

# SACRED HEART CATHOLIC ACADEMY

Handbook/Acceptable Use Policy  
2022 - 2023



**84-05 78th Avenue, Glendale NY 11385**  
**[www.sacredheartglendale.org](http://www.sacredheartglendale.org)**  
**Mr. Michael J. Callaghan, Principal**  
**[mcallaghan@sacredheartglendale.org](mailto:mcallaghan@sacredheartglendale.org)**  
**Phone: 718-456-6636 / Fax: 718-456-0286**

## **A Message From The Principal**

Welcome to the 2022/2023 Academic Year. The purpose of our handbook is to inform parents of our values, rules, and regulations to ensure the safety and well-being of our school community.

Our goal is to provide students an educational experience based on a Catholic perspective and standard of excellence that promotes and fosters the growth and development of the whole child. Since you are entrusting the education of your child/children to us, I assure you, along with the faculty of Sacred Heart Catholic Academy, that we are committed and dedicated to accomplishing this goal.

In our school and community, we strive to educate the whole child – spiritually, intellectually, physically, and socially. Our aim is to instill in our students a sense of responsibility and self-discipline and an appreciation of each person's uniqueness as we build a community that supports each other.

In the spirit of community, an effort to maintain our standards, and a commitment to continued improvement, we need and value the cooperation between home and school. Therefore, we encourage your participation and support of our various school activities and events.

Thank you and I look forward to working together to make it a wonderful school year ahead!

Mr. Michael J. Callaghan  
Principal

## **Policies and Regulations**

School policies and regulations are designed to facilitate the working together of faculty and students as a community. Students and parents are asked to become familiar with the content of these guidelines so that both they and the faculty can weave patterns of cooperation and communication in the everyday life of the school.

We are a Catholic school and take very seriously our responsibility to assist you in raising your children to be faith-filled adults with strong Christian values. We assume that you have enrolled your children in our school for this very reason. While we do all we can to instill proper behavior and values into our students, we must rely heavily on parents to be the primary educators of their children.

Children do not have prior knowledge or skills, and so they eagerly look for someone to imitate. That "someone" is usually one or both of their parents. Parents are a child's first teachers and role models. Usually children are more affected by what their parents do than by what their parents say. They learn how to behave by seeing how their mothers and fathers behave and they follow their example. *"Do as I say and not as I do"* is not an effective way of molding a child.

What parents do and don't do, say and don't say, provide their children with the experiences that the children interpret into beliefs. Those beliefs, in turn, then determine their behavior and emotions and, ultimately, their lives-for better or for worse.

Social skills are learned by the way parents interact with others. Positive interactions, even when difficult, teach our children much. Parents who blame others for the difficulties they face soon find themselves with children who have adopted a similar behavior. Parents who take the time to help others or join in community projects find themselves with children who are willing to give of themselves. Parents who value rules impart these good citizenship values to their children.

None of the above comments assume that any of us are capable of perfection or anything close to it. We all lose our tempers, say things we're sorry for, and are not always as kind as we would like to be. However, it is the general trend in our behavior that influences our children, not the isolated instances of bad (or good) behavior. We are human; so are our children. Perfection can be expected of neither. What is important is to admit our mistakes, say we're sorry, and demonstrate how we try to make amends for our failures.

*"The only worthwhile discipline for raising children is to provide a solid framework of ideals – not for our children to live up to, but for parents to live within."* (Sydney J. Harris)

We ask parents to become familiar with these rules and regulations and to remember that their compliance with them will ultimately affect their child's cooperation and behavior.

## **I. STUDENT CODE OF BEHAVIOR**

The students of Sacred Heart Catholic Academy must conduct themselves in a manner consistent with the goals of Catholic education and the requirements of this policy. The rules of behavior and good conduct are as follows:

- ❖ Obedience and respect for authority, including lunch parents.
- ❖ Courtesy and the use of appropriate language, both literal and figurative, at all times and in all places, (i.e. in the academy and at academy sponsored events including trips).
- ❖ Respect and care of academy property including, but not limited to, furniture, books and teachers' desks. Students are not permitted to destroy books, walls, etc. with graffiti. Restitution will be expected.
- ❖ Respect and cooperation among classmates. Students are expected to respect one another and one another's personal property both in manner and action.
- ❖ Silence in appropriate places and circumstances, (i.e. fire drills, assemblies, hallways, lobby and church).
- ❖ Follow proper safety habits in all areas, (i.e. no running or pushing, ensure that all doors are closed and not opening doors to visitors).
- ❖ Be prepared for class, (i.e. books, homework, lunch, etc.).
- ❖ Refrain from gum chewing.
- ❖ Follow academy attendance and punctuality policies.
- ❖ Comply with uniform and dress code rules.
- ❖ Observe all fire drill rules.
- ❖ Refrain from all dangerous and violent acts including bullying, fighting, pushing, throwing objects and bringing a weapon or other dangerous items to school.
- ❖ Avoid throwing snow when on academy property or in the academy uniform.
- ❖ Take responsibility for your belongings and be aware of your surroundings.
- ❖ Once dismissed, students may not return to their classrooms for forgotten items.
- ❖ Eating is not permitted outside on academy or parish grounds.
- ❖ Disruptive behavior will not be tolerated in the academy or at academy sponsored events including trips.
- ❖ Smart watches or any non-school issued devices are not permitted on academy property.
- ❖ Follow cell phone policy included in the packet
- ❖ Comply with Technology/Acceptable Use policies.
- ❖ Do not bring toys to the academy. (i.e. Fidgets and other fads).

