is unavailable, the student must report to the **Main Office**). A student may only return to class with a signed note from the nurse admitting her to the class; otherwise, after a maximum duration of one class period, she must follow the necessary procedure for dismissal. Any student taking either a prescribed or over-the-counter medication must have a medical authorization form on file in the Nurse's Office. Medications will be kept in a locked file in the nurse's office. If a student requires emergency medical attention, she will be taken to the hospital recorded in her file (or if unspecified, to Yale New Haven/St. Raphael), accompanied by an adult, and parent(s) or guardian(s) will be contacted as soon as possible. It is the family's responsibility to maintain with the Nurse's Office current emergency procedure information, including emergency contacts and medical care preferences.

10) Accidents: Any accident in the school building, on school grounds, or at any school-sponsored event must be reported to the person in charge of the event or to an administrator as soon as practical after its occurrence. A student who does **not** promptly report an accident puts both herself and the Sacred Heart Academy at risk of losing important information regarding the accident and preventing further accidents from happening.

11) School Property: Students may not use school property or equipment without permission from a faculty member or administrator. The student and her family are responsible for damage to school property that they cause directly or indirectly.

12) Lockers: Student lockers are considered school property and are subject to search by school officials based on reasonable suspicion that a student has violated the law and limited in scope to the circumstances justifying the search. Lockers must be kept locked by students at all times: the Academy is not responsible for stolen property. Students may use backpacks, book bags and rolling bags to carry their laptops, books and school supplies.

13) Parking and Transportation: Sacred Heart Academy has a limited amount of parking on campus. At the beginning of the school year only seniors and juniors may drive to school and park in the lower parking lot or in a designated spot at the Clelian Center. Sophomores who are eligible to drive to school may apply for and be issued a parking permit if parking spaces are available. Parking permits must be displayed at all times. Any car parked in violation of these rules is subject to towing at the owner's expense and repeated violations will cause a student to lose parking privileges. Other violations include driving above posted speed limits; ignoring stop signs, directional signs or speed bumps; or otherwise engaging in irresponsible driving behavior that endangers the safety of themselves and others. First Student Bus Company and Winkle Bus Company transport students to and from Sacred Heart Academy.

Parent(s) and guardian(s) **dropping students off at the beginning of the school day** are encouraged to do so in front of the new building. Parent(s) and guardian(s) who are picking up students **before 2:30pm** are asked to pick up students in the back of the school building by the music room. If parent(s) and guardian(s) are picking up students **after 2:30pm**, they may do so in front of the new building.

14) Dismissal: Busses leave Sacred Heart Academy at 2:17pm each day and student drivers not remaining at school for after school activities will leave at 2:20pm. Students may not otherwise leave the school building during school hours without the permission of an administrator.

15) Use of the Gymnasium/Gagliardi Fitness Center: Students may only use the gymnasium or fitness center with the permission of the administration and when supervised by a faculty or staff member.

16) School Dances: No student will be permitted to enter a dance later than one half-hour after it begins or leave sooner than one half-hour before it ends. Any student or person accompanying her who leaves a dance will not be readmitted. At all dances students will be properly attired and will (along with any person accompanying her) demonstrate appropriate behavior. Sacred Heart Academy's policy on drugs will be enforced. Sacred Heart Academy will notify parent(s) or guardian(s) of any student who violates a school rule at a dance or who arrives late or leaves early. In order to attend a dance, a student must be in school for the full day of the dance and for the full day preceding a weekend dance.

17) Tuition and Financial Aid: A nonrefundable tuition deposit must be received by Sacred Heart Academy by the date designated each spring in order to secure a student's enrollment for the next academic year. The balance of tuition must be submitted

according to a plan of the SMART Tuition program. If a family fails to make a required tuition payment, until the failure is corrected, Sacred Heart Academy will; a) disqualify the student from participation in field trips; 2) decline to send the student's transcript to colleges or transfer schools; 3) remove online access to the student's grades and schedules. The Sacred Heart Academy Endowment Fund supports need-based scholarships for students, for which a family may apply via the online FAST application.

