

Sacred Heart Academy

Parent/Student Handbook 2024-2025

Revised August 2024



Sr. Sheila O'Neill, ASCJ, PhD
President

Sr. Kathleen Mary Coonan, ASCJ
Principal

Dr. Sibani Sengupta
Assistant Principal

Mr. Raymond Degnan
Dean of Students/ Director of Athletics

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Administration and Staff

President.....	Sr. Sheila O'Neill, ASCJ
Principal	Sr. Kathleen Mary Coonan, ASCJ
Assistant Principal	Dr. Sibani Sengupta
Dean of Students & Athletic Director.....	Mr. Raymond Degan
Director of College and School Counseling.....	Mrs. Kerry Alexander
Director of Admissions.....	Mrs. Brianna Jacobs
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Director of Strategic Communications.....	Mrs. Kara Redente
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Office Manager.....	Ms. Carol Palumbo
Administrative Support.....	Sr. Judith Musco, ASCJ
College and School Counseling Secretary.....	Mrs. Cheryl Celentano
Student Life and Events Coordinator.....	Mrs. Jennifer Raccio

School Phone Numbers

Main Number:	203-288-2309
Direct Extension Number:	203-287-8181
Fax Number:	203-230-9680
Web Address:	www.sacredhearthamden.org

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.
- Requested deviations from these requirements require permission from the Principal.

Quality Point System

Sacred Heart Academy uses a Quality Point (QP) system to classify 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 prerequisites 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 attached. All students enrolled in AP/DE courses are required to take the AP/DE exam administered by the College Board/UCONN/SCSU/QU to receive AP/DE course Quality points and credit from Sacred Heart Academy. A student who fails to take the AP/DE exam will have the AP/DE 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.

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.

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.

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 10th and 11th 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.

Class Rank

Students are never formally ranked by their grade point averages. Therefore, there is no class rank to report to colleges and universities.

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).

Late and Make-Up Work and Schedule Changes

Late Work Policy

Any assignment that is not turned in on the due date is considered late and must be completed within one academic cycle. 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.

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.

Changes to Course 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);
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.

Withdrawal from a course is designated on a student's transcript but with no indication of the grade-to-date.

Changes to Examination Schedule

Modifications to exam schedules are only permitted with specific permission from the Principal. A student who has missed Midterm exams must make them up during the first week of classes after exams. Any missed Final exams must be completed during the week after Final exams.

Academic Probation and Course Failure

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 participate in any extra-curricular activities of any type until academic achievement warrants the conclusion of the probationary period.

Students on academic probation will be enrolled in a Structured Study Hall program requiring weekly meetings with the Dean of Students providing mentorship ensuring the student returns to achievement at levels commensurate with abilities.

Course Failure

If a student fails a required course, she may be offered the opportunity to earn credit in an approved summer school program.

If a student fails a required Theology course or more than one required course, she will not be invited to return to Sacred Heart Academy for the following academic year.

If a senior does not complete the required coursework and earn the credits needed for graduation, she will not receive her diploma. The opportunity to complete required coursework and earn the credits necessary for graduation can be offered at the discretion of the Principal.

Attendance Policies

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 for all scheduled academic courses 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:

Homeroom

Daily attendance is taken at the beginning of the day in homeroom. Students not present at this time will be marked absent. Students arriving late will be marked tardy.

Five absences or tardies in homeroom will result in a detention to be served after school on the first Tuesday following the fifth infraction.

Seniors retaining the privilege to arrive late due to a first period study hall will not be marked absent or tardy in homeroom.

Academic Courses

Attendance is taken at the beginning of each academic period. Students not present at this time will be marked absent. Students arriving after the start of the period will be marked tardy.

If a student exceeds eight total absences in a semester course, her cumulative semester average in said course will receive a full letter grade (10 points) deduction.

If a student exceeds eight total absences in either semester of a full year course, her cumulative semester average in said course will receive a full letter grade (10 points) deduction. Absences are cumulative across both semesters of a full year course.

If a student exceeds sixteen total absences in a full year course, her ability to earn credit for the course will be reviewed by Administration.

If a student is tardy four times in an academic course, she will be held accountable for one absence. This penalty for tardiness is progressive throughout the duration of the course.

In all instances requiring the issue of any point deduction or loss of credit, both student and parents/guardians will be notified by both the teacher and the Dean of Students.

Additional Stipulations

A student must be in her academic class for a minimum of sixty minutes (A-D Day) or thirty minutes (X Day) to be considered present.