A violation of any of these rules will result in the issuance of a policy infraction which will be placed in the student's permanent record.

The following procedures will be applied in the instance of policy infractions:

1. The first policy infraction or minor infraction (missing homework, 3 times late, uniform offenses, etc.) will result in a warning via /email/phone call to the student's parents describing the infraction.
2. In the instance of repeated infractions or serious offenses (i.e. not following Cell Phone and Technology Acceptable Use policies, destruction of school property, disrespect, etc.) will result in a letter, email/phone call to the student's parents and the student will need to do one hour of service (After School Program).
3. As the result of any infraction, it may be necessary for the student's parents to meet in person with the principal to determine the action to be taken, may include the possible loss of extra-curricular privileges. Student of the Month, Peacemaker and Honor Roll may also be in jeopardy.
4. In the instance of continued infractions and at the principal's discretion, the student may be subject to suspension and possible expulsion at any time throughout the school year.

A zero tolerance policy will be in effect for any offense that is deemed to be serious. This will mean that the parent or guardian will be called and the student must be picked up from the academy. The student will not be allowed to return to the academy until the parent has met with the principal. The principal will decide how long the student will be removed from the academy. Intolerable actions include, but are not limited to:

- ❖ Physical fighting in and around the school
- ❖ Bullying a member of the school (see Anti-Bullying/ Harassment Policy)
- ❖ Bringing a weapon to school

Offenses of a serious nature may necessitate legal action. All infractions and remedial actions are at the discretion of the teacher and principal. The principal reserves the right to assess each situation, and as previously stated, reserves the right to waive and/or deviate from any and all disciplinary regulations, for just cause, at his discretion.

## **II. DIOCESE OF BROOKLYN: ANTI-BULLYING/ HARASSMENT POLICY**

### **Communication of Policy:**

On January 18, 2011, the Office of the Superintendent—Catholic School Support Services announced the creation of a Diocesan Anti-Bullying Harassment policy. All members of the various constituencies (staff, students and parents) which make up Sacred Heart Catholic Academy of Glendale are to be apprised of this new policy.

**Purpose:**

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

**Definition:**

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

The behaviors include but are not limited to:

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

**Reporting Procedures:**

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

### III. CELL PHONE POLICY

Cell phones although permitted, will be collected each morning and returned for dismissal at the end of the day. Cell phones will be stored in the administrative offices and must be turned off. This policy is necessary to keep communication lines open and clear in the event of an emergency. Cell phones are a backup communication tool for school administrators and crisis teams. Widespread student use in a crisis could eliminate crisis team emergency communication tools very quickly at a critical time. In addition, cell phone calls can impede evacuation procedures by accelerating parental response to the scene of an emergency. **Parents should not contact the students' cell phone or any other communication device during school hours.** Emergencies should be handled through the academy office. If a student chooses to bring a cell phone to the academy, the academy will not be held responsible for it. Cell phones found on a student's person for any reason during academy hours will be taken from the student and will only be released to the parent.

### IV. ARRIVAL AND DISMISSAL

Grade K through 8th will arrive at school between **7:45 and 7:55 a.m.**, and enter through the single red door on 84<sup>th</sup> Street (near the schoolyard). Only students participating in Early Morning Drop Off (7:00-7:45) may enter the school before 7:45. 3K and PreK will arrive at school at 7:55 a.m. and enter through the schoolyard doors. Students arriving after the door is closed are considered late and must use the main entrance on 78<sup>th</sup> Avenue.

**Note: Only students may enter the building.** No student should arrive at school before 7:45 a.m. unless participating in Early Morning Drop Off. **THERE IS NO OUTSIDE SUPERVISION BEFORE 7:45 a.m.**

#### **CLASS HOURS (Monday - Friday)**

3K	7:55 a.m. – 2:15 p.m. <i>(on Enrichment Days: 2:45 p.m.)</i>
UPK for All	7:55 a.m. – 2:20 p.m. <i>(on Enrichment Days: 2:50 p.m.)</i>
Kindergarten & 1 <sup>st</sup> Grade	7:55 a.m. – 2:55 p.m.
Grades 2 to 8	7:55 a.m. – 3:00 p.m.

#### **DISMISSAL LOCATION**

<b>Kindergarten</b>	Double red doors on 78th Avenue
<b>Grades 1-4</b>	Double red doors on 84th Street
<b>Grades 5-8</b>	Alley onto 78th Avenue

## **ARRIVAL AND DISMISSAL (continued)**

- A. At dismissal, all students, accompanied by a teacher, exit quietly on their lines.
- B. **Students are not permitted to be anywhere in the school building after dismissal** unless they are supervised by a teacher/volunteer. If a student forgets anything at dismissal time, he/she is not permitted to come back into the building to get it, **unless he/she receives permission from faculty/staff on site**. This is a precaution to ensure the safety of our students.
- C. Students who are not picked up at dismissal time will remain with their teachers until 3:15 p.m. After 3:15 p.m. students will be sent to After School and a charge will be incurred. Please notify the office if you are detained.