18) Parents' Club: The SHA Parents' Club (formerly known as the Mothers' Club and the Fathers' Club) works closely with the SHA Advancement Office to foster a strong sense of school community amongst all parents and provide meaningful opportunities to strengthen parent connections with each other and the School, build pride and continue to honor longstanding traditions of Sacred Heart Academy. Mark Michaud P'20, '23 and Elisa Colonis P'22, '25 are the Co-Chairs of the SHA Parents's Club efforts. Each parent is automatically a member of the Parents' Club when the student is enrolled in the school. Parents are our most valued ambassadors throughout the greater community and an invaluable part of our school. Their volunteer efforts and support of the school enhance the educational experience of Sacred Heart Academy students.

The work of the Parents' Club is focused on four main areas:

1. Parent Engagement and Volunteer Opportunities
2. School Traditions and Events
  - Freshmen Commissioning
  - Mother/Daughter and Father/Daughter Liturgies
  - Junior Ring Ceremony
  - Baccalaureate Mass
3. Parent Fundraising (Annual Fund, Auction and Golf events)
4. Parent Ambassadors (supporting admissions efforts)

SHA Parent's Club hosts monthly meetings and the agenda often includes presentations by various school leaders of faculty, in an effort to continue to educate our parents about the many exciting things happening at SHA.

### Disciplinary Action and Investigatory Procedure

Investigations of Alleged Misconduct: A student accused of violating the Honor Code, accused of academic dishonesty or violating a code of student conduct will undergo an investigation in accordance with the following procedures:

- a) The person who observed the alleged violation will report the accusation in writing to the **Dean of Students** who will inform the student and her family of the accusation.
- b) The student will be permitted within 24 hours of receiving notice of the accusation to respond to the accusation in writing to the **Dean of Students**.
- c) The Dean of Students, after reviewing the written accusation and response (if any) will in his sole discretion make a determination whether the student has committed an honor or conduct violation. However, in so making his determination, the Dean of Students *may* call a meeting of the administrators to discuss if the contemplated consequence of the violation will be suspension or expulsion from Sacred Heart Academy.
- d) In addition to considering written report(s) of the violation and the student's response, the administrators may call confidential witnesses to the alleged behavior. The

- administrators will make a decision about whether a violation has been committed and what discipline will be imposed.
- e) Sacred Heart Academy strictly prohibits retaliation by a community member due to the making of an accusation of misconduct, a finding of guilt or innocence in respect thereof, or participating in an investigation thereof. Concerns of actual or threatened retaliation should be reported to the Dean of Students at once.

### *Disciplinary Consequences:*

Upon a reasonable suspicion of inappropriate activity that may subject a student to any level of discipline or in the interests of the safety of students, faculty and staff, the Dean of Students and his/her designee may search student desks, lockers, personal belongings and anything brought onto school property including, but not limited to handbags, purses, backpacks, clothing, cell phones or other electronic devices and the content within such devices such as emails, photos, messages and other information. The Dean of Students may seize any such items and retain them until the end of the school day or longer. The Dean of Students in conjunction with the Principal will have the prerogative to turn over any such items to the police if there is evidence of illegal activity. The following is a non-exhaustive list of disciplinary consequences that may be imposed upon a student who is found to have violated a Sacred Heart Academy rule.

- a) Academic: A student who has plagiarized or otherwise cheated is subject to receiving a grade of zero on the applicable assignment(s), with no make-up work permitted. The consequences of cheating may apply equally to students giving unauthorized assistance as to those receiving unauthorized assistance.
- b) Detention: Any teacher may issue a detention for the following, non-exhaustive list of infractions. The date a detention must be served from 2:10-2:50pm is set by the issuing teacher or administrator. Extra-curricular activities, athletic practices and events, work or transportation difficulties are **not** valid excuse(s) for failing to serve a detention. A detention not served automatically earns a second detention to be served the day following the first, and repeated failures to serve detentions merit intervention by the Principal. Infractions warranting a detention include but are not limited to:
- Non-compliance with the Sacred Heart Academy dress code.
  - Improper behavior during class, lunch, assemblies, liturgical functions or other school gatherings.
  - Eating outside the cafeteria and/or during any non-approved time or carrying beverage containers outside of the cafeteria during the school day. Students may carry water during the day in all rooms except for the science labs and the student commons.
  - Lunch tables left unclean after lunch period or after school.
  - Excessive tardiness for homeroom/classes.
  - Misuse of the materials and resource centers, classrooms, laboratories, library, student commons, the HEART or not respecting these areas as study areas (silent/quiet as appropriate);
  - Writing or otherwise/destroying desks, furniture, rugs or any other Sacred Heart



