

BUFFALO ACADEMY OF THE SACRED HEART

STUDENT HANDBOOK 2011 - 2012

**3860 Main Street
Buffalo, New York 14226**

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Phone: _____

Homerroom: _____

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BUFFALO ACADEMY OF THE SACRED HEART

was founded in 1877 by the Sisters of Saint Francis of Penance and Christian Charity. The original site of the school was on Washington Street in downtown Buffalo. Ground breaking for the present school was in 1930 and the school moved to 3860 Main Street on May 31, 1931.

2011-2012 ADMINISTRATION

Head of School	___	Ms. Jennifer Demert
Director of Academics	___	Ms. Linda Cimusz
Director of Admissions	___	Mrs. Mary Ganey-Cochrane
Director of Student Services	___	Ms. Jeanette M. Piscitello
Director of Institutional Advancement	___	Mrs. Amy Starck
Director of Finance	___	Ms. Jane Vicki

Campus Ministers	___	Mrs. Ruth Donner Mrs. Maria Clare
Student Council Moderator	___	Mrs. Anne Spasiano
Coordinator of Administrative Services	___	S. Connie Marlowe, OSF
Coordinator of Discipline	___	Mr. Peter Liberti
Student Review Brd. Coord.	___	Mrs. Patricia Hooper
Athletic Director	___	Ms. Gretchen Scheuermann

School Office: (716) 834-2101 Fax: (716) 834-2944

School Code for SAT/ACT/CEEB: 331770

Email - info@sacredheartacademy.org

☞ SHA FACULTY & STAFF ☜

Mrs. Ann Abbate	Health
Ms. Mary Achramovitch	Physical Education
Mrs. Lyn Biniszkiewicz	Library Media Specialist
Mrs. Nancy Brady	English
Mrs. Theresa Brady	School Counselor
Ms. Wendy Brehm	Guidance Secretary
Mr. Joseph Childs	Music
Mrs. Maria Clare	Religion, Campus Ministry
Mrs. Alison Clement	Psychology
Mrs. Jane Coughlin	Library Assistant
Mrs. Gina Cutrona	Art
Ms. Susan Daniels	Alumnae Associate
Mrs. Ruth Donner	Campus Minister
Mr. Jack Duffy	English
Mrs. Bridget Falk	Admiss./Camp. Min. Sec.
Mrs. Sharon Finucane	Adv. Assoc., Database Mgt.
Mrs. Beth Fischer	Music Director
Ms. Bridget Flynn	Technology Assistant
Mrs. Shirley Friehe	Nurse
Mrs. Nicole Gao	Tech. Integration Specialist
Mrs. Tina Gilbert	Mathematics
Ms. Heather Gravelle	Music
Ms. Heidi Henzler	Communications Coordinator
Mrs. Eileen Hettich	Alumnae Coordinator
Mrs. Anne Hoehn	Receptionist
Mrs. Patricia Hooper	Mathematics, SRB Coordinator
Mrs. Martha Horohoe	Foreign Language
Mrs. Joanne Hozdic	Foreign Language
Mrs. Lisa Ishwardas	Art
Mr. Michael Jans	Technology Coordinator
Mr. Tim Kennedy	Music
Mrs. Kirsten Kenny	Dance/Religion
Mr. Yordan Kovatchki	Building & Grounds Coordinator
Mr. Peter Liberti	English
Mrs. Joan Lojacono	Social Studies
Ms. Allison Lowes	Physical Education
Mrs. Sheila Lyons	Leadership
Mr. Larry Magaris	Mathematics
Ms. Eileen Maloney	English
Mrs. Ashley Marzec	Mathematics
Mr. Kenneth McKinnon	Social Studies
Mrs. Christine Melchiorre	Advancement Associate
Mrs. Patricia Mesmer	Social Studies
Mrs. ZhengZhi Miao	Foreign Language

☞ SHA FACULTY & STAFF ☜

Mrs. Loretta Michienzi	Administrative Secretary
Mrs. Breen Morton	Science
Sister Joan Nelson, OSF	Advancement Assistant
Ms. Rosa Newman	Foreign Language
Mrs. Nadejda Nigrin	Music
Mrs. Barbara Nolan	Science
Mrs. Jolene Rucinski	Administrative Asst. to H.O.S.
Sister Dolores Schmidt, OSF	Finance
Mrs. Karin Seymour	Physical Education
Sister Karen Shaver, SSJ	English
Mrs. Jennifer Sikora	Finance
Mrs. Bea Slick	Internship
Mrs. Patty Smith	School Counselor
Mrs. Marcia Snyder	Mathematics
Ms. Susan Spadinger	Religion
Mrs. Anne Spasiano	Foreign Language
Mrs. Elsie Staebell	Receptionist
Mr. Ronald Stepien	Science
Mrs. Anna Qian Sun	TLC Coordinator
Mrs. Karen Szalach	English
Ms. Alison Taylor	Social Studies
Ms. Jessica Thrush	Mathematics
Mrs. Ashley Tibbetts	Adv. Assoc., Special Events
Mrs. Elizabeth Truesdell	Religion
Sister Mara Walton, OSF	Science
Mrs. Melanie Whitney	Science
Mrs. Margaret Wietig	Technology
Mr. Matthew Wilcott	Science
Mr. Michael Wright	Foreign Language

- ☞ Aim for **MASTERY**-85% minimum on every assignment
- ☞ Seek an Adv. Regents Diploma; it will enhance your future
- ☞ Take the more difficult course when a choice is available
- ☞ Follow your schedule and be prompt
- ☞ Respect the rights of others
- ☞ Always give your best effort
- ☞ Check your email daily – use Gaggle.net
- ☞ Attendance is key to success

☪ MISSION STATEMENT ☪

The Buffalo Academy of the Sacred Heart is a community committed to providing young women with a comprehensive, balanced and challenging Catholic education rooted in the core values of the Franciscan tradition.