## **V. SAFETY OF STUDENTS**

- A. In order to ensure the safety of our students, it is necessary for all parents/other adults to report to the school office if there is a need to communicate information to the teachers. ***Use the 78<sup>th</sup> Avenue entrance only please.***
- B. ***If late, parents should walk the children to the 78<sup>th</sup> Avenue entrance of the school.*** School personnel will then be able to give assistance to the children, if necessary.
- C. ***Parents should never park illegally around the school, i.e. double park, park in crosswalks, bus stops, driveways, etc. Please do not leave your car unattended if not in a proper parking spot.***
- D. **All visitors must sign IN and OUT at the Reception desk.** Volunteers, fundraising committee members, tutors, etc. must all sign in. Parents may not go to classrooms without permission from the principal and must then sign in. In case of an emergency, it is imperative that we know who is in the building.
- E. Parents must notify the school office if someone else will be picking up their child at dismissal.
- F. ***For the safety of all, no ball playing, running, smoking, or pets are allowed at arrival or dismissal on the street or in the school yard. Children should not play on rectory property (examples – against garages, on steps or wall, or in the gardens).***
- G. Please do not come onto 84<sup>th</sup> street with your car when barricades are in place; cars on the playstreet during arrival and dismissal create hazardous conditions.

## **VI. PESTICIDES**

A New York State law went into effect in July 2001 that requires schools to inform all school staff and persons in a parental relationship that pesticides may be used periodically throughout the school year. Please note that not all pesticide applications require prior notification. The following applications are not subject to prior notification:

- Antimicrobial pesticides and products as defined by FIFRA.
- Aerosol products with a directed spray in containers of less than 18 fl. Ounces, used to protect individuals from an imminent threat from stinging and biting insects. Fogging is not exempt.
- Applications where the school facility remains unoccupied for a continuous 72 hour period following pesticide application.
- Silica gels, and other non-volatile ready-to-use paste, foam, or gel insecticides in areas inaccessible to children (our preferred method).
- Non-volatile insecticide or rodenticidal baits in tamper-resistant bait stations in areas inaccessible to children.
- U.S. EPA exempt materials under 40 CFR 152.25.
- Boric Acid and Disodium Octaborate Tetrahydrate.
- An emergency application due to imminent threat to human health.

In addition, our pesticide applications take place after dismissal on Fridays. Any parent who wants notification of pesticide applications that may take place other than Fridays after dismissal or that is not included in the list above, must notify the school office in writing.

## **VII. PUBLICATIONS**

Sacred Heart Catholic Academy often uses various types of media like our newsletter, local newspaper articles, advertising campaigns, Internet, etc. to publicize the accomplishments of our students and school. This shared information may consist of photos and the names of the students involved. If a parent does not wish their child's name or photo used for these purposes, a waiver must be signed.

## **VIII. SCHOOL BUS**

Students from Kindergarten to Grade 8 are entitled to receive Metro Cards if they live within the required distance from the school. The Department of Education automatically provides Metro Cards for qualifying students.

## IX. ATTENDANCE IN SCHOOL

State law requires students to be in attendance for approximately 180 days each school year. In order to maximize learning, it is essential that students are **present and on time each day**. Many important skills are missed every time a child is absent. Illness or serious family emergency are the only valid excuses for absence. Try to foster good attendance habits. Good parental judgment should be utilized during inclement weather conditions.

- A. See to it that children get the proper rest and nourishment.
- B. Clothing should be regulated according to the weather / season and must at all times be in accordance with uniform policy.
- C. Do not schedule family vacations during school sessions. This type of absence is illegal and is noted on a student's records.
- D. Medical/dental appointments are discouraged during school time except for when absolutely necessary. A note is requested before the date.
- E. Students are expected to be in attendance **for the complete session each school day**. ***If for any reason, a student must leave school before the regular dismissal time, a note must be sent to explain the reason***. A parent or person authorized by the parent must come to the school office to escort the student out of the building. Parents must sign the register when students leave the building.
- F. Learning to be "on time" is an important habit to cultivate, and it helps to develop responsibility. If a student is late, he/she is brought to the office (K through 8). **Students will be considered late after 8:15 a.m. in the morning. *The attendance register and the permanent record card, both legal documents, will be noted accordingly.***

## X. SCHOOL ABSENCES

- A. In case of illness parents are required:
  - 1) to contact the school **by 9:00 a.m.** if a student is absent, otherwise the school will call home.
  - 2) to send a Doctor's note to the official teacher explaining the reason for absence and date(s) of absence. This must be sent **on the day that the child returns to school**.
  - 3) If a student is absent because of a communicable illness (pink eye, chicken pox, head lice, etc), parents must notify the school, so we can alert other parents. Students who have contracted something which is contagious (poison ivy, pink eye, chicken pox, head lice) are not permitted to attend class.  
**It is the responsibility of the students to make up all work missed during absences.** All students should obtain assignments upon their return to school. Parents may request absentee homework on the second consecutive day of absence. It will not be automatically sent down. ***All requested work may be picked up at the reception area from 2:00 p.m. – 4:30***. No exceptions. Siblings may not go to classes to request work, but may pick up work at the reception desk. Students will be given a reasonable amount of

time to make up work. Teachers will assist students as needed. Due dates and test make-ups will be handled on an individual basis at the discretion of the teacher. Teachers are not always able to give work in advance for those scheduling vacations during school time. Several teachers post assignments on the Google Classroom. Check with your child's teacher regarding this possible option to get assignments.