- Academy property.
  - Disrespectful behavior to any teacher or staff member.
- c) Probation: Disciplinary probation acts as a “warning” system during which a student’s behavior is highly scrutinized and whereby further infractions will generally be accompanied by enhanced penalty up to and including expulsion. The length of probation is determined by the Dean of Students with guidance from other administrators. When a student is placed on probation, a conference will be held with the student, her parent(s) or guardian(s) and the Dean of Students to address the student’s behavior and put her on notice to improve her behavior and not commit further violations. While on probation, a student may not run for any elected office. If the student is a senior, this prohibition may extend to attendance at and participation in graduation activities.
- d) Suspension: The type and length of a suspension are determined by the Dean of Students and a suspended student may not return to school until permitted by the administration. A suspended student may not participate in any athletics or other extra-curricular activities while suspended. While suspended, a student may not run for any elected office. In addition, for one semester (a period of 18 school weeks – excluding summer vacation, winter and spring break) from the date the suspension begins, the student may not formally represent Sacred Heart Academy in any co-curricular or extra-curricular activities including athletics.
- e) Expulsion: The Principal may decide to expel a student from Sacred Heart Academy for, e.g., a single serious academic or behavioral violation, repeated suspensions or conduct detrimental or threatening to herself or others.

## Student Activities

Philosophy Regarding Participation: Student activities are designed to support the Sacred Heart Academy’s philosophy and act as a forum for achieving educational goals. Involvement in activities reinforces positive cooperation, charity, integrity and self-esteem; cultivates life and social skills including balance and leadership; and inspires school spirit and high community morale.

### Student Activities Policy:

- A student is required to maintain a 2.0 average to participate in student activities.
- Class officers are elected after Student Council elections and club officers are elected after class officers.
- A student can be an officer, chairperson or editor in no more than two organizations which are year-long activities.

Organizations at Sacred Heart Academy: Membership in clubs and organizations is open to all or to those students who are elected or selected for membership according to specific criteria. A listing of the clubs/organizations follows:

## Clubs and Organizations

Membership in clubs and organizations may be open to all or in some cases students are elected or selected for membership according to specified criteria. A listing of our Clubs/Organizations follows:

### **CLUBS WITH OPEN MEMBERSHIP**

Black Student Union  
Bloomberg Club  
Book Club  
Campus Ministry  
Creative Writing  
Drama Guild  
Earth Club  
Entrepreneurship Club  
Excelsior Club  
Hand Bell Choir  
Math League  
Medical Research Club  
Modern Political Issues  
Ping-Pong Club  
Programming Club  
SHAdes at SHA  
Ski/Snowboarding Club  
S.T.A.R. Club  
Visual Arts Club  
Wellness Club  
World Language Club

### **PUBLICATIONS with Open Membership**

Literary Magazine – *Prism*  
Newspaper – *The Alethea*  
Yearbook - *Clelian*

### **ORGANIZATIONS WITH ELECTED/SELECTED MEMBERSHIP** by specified criteria:

Campus Ministry Leadership Team  
Concert/Chamber Choir/Orchestra  
Musical  
Peer Connection  
Student Council/Class Office

### **HONOR SOCIETIES: ELECTED/SELECTED** by specified criteria

Math Honor Society (Mu Alpha Theta)  
National Honor Society  
Science National Honor Society  
World Language Honor Society

### **SPORTS SELECTED** through tryouts

Basketball  
Cheerleading  
Cross Country  
Field Hockey  
Ice Hockey  
Golf  
Indoor Track  
Lacrosse  
Soccer  
Softball  
Swimming/Diving  
Tennis  
Track and Field  
Volleyball

## School Security and Safety

Any concern regarding the safety of the Sacred Heart Academy community should be reported immediately to the President or Principal of Sacred Heart Academy. If a student understands danger or threat to be imminent, she should report it immediately to any adult in the building, who will, in turn, notify the President or Principal who will determine the appropriate course of action.