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.

Class retreats are made once a year. All students are expected to participate regardless of their religious affiliation. This is a graduation requirement.

A parent or guardian is requested to contact the Main Office by 8:30am when a student is absent from school.

The excusal of an absence may be issued by Administration for the following reasons:

- Medical emergency
- College visits approved by Principal for seniors

Please note, non-emergency medical appointments (either on or off school grounds) are not excused absences.

Absence from more than one academic class period in a school day prohibits a student from extra-curricular participation of any type.

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.

School Delays, Early Dismissals and Cancellations

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.

Should inclement weather make it necessary to cancel classes for the day, students are expected to complete assignments posted by teachers on onCampus. Consideration will be given to students who may not be able to do work because of power outages and other situations beyond their control.

Student Discipline and 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:

Plagiarism

The *unacknowledged use* or *deliberate misuse* of another person's words or ideas. If you directly use another person's 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 cite their source. It is a critical component of honesty to acknowledge when words and ideas either fully or partially belong to someone else.

Sources that must be credited include not just those that are published, but also words and ideas in unpublished form on the Internet. 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 available to both students and faculty.

Unauthorized Assistance

Sharing or using unauthorized notes or other aids, copying from, or being influenced by another student's work on any assignment or assessment, or giving or receiving unauthorized aid via texting or any other electronic transmission.

Unauthorized Use of Electronics

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.

Identical Work

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", 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.

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 or have been informed by a faculty member or chaperone to be prohibited. 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.

Drugs

The possession, use, sharing or sale of alcohol, narcotics, other drugs or controlled substances by students in any non-exempt, medically unapproved capacity is strictly prohibited both on and off school grounds. Students arrested for drug activity will be considered to be in violation of Sacred Heart Academy's drug policy. 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. 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 Sacred Heart Academy's sole discretion and depend on the nature of the violation and include disciplinary probation. The administration may be required to report a student's illegal activity to the police or other authority.

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, 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.

Other Prohibited Behaviors

The following is a non-exhaustive list of additional prohibited behaviors that will subject a student to discipline:

- Theft, deceptive use, vandalism or deliberate destruction of Sacred Heart Academy property. Restitution will be required for objects stolen, damaged or destroyed.
- Organizing or attending an unauthorized gathering on Sacred Heart Academy property;
- Physically or verbally threatening or assaulting another person (including fighting);
- 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);
- Disrespect of faculty, students, staff or other members of the community, by disruptive behavior, insubordination, disobedience to authority, dishonesty or harassment;
- Possession of or access to immoral or pornographic material;
- Inappropriate public display of affection, as determined by the faculty and administration;
- Sexual harassment;
- Use of obscene language (written or spoken);
- Smoking or vaping. 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;
- Any form of gambling;
- 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 Responsibilities

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

Dress Code

Sacred Heart Academy subscribes to a uniform dress code. 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, solid gray or maroon knee socks or white ankle/no-show 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 with their uniform.

Derivations or additions to the above are not permitted.

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.

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.

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.

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.

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.

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.

School Property

Students may not use school property or equipment without permission from a faculty member or administrator. Students and families The student and her family are responsible for any damage that occurs due to unauthorized use.

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.

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.

Parent(s) and guardian(s) dropping students off at the beginning of the school day are encouraged to do so in front of the 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 building.

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.

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.

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:

- 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.
- 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.
- 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.

- 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.
- 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 as necessary. The Dean of Students, in conjunction with the Principal, will have the prerogative to turn over any such items to the police. 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.

- 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.
- Detention: Any teacher may issue a detention for failure to comply with any of the policy listed in the student/parent handbook. 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.
- 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.
- 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.

- 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.

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 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:

- Ensure each student and staff member's right to attend school without fear of violence to themselves and others.
- Promote a safe school which, in turn, enhances the learning environment necessary for a quality school.
- Identify and promote programs for school safety.
- 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.

- 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.
- 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.
- 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.
- 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:

- All members of the Sacred Heart Academy community will be trained annually on school violence prevention and de-escalation.
- 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.
- 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.
- 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:

- 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.
- 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.
- Visitors will be questioned as to purpose for visiting the school and must present identification prior to entry.

- Upon entrance, visitors must sign-in and wear a visitor's pass while in the building.
- 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.