## **XI. STUDENTS WITH PHYSICAL PROBLEMS**

If a student has some kind of injury or physical problem and cannot participate in full physical activity, a doctor's note should be sent to the school nurse at the beginning of each school year. Student's activities (especially in gym) will be limited according to medical requirements. A note must be sent to the school when full physical activity can be resumed. If an injury occurs during the school year, please advise the nurse accordingly.

Students are expected to participate in outdoor recess. A note will be required if your child must remain in the building during this period.

If a child requires medicine during the course of the school day, the medication must be left with the nurse with a note from the doctor indicating dosage, etc. All medication must be taken in the presence of the nurse.

## **XII. LUNCH PROCEDURES**

In order to provide a safe environment, parent supervision is required. Lunch supervisors will be selected from a pool of volunteers based on their availability and our schedule. All lunch parents will receive a tuition credit of \$10.00 per lunch duty served. Parents must arrive on time and remain with the assigned class until the teacher returns. School lunch volunteers must serve a full lunch period to receive the credit.

All students are encouraged to eat nutritious foods both at snack time and at lunchtime during the week. "Junk" foods" are not permitted. Lunch should consist of a drink, a sandwich and a small snack only. **In fairness to other students, special lunches should not be brought into school including, such as, pizza, McDonald's, Subway, Food Deliveries of any kind, etc. Vending machines in the auditorium are off limits during school hours except as an 8<sup>th</sup> grade privilege. No soda, glass bottles, or aluminum foil are permitted as a safety measure.**

It is most important that we teach children to be responsible. Therefore, students **MUST** bring their lunch with them in the morning. **Parents are not to drop off lunch** during the morning session or when they come for lunch duty unless there is an emergency. Disrespect by any student to a lunch supervisor will not be tolerated and will be subject to disciplinary action by the principal. Continued misbehavior may result in suspension from the lunch program.

**Lunch Schedule:** 11:55 to 12:35

**Lunch Regulations --Children May Not:**

- A. remain in the classroom when the other students are dismissed at lunchtime.
- B. return to their classrooms after dismissal at lunch time, unless they have permission and when accompanied by an adult.
- C. bring food or beverages outside during recess.
- D. leave the yard, play street, or meadow.
- E. use equipment other than that provided by the school at lunchtime.

**XIII. MANDATORY UNIFORM REGULATIONS - LABEL UNIFORMS AND ALL PROPERTY WITH STUDENT'S NAME**

3K and Pre-K for All: 3K and Pre-K for All do not have a mandatory school uniform; however recommended gym uniform is available for purchase. Children not wearing the gym uniform are expected to dress appropriately for play and weather. Students must wear sneakers with Velcro closures at all times. This will ensure that the children are prepared for any physical activities that the teacher has planned, as well as outdoor recess. Sandals, heels and boots pose a safety hazard.

Grades K-8: School uniform will be worn in its entirety each day, unless otherwise stated by the principal. **School uniforms are to be worn to and from school.** All shirts must be tucked into skirts, pants, skorts, and shorts except regulation gym shorts with regulation t-shirts.

**Sneakers:** Uniform sneakers are to be worn for both gym and summer uniform. Uniform sneakers are white or black with no embellishments. Only white or black socks are permitted when wearing sneakers. No sneakers containing wedges or LED lights are permitted.

**During cold and inclement weather,** students who wear boots to school must carry appropriate footwear to change into. All children must have a suitable **school bag or backpack (wheeled bags are unsafe and are not permitted).**

**Make-up** of any type or nail polish is not permitted on any school day. Nail and hair extensions are not permitted.

***Hair may not be dyed, lightened, frosted or have any other color altering treatment.*** Girls and boys should have a simple and neat school appropriate cut with no hair in their eyes. Hair length for boys should not be longer than the bottom of the ear on the sides and top of the collar in the back, unless kept neat. In addition, Mohawk haircuts or trendy design sculpting is not allowed. Girls with very full hair should wear it tied back to keep it out of their eyes. Bandana type, extra wide headbands, cat ear headbands or JoJo bows are not to be worn. Simple hair accessories which coordinate with uniform are acceptable.

**Jewelry** is to be kept to a minimum.

1. Only post earrings (not hanging) and close to the ear hoop earrings are allowed (for girls only). Hoops must be small enough that the student cannot put her pinky through the hoop. Hanging earrings and multiple earrings are not permitted. Our earring policy is a safety issue. Boys may not wear earrings. If your son pierces his ear during school months HE WILL BE REQUIRED TO REMOVE THE EARRING, so arrange piercings accordingly.
2. Large oversized or multiple necklaces are not permitted. If an acceptable chain is worn, it must be worn on the inside of the shirt.
3. No more than one ring per hand is permitted to be worn. One watch or bracelet may be worn.
4. No tattoos of any kind.