### Emergency Operation Plan/Safety Committee:

The administration, faculty and staff of Sacred Heart Academy strive to provide a safe atmosphere for all and a committee has been established to address the needs of our school. The President of Sacred Heart Academy with the assistance of the Head of the Safety Committee has the primary responsibility for developing and implementing the school's Emergency Operations Plan and executing the policies developed by the Safety Committee in coordination with the policies of the Hamden Public School District and the Archdiocese of Hartford.

The Emergency Operations Plan has been developed in coordination with the Hamden Police and Fire Departments. It serves as an outline by which Sacred Heart Academy faculty and staff will engage in emergency mitigation, prevention, preparedness, response and recovery. The Sacred Heart Academy Operations Plan is revised and updated as a result of safety committee meetings. The Hamden Police Chief and Hamden Fire Marshall review and sign off on the plan annually. The Emergency Operations Plan is adapted, as needed, to address the changing needs of the internal environment in relation to external realities.

The members of the Safety Committee are administrators, appointed faculty and staff members, the school nurse, the athletic director, a coach and the Director of Grounds and Facilities for the Apostles of the Sacred Heart of Jesus.

The purpose of the Safety Committee is to address safety issues at Sacred Heart Academy. The committee meets monthly from September through June to discuss school safety concerns. The following objectives are discussed:

1. Ensure each student and staff member's right to attend school without fear of violence to themselves and others.
2. Promote a safe school which, in turn, enhances the learning environment necessary for a quality school.
3. Identify and promote programs for school safety.
4. Foster cooperation between Sacred Heart Academy and public services in the community.

#### Fire Drills:

Fire Drills are designed to be a learning experience for all participants who are expected to be active in all aspects of the drill.

1. Once a month, on a day and time determined by the Principal, and unannounced in advance to students, parents, guardians, faculty and staff, Sacred Heart Academy will conduct a fire evacuation drill involving the actual evacuation of all the building occupants to predetermined exterior assembly points using all exits from Sacred Heart Academy's facilities.
2. It is required during each drill that, at the sound of the alarm, everyone in the school is to stop what he/she is doing and move quickly and silently to the nearest exit. Possessions should be left behind, single-file lines maintained, and the elevator may not be used.
3. Students will assemble by homerooms at the designated area outside the school building. Homeroom teachers will take attendance of students after they reach the designated assembly points.
4. Following each drill, the Principal will complete a written report of the date and the commencement and completion times of the drill. The report will also include problems noted and corrective action(s) recommended and any further observations or recommendations regarding the drill. Fire equipment malfunctions and other problems will be reported to the Hamden Fire Department and promptly remedied.

#### Lockdown/Intruder Drill:

1. All members of the Sacred Heart Academy community will be trained annually on school violence prevention and de-escalation.
2. Classroom lockdown/intruder drills will be held every other month on a date and time determined by the Principal. Lockdown drills will be announced and are designed to be a learning experience for all participants who are expected to fully participate in the drills.
3. The Principal will complete a written report of the date, the commencement and completion times of the drill, any problems noted and corrective action(s) recommended, as well as any further observations or recommendations regarding the drill.
4. Technological malfunctions will be reported to the persons responsible and promptly remedied.

#### Safety Infrastructure:

The President of the School with the assistance of the Principal, in consultation with the Business Manager regarding the budget, will make all decisions regarding the safety technology and infrastructure of Sacred Heart Academy.