Communication with Parents and Students:

Before an incident occurs, Sacred Heart Academy will:

- Develop a relationship with parents so that they trust and know how to process alerts and incident information.
- 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.
- Publish office phone numbers and emails so that students and parents may communicate concerns or information concerning potential threats.
- Communicate emergency procedures to students.
- Create a school climate where students feel comfortable communicating potential threats to school officials.

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

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

Responsible Use of Technology Policy (2024-2025)

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 laptops 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 users outside of Sacred Heart Academy.
5. Students are responsible for connecting their school devices to their home Wi-Fi if they choose.
6. Students are responsible for devices and chargers left unattended. The 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 cyberbullying.
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 they feel their 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

1. Do not abuse the network in such a way that you would disrupt its use by other users.
2. Students may not use the name of Sacred Heart Academy when posting from home on any website or social media platform.
3. Only devices provided by the school may access the school network.
4. 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.

5. Students may not post anonymous messages. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Students may not disclose, use, or disseminate any personal identification information of themselves, other students, or Sacred Heart Academy employees or representatives.
7. Students may not post anything to personal websites or social media sites bearing the name of Sacred Heart Academy, its employees, or representatives.
8. Students may not enter information or be on personal websites or social media platforms while on the school property.
9. Vandalism of student-issued devices is prohibited. The laptop replacement fee is \$600.
10. Students may not use any other email at school other than SHA email unless instructed by a teacher or staff member.
11. Students may not play games or participate in online gambling at any time while at school.
12. Students are not permitted to share homework, test, or quiz information via email or any other electronic medium.
13. Students may not “hack” the system to gain unauthorized access to the device or school network.
14. 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.
15. Do not engage in activities that 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 should 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 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.

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.

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.

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 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); chevronels 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

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.

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.

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.

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.

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.

**Contractual Agreement for Sacred Heart Academy Students
and Parent/Guardian 2024-2025**

Sacred Heart Academy expects students to have read and understood all aspects of the Student Handbook.

Sacred Heart Academy also expects parents/guardians to have read and understood all aspects of the Student Handbook as well as facilitate and encourage their student's adherence to the expectations detailed in the Student Handbook.

Please print and sign your name on the given lines below. By doing so you confirm you read, understand and agree to the terms of this contract.

Student Signature

Date

Student Name (Print)

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Please return this page and the following, with signatures, to your homeroom teacher no later than Friday, September 6, 2024

**RESPONSIBLE USE POLICY FOR TECHNOLOGY AT
SACRED HEART ACADEMY 2024-2025**

USER: I understand and will abide by the above Conditions, Rules and Responsible Use Policy for Technology at Sacred Heart Academy. I further understand that any violation of the Conditions, Rules and Responsible Use Policy for Technology at Sacred Heart Academy is unethical and may constitute a criminal offense. I understand that if I commit any violation, my access privileges may be revoked and disciplinary and/or appropriate legal action may be taken.

Signature of Student User

Date

Print Name

Grade

PARENT/GUARDIAN: As the parent or guardian of this student, I have read the Responsible Use Policy for Technology at Sacred Heart Academy. I understand that my daughter's access is designed for educational purposes. I also recognize that it is impossible for Sacred Heart Academy to restrict all access to controversial materials acquired through the network. Further, I accept full responsibility for supervision if and when my daughter's use is not in a school setting. I hereby give permission to issue an account of my daughter and certify that the information contained on this form is correct. I accept full financial obligation since this is a leased laptop. Furthermore, I understand that the leased laptop is property of the leasing agent, and must be returned to the school immediately upon the withdrawal of my daughter from Sacred Heart Academy.

Signature of Parent/Guardian

Date

Print Name

SHA Software Agreement Student Users Acceptance Form

This acceptance form is valid for the Software products installed on the school laptop, which shall be referred to collectively herein as the "Software". Software is made available to you because Sacred Heart Academy has purchased temporary licenses for the Software through the Microsoft School Subscription Enrollment Student Option, as well as other software manufacturers' agreements. Sacred Heart Academy is extending to you the right to use the Software on an institution-leased computer designated for your exclusive use. You do not own the license or the CDs, rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the license(s) granted to Sacred Heart Academy for the licensed period of Sacred Heart Academy's School Subscription Enrollment. You will be required to remove the Software from your laptop if you choose to purchase it at the end of the leasing agreement.

Please initial the following statement:

_____ I will abide by the license(s) associated with this Software agreement.

Student/Parent/Guardian signature(s):

Student name (print): _____ Date: _____