Boys and girls must remove **hats** upon entering school or church.

**Dress Down Days** – Students may dress down only on paid dress down days, special holidays where the principal has given special permission, on their birthday, and in some cases as a fundraising reward. ***STUDENTS MAY NOT DRESS DOWN ON DAYS WHEN THE STUDENT BODY GOES TO MASS TOGETHER*** (see school calendar).

**Dress Down does NOT include: make-up of any kind, bare midriffs, tube tops, strapless tops, tank tops or tops with spaghetti straps, excessively short skirts, or shorts. (Only pants without holes, capris or shorts that come to the knee are permitted). Also not permitted are basketball shirts with large armholes, hats, or mesh leggings. The only shoe permitted is a closed sneaker. Normal jewelry policies are to be adhered to.**

**Kindergarten thru 5<sup>th</sup> Grade Year Round Uniform**

<b>GIRLS</b>	<b>BOYS</b>
School plaid jumper	Navy blue school pants (grades 3-5 must wear a black belt)
White rounded collar, long or short sleeve blouse	White pointed collar, long or short sleeve shirt
School plaid criss-cross tie	School plaid tie
Solid white or navy knee socks or tights	Solid white or navy socks
Black uniform lace or Mary Jane shoe	Black uniform lace or velcro shoe
Approved Winter wear navy blue long sleeve sweater	V-neck navy blue long sleeve logo sweater

**OPTIONAL Fall/Spring Uniform Worn Sept-Oct and May-June**

<b>GIRLS</b>	<b>BOYS</b>
Navy blue school skirt	Navy blue school shorts (grades 3-5 must wear a black belt)
White polo shirt with school logo	White polo shirt with school logo
White ankle socks (must cover the ankle)	White ankle socks (must cover the ankle)
White or black sneakers (must not go above the ankle)	White or black sneakers (must not go above the ankle)
	<b>OR</b>
	Navy blue school pants (grades 3-5 must wear a black belt)
	White polo shirt with school logo
	Solid white or navy socks
	Black uniform lace shoe

**Grades 6th thru 8th Year Round Uniform**

<b>GIRLS</b>	<b>BOYS</b>
School plaid skirt	Navy blue school pants with black belt
White pointed collar, long or short sleeve blouse	White pointed collar, long or short sleeve shirt
Red cardigan with school logo	School plaid tie
Solid white or navy knee socks or tights	Solid white or navy socks
Black uniform lace shoe or black penny loafers	Black uniform lace shoes
	Navy blue sweater vest with school logo

**OPTIONAL Fall/Spring Uniform Worn Sept-Oct and May-June**

<b>GIRLS</b>	<b>BOYS</b>
Navy blue school skirt	Navy blue school shorts with black belt
White polo shirt with school logo	White polo shirt with school logo
White ankle socks (must cover the ankle)	White ankle socks (must cover the ankle)
White or black sneakers (must not go above the ankle)	White or black sneakers (must not go above the ankle)
<b>OR</b>	<b>OR</b>
School plaid skirt	Navy blue school pants (grades 3-5 must wear a black belt)
White polo shirt with school logo	White polo shirt with school logo
White or navy knee socks	Solid white or navy socks
Black uniform lace shoes or black penny loafers	Black uniform lace shoe

**Year Round GYM UNIFORMS - Kindergarten thru 8th Grade**

<b>GIRLS &amp; BOYS</b>
Gray uniform t-shirt with school logo
Gray uniform sweatpants with school logo
Red uniform shorts with school logo. If shorts are worn Nov-Apr, sweatpants must be worn over the shorts and then removed for gym class.
Gray uniform sweatshirt with school logo
Sneakers
NO SH extracurricular clothing, i.e. basketball, twirling, etc.

#### **XIV. OFFICE HOURS**

- A. The school office is open each morning for important business.
- B. Please send **all** items for the office **through your child in an envelope marked with your child's name and grade. Make every effort to return requested papers by the** due date specified as follow ups are very time consuming. Any monetary returns should be put in an envelope with your child's name and grade. Parents may also drop monetary envelopes to the School Office between 8:00 a.m. and 9:00 a.m.
- C. Scheduled parent-teacher conferences will take place twice a year at Report Card distribution. However, a teacher, parent or the principal may request meetings at any time throughout the school year. Phone conferences are also a beneficial and time efficient method of communication.
- D. Parents are to address concerns regarding academic or student behavior directly with the classroom/subject teacher. A short note should be sent to the teacher requesting an appointment. All conferences are confidential between parent and school personnel and will therefore take place within the classrooms or in the principal's office, not in the street.
- E. If a situation needs to be addressed further, the parent may contact the principal for discussion of the matter.

#### **XV. FIELD TRIPS**

Each year, our teachers arrange some field trips for their students. Since these trips are provided as part of the school's educational experience, **all students are expected to participate.** If, for some reason a student cannot attend a field trip with his/her class, the youngster is expected to attend school. Assignments will be provided for these students. Any students who fail to submit the approved Field Trip Permission (Release) Form will not be allowed to participate in the field trip.