Other Safety Provisions:

1. Students will follow all safety measures prescribed for and posted in the science laboratories. A student's non-compliance with these measures will be grounds for disciplinary action.
2. School doors are locked during the school day. Access is granted through designated and monitored points. Students, faculty and staff may not open doors for anyone. All visitors must be granted entry by the Main Office staff at the designated main entrance door.
3. Visitors will be questioned as to purpose for visiting the school and must present identification prior to entry.
4. Upon entrance, visitors must sign-in and wear a visitor's pass while in the building.
5. When school has announced a "Stay Put" status per direction from the Hamden Police Department, visitors will not be allowed to enter the building until Hamden Police Department clears the school of the "Stay Put" status.

**Parent/Student Communication in the event of an emergency:**

Communication with Parents:

*Before an incident occurs, Sacred Heart Academy will:*

1. Develop a relationship with parents so that they trust and know how to process alerts and incident information.
2. Inform parents about the school's Emergency Operations Plan, its purpose and its objectives, via an introductory letter to be distributed at the beginning of the school year.
3. Publish office phone numbers and emails so that students and parents may communicate concerns or information concerning potential threats.

*In the event of an incident, Sacred Heart Academy will:*

1. Disseminate information via IRIS, school website and/or email to describe how the school is handling the situation.
2. Implement a plan to manage phone calls and parents who arrive at school.
3. Inform parents and students when and where school will resume.
4. Provide information regarding possible responses of their children and ways to talk with them.

Communication with Students:

*Before an incident occurs:*

1. Communicate emergency procedures to students.
2. Create a school climate where students feel comfortable communicating potential threats to school officials.
3. Publish office phone numbers and emails so that students and parents may communicate concerns or information concerning potential threats.

#### IV. Other Policies

1. Marriage: The vocation of a Sacred Heart Sacred Heart Academy student is to pursue her education. If she chooses to change her vocation to that of marriage, she forfeits the privilege to attend Sacred Heart Academy. Similarly, no student or her family may make a formal announcement of her engagement to be married on a date preceding her anticipated graduation from Sacred Heart Academy without causing the student to forfeit her privilege to attend Sacred Heart Academy.
2. Pregnancy: It is Sacred Heart Academy's policy, as a Catholic educational community, to aid and support (with the family) a student's pregnancy to full term. After consultation with a pregnant student and her parent(s) or guardian(s), the administration will, in its sole discretion, will formulate a plan on how the student will continue her education.
3. Residence: A student is expected to live with her parent(s) or adult guardian(s) while she attends Sacred Heart Academy and by failing to do so may forfeit her privilege to attend Sacred Heart Academy.

4. Health:

Any student or faculty member who has a fever or symptoms of COVID-19 will be sent home immediately. Return to school is contingent on a negative COVID-19 test result. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- A) *Testing*: Students are provided routine vision screening, audiometric testing and other health guidance by Hamden School Health Services.
- B) *Physical Examinations*: The School Nurse will make the determination of a student's need for a physical examination, with which a student must comply by submission of appropriate health forms to Sacred Heart Academy by the announced deadline. A student is prohibited from taking physical education class(es) until these forms are completed and received. The medical records of all students remain strictly confidential except where disclosure is mandated by law.
- C) *Immunizations*: Connecticut General Statutes 10-204a-2a prescribes the immunization requirements for students attending Sacred Heart Academy, including any religious and medical exemptions thereto.
- D) *Communicable Diseases*: Sacred Heart Academy adheres to the recommended policies and procedures on communicable disease established by the Connecticut Department of Health, Conference of Catholic Bishops and the Archdiocese of Hartford. The Gospel values of care, compassion and justice will be the guiding principles in any situation involving serious illness.

Therefore, when it becomes known to the administrator that a student's parent(s) or guardian(s) and physician(s) to determine whether the student is to remain in the regular classroom and what special needs might be provided. The rights and care of the infected student as well as the welfare of the entire school community will be considered. All decisions regarding the affected student's continuing education at Sacred Heart Academy will finally be made in the administration's sole discretion.

- E) *Medications*: Any student taking prescribed or over-the-counter medication must have a medical authorization form on file in the Nurse's Office. This form is available through the School Nurse.
  - F) *Physical Education*: If a student has a serious injury or medical condition verified by a doctor's note, she will be excused from participation in physical education classes.
  - G) *Athletics*: As prescribed by the Connecticut Interscholastic Athletic Conference (CIAC), a student must have current medical clearance in order to try out for an athletic team, as evidenced by a CIAC Pre-participation Physical Evaluation or State of Connecticut Department of Educational Health Assessment performed and completed by an appropriately-licensed physician after June 15 but before August 15 of each year the student will participate in interschool athletics. These deadlines will not be altered or extended. The School Nurse will notify coaches of all students who are medically eligible to participate in sports.
  - H) *Concussion and Athletics*: Prior to participation in any athletic practice or contest, a student and her parent(s) or guardian(s) must sign an informed consent form provided by Sacred Heart Academy that attests to their awareness of the signs and symptoms of concussions, means of obtaining proper medical treatment when a concussion is suspected of having been sustained, the danger of continuing to engage in athletic activity after sustaining a concussion and return-to-play requirements once a concussion is suspected.
5. Study Outside the United States:  
Sacred Heart Academy strongly discourages participation in semester or year-long programs of study outside the United States and the administration will evaluate the official transcript from any institution where a student does study abroad to determine whether Sacred Heart Academy credit will be issued for such study.
6. Student Records:  
A student's permanent file is confidential and access to it will only be available to the Principal or College and School Counseling staff or school office personnel and faculty with a demonstrated need to examine a student's records. Students may review their own school records and parent(s) or guardian(s) may review their daughter's records, upon three school days' request and under the supervision of the Principal or the College and School Counseling staff. No student file may leave the school at any time. Transcript requests may be made to the College and School Counseling Office and are sent directly to the Counseling office of another school. Any transcript handed directly to a student or her parent(s) or guardian(s) is unofficial. Student directory data are treated as confidential and are not disclosed to third party(ies) without the specific written consent of the parent(s) or guardian(s).

## Appendix

### Responsible Use Policy for Technology at Sacred Heart Academy (Students 2023-2024)

Sacred Heart Academy (SHA) uses technology to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of your user account must be in support of and consistent with the educational objectives of SHA. Access to the Internet is made possible through an appropriate provider designated by Sacred Heart Academy at its sole discretion. Students are expected to act within the framework of Catholic tradition, demonstrating honesty, integrity, and respect for the rights and privacy of others.

#### **Responsible Use**

1. Students are responsible for bringing their laptop fully charged with them every day.
2. Students are responsible for checking their SHA email.
3. Students are responsible for protecting their accounts and passwords from unauthorized use.
4. Students must use caution when opening email attachments especially from user's outside of Sacred Heart Academy.
5. Students are responsible for connecting their school device to their home Wi-Fi if they so choose.
6. Students are responsible for devices and chargers left unattended. Replacement fee for a lost charger is \$50.
7. Students are responsible for properly saving their work in Microsoft OneDrive.
8. Students may only print material related to school assignments on school printers. Students may only print during class with the teacher's permission. Students are asked to be conscious of paper consumption and to print only what is necessary.
9. Students are responsible for properly applying identification on laptops and chargers. If a computer is permanently marked, the student's parents are responsible for all associated costs.
10. Students must only use school provided accounts for communication with teachers and staff.
11. Students are responsible for reporting any acts of cyber-bullying.
12. Students are responsible for understanding plagiarism and copyright infringement and must appropriately reference any content copied.
13. Students are responsible for notifying the helpdesk should she feel her computer has been compromised or in need of repair.
14. Students should receive permission from Sacred Heart Academy community members before recording and/or posting video or audio of those members to Internet or social media sites or texts.