#### **XVI. COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE)**

Students are entitled to be evaluated for delays or disorders affecting the ability to learn. A letter should be sent to the Chairperson of the districts Committee on Preschool Special Education. A child must be at least 3 years of age in order for services to be approved by the CPSE. Services generally include special education teacher services (SEIT) and related services (speech/language, etc.) For more information about Special Education, please contact our Resource teacher Mrs. Theresia Stalzer at [resource@sacredheartglendale.org](mailto:resource@sacredheartglendale.org)

## **XVII. COMMITTEE ON SPECIAL EDUCATION (CSE)**

The CPSE service window closes at age five. Once children turn five, they “transition” into the Committee on Special Education. Each school district’s Committee on Special Education is responsible for evaluations and recommending services. A written and dated request for an evaluation must be sent to the district’s CSE. Services generally include special education teacher support services (SETTS) and related services (speech/language, etc.). For more information about Special Education, please contact our Resource teacher Mrs. Theresia Stalzer at [resource@sacredheartglendale.org](mailto:resource@sacredheartglendale.org).

## **XVIII. NON-DISCRIMINATION POLICY**

The Catholic academies and parish schools within the Roman Catholic Diocese of Brooklyn welcome students of all backgrounds to share in the Catholic education experience. As parents of children who attend the Catholic academies and parish schools, you are encouraged to share in our Faith community. In accordance with the teachings of the Roman Catholic Faith, the Catholic academies and parish schools within the Diocese of Brooklyn admit students of any race, color, national origin and ethnic origin. The Catholic academies and parish schools do not discriminate on the basis of race, color, national origin, and ethnic origin in admissions, policies, scholarship and loan programs, and athletic and other school-administered programs.

## **XIX. FIRE DRILLS & LOCK DOWNS**

Fire drills and lockdowns are called with and without prior notice. Regulations and procedures will be discussed with students and they are to treat these drills as a serious matter. **Regulations and directions are to be followed without exception.**

## **XX. CRISIS MANAGEMENT PLANS**

Our school has a Crisis Management Plan in place, but for reasons of confidentiality it cannot be made public. Our designated secondary sites in the event of a complete evacuation are the church and if necessary P.S./I.S. 113.

## **XXI. DRUG OR ALCOHOL ABUSE POLICY**

As Christians, we are taught to respect our bodies. To abuse our bodies is to abuse a gift from the Lord and using drugs or alcohol is abusing our bodies. Students possessing or using drugs or alcohol while in school, or while engaged in school activities, are considered a serious threat to the well-being of Sacred Heart Catholic Academy and will be suspended from school and their parents notified immediately. Students found using or possessing drugs or alcohol will be required to attend a program designated by the principal in order to remain in Sacred Heart Catholic Academy. Selling or passing drugs or alcohol, however, will be considered grounds for immediate expulsion. This policy of Sacred Heart Catholic Academy will be upheld without exception and strictly enforced.

## XXII. HOMEWORK / STUDY

Homework includes both study and written work and is a reinforcement of lessons being taught. Assignments are given at the discretion of the teacher and the amount of tasks are to be grade level appropriate. Homework is to be neat, accurate, complete and include the proper heading. All homework is to be **done by the children**, and reviewed by the parents. We encourage parents to take an interest in helping their children to become successful in school. By working with your child and your child's teacher, you can help your child become a more successful learner. You can best help your child by helping them to learn to understand the value of study skills. But caution is advised. Some kinds of help and assistance can be harmful. If the giving of help keeps a young person from developing their own sense of responsibility, then it is harmful.

Enabling is a term that refers to helping or allowing a behavior to continue. Here are some examples of negative outcomes of enabling a child's poor study skills:

- Parents enable a child when they do their child's homework.
- Parents enable a child when they repeatedly bring things to school because the youngster forgets.
- Parents enable a child when they make comments like, "I was like that in school, too", or "I didn't like math either."
- Parents enable a child when they allow the child to plagiarize assignments rather than helping them to learn how to read the information and write about it in their own words.

Sometimes, in a parent's efforts to help their child to succeed in school, they can help too much. Too much help removes responsibility from the student for their actions. The youngster gets used to such help and will learn to rely on that help rather than becoming responsible for themselves.

Students should always be prepared for class and will not be permitted to contact home for missing materials. Both parents and teachers want to encourage young people to become responsible for their own actions. Of course, the amount of responsibility expected from each child will vary from one grade to another. But a student will not learn that sense of responsibility effectively if his/her tasks are performed for him or her or if excuses are made for poor performances. Instead of enabling the child, parents and teachers need to encourage him/her to become a skilled learner and to become increasingly responsible for their own learning, in school and elsewhere.

### **XXIII. STANDARDIZED TESTING**

We participate in New York State Math & ELA testing for grades 4, 6, 7 and Science for grades 4 & 8. In addition, we administer Terra Nova Tests in grades 3 through 8. Within the Diocese of Brooklyn, state tests are part of our core academic program at grades 4, 6, and 7 and therefore students are expected to participate in these tests.

We administer the Earth Science Regents to students in the 8<sup>th</sup> grade who pass the Earth Science class and meet all lab requirements.

### **XXIV. HONOR ROLL CRITERIA – Grades 5 - 8**

#### Principal's List:

- Average of 97 – 100% (no grade less than 80% in the five major subjects)
- 3 or 4 in conduct, effort, homework, personal progress, Physical Education, Art, and Music.
- A passing grade in Computer and Spanish is required.

#### First Honors:

- Average of 93 – 96% (no grade less than 80% in the five major subjects)
- 3 or 4 in conduct, effort, homework, personal progress, Physical Education, Art, and Music.
- A passing grade in Computer and Spanish is required.

#### Second Honors:

- Average of 89 - 92% (no grade less than 80% in the five major subjects)
- 3 or 4 in conduct, effort, homework, personal progress, Physical Education, Art, and Music.
- A passing grade in Computer and Spanish is required.

### **XXV. PERSONAL PROPERTY**

***ALL CLOTHING AND PERSONAL ITEMS SHOULD BE LABELED WITH STUDENT'S FULL NAME.*** Students are not allowed to bring electronic games, reading and communication devices including but not limited to kindles, PSP, etc. to school. Sacred Heart Catholic Academy will not be responsible for any personal property that students may bring to school, such as but not limited to cell phones, electronic games, iPods, etc.

### **XXVI. SCHOOL CLOSINGS**

- A. Due to the ability for all students to immediately go remote learning, when the school is closed due to an emergency ex. snow day(s) the students and teachers will automatically resume their lessons remotely.
- B. Snow and Other Emergencies – The principal will contact the class coordinators and they will begin a phone relay to advise you of the emergency.
- C. You will be notified via email. Please register your email with the school office (FACTS).
- D. 3K and PK for All follows Sacred Heart Catholic Academy closings.

### **XXVII. EMERGENCY**

If an **emergency** occurs at home and you are unable to reach the school because of Telephone failure, please call the rectory (718-821-6434) or Religious Education Center (718-386-5616). They will relay the message to the school.

## **Acceptable Use Policy Technology and Internet Usage**

Sacred Heart Catholic Academy provides Internet Access, Tablets, Chromebooks, and Laptop computers for educational purposes. It is important that students and parents are aware of all of our schools policies, including our Acceptable Use Policy. It is mandatory that the form at the end of the “Policies and Regulations” information provided in this calendar and the accompanying “Acceptable Use Policy” addendums be signed and returned immediately.

No student will be allowed to use the technology provided by Sacred Heart Catholic Academy without this form being completed and returned, indicating that our policies have been read and understood. Students’ access to and use of Internet Access, Tablets, Chromebooks, and Laptop computers will be supervised at all times. Sacred Heart Catholic Academy uses multiple hardware and software solutions to filter/block unsuitable internet sites and content. However, due to the constantly evolving nature of the internet it is virtually impossible to completely monitor. The responsibility of cautioning children about the unsuitability of certain content/sites is one shared by our parents/families. Also, it is the responsibility of the student to notify the teacher/adult present immediately of any unsuitable material accessed by themselves or fellow students, whether intentionally or accidentally.

For the protection of our students and resources, Sacred Heart Catholic Academy has enacted the following regulations regarding the use of Internet Access, Tablets, Chromebooks, and Laptop computers. These regulations are additional to, and in support of our full Chromebook Acceptable Use Policy, and iPad Acceptable Use Policy which are provided at the beginning of each school year.

## **Acceptable Use Policy Technology and Internet Usage**

1. Internet Access, Tablets, Chromebooks, and Laptop computers will not be used in any other manner than teacher directed use.
2. Students will show proper care and handling of all equipment. Any student who damages equipment may be responsible for its repair or replacement and the student's privileges to use said equipment may be suspended.
3. Students may not circumvent or bypass any security measures implemented by or for Sacred Heart Catholic Academy. If it is done intentionally or accidentally the teacher/adult in the room must be notified immediately.
4. Students will not attempt to install, or remove software on and Sacred Heart Catholic Academy devices, unless directed to do so by a teacher.
5. Students will be held responsible for information viewed, received and sent, through the internet.
6. Students will respect the work and ownership rights of students, staff, and people outside the school.
7. Students are prohibited from creating copies of copyrighted works.
8. Students are prohibited from using Internet Access, Tablets, Chromebooks, or Laptop computers to engage in cyberbullying or to harm others in any way.
9. Students are prohibited from unauthorized access to any devices or programs or sites.
10. Students are prohibited from gaining access to sites or devices using another student's login information (username/password).
11. Students are prohibited from altering or making any unapproved changes to hardware or software.
12. Students are prohibited from accessing, uploading, downloading, or distributing in any way pornographic, hate-oriented, profane, obscene, threatening, harassing, or sexually explicit materials.
13. Students are prohibited from sending spam, chain letters, or other mass unsolicited emails.
14. Students are prohibited from the use of inappropriate language.
15. Students are prohibited from using removable media without expressed permission from the teacher/adult present.
16. Students are prohibited from sharing/posting personal information, theirs or others, including but not limited to, home addresses, telephone numbers, school name, picture on any Sacred Heart Catholic Academy device or connection.
17. Access to, or use of, "chat rooms" or social media is prohibited without the expressed permission of the teacher/adult present.
18. Access to email accounts, both school and personal, is prohibited without permission.
19. Use of Internet Access, Tablets, Chromebooks, or Laptop computers will be permitted only under supervision of a member of Sacred Heart Catholic Academy staff.
20. Students are prohibited from accessing materials to gain an unfair advantage in their studies. Such actions will lead to severe consequences.