#### **Prohibited Use**



- a. Do not abuse the network in such a way that you would disrupt its use by other users.
- b. Students may not use the name of Sacred Heart Academy when posting from home on any website or social media sites such as Facebook, Twitter, Instagram, Snapchat, etc.
- c. Only devices provided by the school may access the school network.
- d. Students are not allowed to set up tunneling VPNs or tethering “hot spots” or in any way circumvent the school network or access it in any way other than by school approved and sanctioned methods.
- e. Students may not post anonymous messages. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Students may not disclose, use, or disseminate any personal identification information of themselves, other students, or Sacred Heart Academy employees or representatives.
- g. Students may not post anything to personal websites or social media sites bearing the name of Sacred Heart Academy, its employees, or representatives.
- h. Students may not enter information or be on personal websites or social media sites while on the school property. These include but are not limited to Facebook, Twitter, Instagram, Snapchat, TikTok, etc.t
- i. Vandalism of student issued devices is prohibited. Laptop replacement fee \$600.
- j. The use of chat rooms or blogs – other than those assigned by a teacher is not permitted during school hours.
- k. Students may not use any other email at school other than SHA email, unless instructed by a teacher or staff member.
- l. Students may not play games or participate in on-line gambling at any time while at school.
- m. Students are not permitted to share homework, test or quiz information via email or any other electronic medium.
- n. Students may not “hack” the system to gain unauthorized access to the device or school network.
- o. Students may not use the school network to access, send, create, or post materials or communications that are damaging to another’s reputation, abusive, obscene, sexually oriented, threatening, harassing, or illegal. Harassment, abusive language, vulgarity or other inappropriate language are not permitted. Do not engage in activities which are prohibited under state or federal law, including but not limited to threats of physical harm or violence

### **Vandalism, Harassment and Cyber-Bullying**

Vandalism is defined as any malicious attempt to harm, modify, and/or destroy school property. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user’s work. Harassment includes, but is not limited to, the sending of unwanted mail. Cyber-bullying is defined as bullying using technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by such things as electronic mail, Internet communications, instant message, text message or facsimile.

### **Security and Monitoring**

Sacred Heart Academy reserves the right to monitor all user network internet traffic and any material, data, or user accounts associated with Sacred Heart Academy. Sacred Heart Academy shall respect the privacy of user accounts. In compliance with the FCC Children’s Internet Protection Act (CIPA), the

school has implemented Internet protection measures to restrict access to internet sites containing material harmful to minors. Since these tools are not foolproof, users may accidentally or incidentally encounter inappropriate material. In such instances, the user must immediately disconnect from the questionable site and report the problem to a teacher or to the Director of Technology directly. The Internet is NOT filtered when school issued devices are connected to home or public Wi-Fi. Anti-Virus protection and software updates are managed by SHA ITS.

### **Consequences for Inappropriate Use**

After the opportunity for a fair hearing, any user violating this responsible use policy, applicable state and federal laws or posted classroom and Sacred Heart Academy guidelines is subject to disciplinary action as determined by the principal. This may include detention, suspension of privileges, suspension from school, expulsion from school, and where applicable, the involvement of police or local authorities. Parents/guardians will be informed, and if necessary, external agencies, such as, but not limited to, social networking or email member sites may be contacted and informed.

### **Disclaimer**

Sacred Heart Academy makes no warranties of any kind, whether expressed or implied, for the service it provides. Sacred Heart Academy will not be responsible for any damage a user suffers. This includes loss of data resulting from delays or service interruptions. Use of any information obtained via the Internet is at the user's own risk. Sacred Heart Academy specifically disclaims any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid the information may be.



**This form is due to the homeroom teacher in the office on or before Friday, September 1<sup>st</sup>, 2023. Failure to return the signed form to your homeroom teacher in a timely manner will result in a detention.**

## MLA format

Name 1

Student Name

Instructor Name

Course Title

Date (day month year)

### Academic Report Formatting

An academic report must be prepared using standard procedures and must be error free. Though several possible formats exist, the following standard procedures are based on the Modern Language Association (MLA) guidelines and should be followed in creating academic reports at Sacred Heart:

1. Use one-inch top, bottom, and side margins.
2. At the top left margin, double space (a) your name, (b) the title of the course, (c) the date of the assignment. Everything should be double spaced, including long quotes and the Works Cited page.
3. Double space after the date and center the title, capitalizing the first letter of important words. The title should be printed on the same font, size, and style as the text of the paper.
4. Double space after the title to begin the report.
5. Double spacing is required in the body of the report.

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