**Acceptable Use Policy  
Technology and Internet Usage**  
(Continued)

There is no “right to privacy” when using Sacred Heart Catholic Academy Internet Access, Tablets, Chromebooks, or Laptop computers or when using personal devices on school grounds. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accordance with the policy set by the Sacred Heart Catholic Academy administration. This includes, but is not limited to, computing devices, digital storage media and devices, cell phones, tablets, etc.

There is no absolute right to freedom of speech when using Sacred Heart Catholic Academy’s Internet Access, Tablets, Chromebooks, or Laptop computers, whether that use is on or off school grounds.

Student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

Parents are expected to discuss these issues with their children. Parents must understand that access to Internet Access, Tablets, Chromebooks, or Laptop computers is designed, and intended, for educational purposes. They must also recognize that it is impossible for Sacred Heart Catholic Academy to completely restrict and police all controversial materials and cannot hold Sacred Heart Catholic Academy, or the faculty and staff, responsible for any and all materials acquired through the use of Internet Access, Tablets, Chromebooks, or Laptop computers. Parents should also understand that students and families may be liable for violations as detailed herein.

Students found in violation of Sacred Heart Catholic Academy’s Acceptable Use Policy(s) may be subject to one of more of the following consequences:

1. Temporary/Permanent suspension of Internet privileges.
2. Temporary/Permanent suspension of Tablets, Chromebooks, or Laptop computer privileges.
3. Further disciplinary actions as warranted in specific cases, or repeat infractions.

The use of technology is permitted on academy/parish school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the Sacred Heart Catholic Academy community.

Please note: The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations, for just cause, at his/her discretion. Also the administrator reserves the right to search any and all electronic devices, lockers, etc if there is reasonable cause to do so.

The Principal reserves the right to amend the Sacred Heart Catholic Academy Handbook for just cause and parents/families will be given prompt notification if any changes are made.

# **SACRED HEART CATHOLIC ACADEMY STAFF**

## **Principal**

**Mr. Michael J. Callaghan**

## **School Secretary**

**Mrs. Lorraine Ursol**

## **Receptionists**

**Mrs. Nilsa Fernandez and Mrs. Laura**

**Tracy**

### **UPK for All Director**

**Ms. Jennifer Mazzarelli**

### **Kindergarten**

**Mrs. Linda McPhillips**

**Mrs. Lynne Paczkowski**

**(Aide)**

### **Grade 6**

**Mr. Raymond Calcagno**

### **Spanish Language (3 - 8)**

**Ms. Maria Suarez**

### **3K-1**

**Ms. Stephanie Miele**

**Mrs. Chasity Schmidt (Aide)**

### **Grade 7-1**

**Mrs. Victoria Smallwood**

### **Resource**

**Mrs. Theresia Stalzer**

### **3K-2**

**Ms. Samantha Bethge**

**Mr. Michael Maniscalco  
(Aide)**

### **Grade 1**

**Ms. Amanda Ranzie**

**Mrs. Anne Maddelena**

**(Aide)**

### **Grade 7-2**

**Mr. Andrew Mercaldi**

### **Financial Secretary**

**Ms. Liliana Gomez**

### **Pre K for All - 1**

**Ms. Kailyn Cano**

**Mrs. Jody Salig (Aide)**

### **Grade 2**

**Ms. Valerie Porcelli**

### **Grade 8**

**Mr. Peter Stamm**

### **School Nurse**

**Nurse Nancy**

### **Pre K for All - 2**

**Mrs. Jennifer Velez**

**Mrs. Tina Altaro (Aide)**

### **Grade 3**

**Ms. Nancy Andrezzi**

### **Art**

**Mr. Nicholas Calandrillo**

### **Custodian**

**Mr. Diego Vargas**

### **Pre K for All - 3**

**Mrs. Julie Milcetic**

**Mrs. Cynthia Fusco (Aide)**

### **Grade 4**

**Ms. Kristina Valentino**

### **Computer**

**Mrs. Mary Deck**

### **Technology Coordinator**

**Mr. Charles Suffel**

### **Grade 5**

**Ms. Kristen Yonke**

### **Physical Ed/Music**

**Mr. TJ Fox**

## **SACRED HEART PARISH STAFF**

**Rev. Fred Marano**  
Pastor

**Rev. John J. Fullum**  
Pastor Emeritus

**Mr. Peter Stamm**  
Deacon

**Mrs. Theresia Stalzer**  
Director of Faith Formation

**Mrs. Nancy Baer**  
Pastoral Associate

## **SACRED HEART BOARD OF DIRECTORS**

**Fred Haller**  
Chair

Dave Fitzgerald

John Schatz

Stephen Haller

Stephanie Rice

Margaret O'Connor

Brian Dooley

John Hickey

Maryann Bile

Gail Chiarovano

Ryan Huber

**Please sign below. Cut along dotted line and return the signed portion to school with your child immediately.**



We have received, thoroughly read, and discussed with our child / children the policies and regulations of Sacred Heart Catholic Academy including the Acceptable Use Policy regarding technology use and agree to abide by them.

Child/Children's Name Print and Sign:

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Parents' Print and Sign:

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