We graduate young women with intellectual preparedness, spiritual grounding, commitment to service and the leadership skills necessary to have a positive impact on the world.

☪ VISION STATEMENT ☪

Empowering young women through excellence in education

☪ PHILOSOPHY OF SACRED HEART ACADEMY ☪

We believe that each student enrolled at Sacred Heart Academy is a unique and important person and that every facet of her life - spiritual, emotional, intellectual, social and physical should be developed.

We believe that all life comes from God and that Jesus Christ provides us with a model of personal growth.

We provide the atmosphere and experiences that encourage each student to develop as a responsible, educated, Christian woman.

We promote the development of a thinking, caring woman who respects life and has the desire and ability to contribute constructively to the growth of herself and of other persons.

As an academy with a long Franciscan history, we learn from and respect the past, attend to and respond to the present and look toward and prepare for the future.

☞ GOALS OF SACRED HEART ACADEMY ☞

Believing in the possibility of Christian development of the total human person we work to:

- provide a program of Catholic religious studies, enhanced by opportunities for prayer, worship and spiritual growth.
- provide experiences which heighten student awareness of moral values, allow students to feel closer to God, and develop responsibility for their spiritual lives.
- provide the atmosphere in which each student may develop interpersonal relationships within the school community by offering opportunities for interactions and a variety of programs encouraging leadership.
- provide knowledge, develop skills, encourage discovery, enhance critical thinking and creativity in students by offering them a varied curriculum, imaginative approaches to teaching, a variety of learning tools and organizational tactics.
- promote physical fitness and mental alertness through health programs, physical education courses and a comprehensive sports program.
- provide education in the fine arts, music and drama, celebrating the student's talents in these areas with performances, exhibits and displays.
- promote responsibility to community involvement, and a strong sense of ministry to others both at SHA and in society.

☞ STATEMENT OF BELIEFS ☞

All life comes from a loving and caring God. Each individual has inherent worth. Jesus Christ provides us with an exemplary model for our personal growth. Education is the shared responsibility of the school, students, families and the entire surrounding community.

It is the responsibility of all members of the school community to instruct the students, both directly and indirectly, in values, personal integrity, and ethical conduct consistent with Christian principles.

Lifelong learning is essential to success in a changing society. Ministry to the community and reflection upon the value of that experience leads to a greater understanding of Christian service

in our lives. Recognizing and developing the talents and abilities of everyone will benefit each member of the school community. A strong sense of "self" and "community" is fostered through involvement in a wide range of curricular and co-curricular activities. Respect for ourselves and others is essential.

☞ DIVERSITY STATEMENT ☞

Buffalo Academy of the Sacred Heart upholds the dignity of all persons. Grounded in our Franciscan charism, we honor each person's identity in prayer, speech and actions. As members of regional, national and global communities, we strive to build bridges between and among cultures. In the spirit of St. Francis, we call on all members of the SHA community to join in building a welcoming, multicultural and just community.

☞ HISTORY OF SACRED HEART ACADEMY ☞

MOTHER MAGDALEN DAEMEN

Mother Magdalen Damen, the foundress of the Sisters of St. Francis of Penance and Christian Charity, was born in 1787 in the village of Laak in the southern part of the Netherlands. The time of her birth was a period of great religious and political unrest. The French Revolution was draining the resources of rich and poor alike. Convents and monasteries were closed and the religious banished. But love for the Church and trust in God remained strong in the hearts of the people. At the age of 20, Catherine (later she took the religious name of Magdalen) to help her family went to work in the household of a priest in Belgium where some churches had reopened. It was there she learned of the Franciscan way of life. The humble, poor man, Francis of Assisi captured her heart and she worked diligently with the poor and the sick. In 1827 three other women who were inspired by Catherine's poor and simple life of service asked to come and join her. Together they built a small house and shared a life of prayer and service in the spirit of St. Francis of Assisi. Catherine was inspired by God to begin a religious community and, finally, after much discussion the Bishop gave her permission. On May 10, 1835 the sisters, in need of more room, moved into a large abandoned house known as the "Kreppel." This date is considered the foundation day of the Sisters of St. Francis of Penance and Christian Charity. On February 11, 1836, the first

sisters received the Franciscan habit and Catherine, now Mother Magdalen, was the superior of this new Franciscan community. Under her guidance, the community grew to 17 convents by her death, August 7, 1858. Her often spoken words, "God will provide" continue to guide the work of the sisters in the 21st century. Sisters presently serve in Germany, the Netherlands, Indonesia, Brazil, Poland, and the United States with missions in Mexico, Guatemala, Tanzania, and the Philippines with the office of administration in Rome, Italy. A picture of Mother Magdalen Damen hangs in the main corridor of the Academy. Further information may be found on the website, www.franciscans-stella-niagara.org.

BUFFALO ACADEMY OF THE SACRED HEART

In 1874 the Sisters of St. Francis of Penance and Christian Charity arrived in Buffalo, New York at the request of Jesuit priests who were serving the German parishioners at St. Michael's on Washington St. and St. Ann's on Broadway. The sisters staffed the parish schools but soon saw a need to expand in order to provide further educational opportunities. In 1877 high school classes began in the convent at 749 Washington St. with eight students. In 1889 a new wing was added and the high school was officially recognized by the State Education Department of New York and in 1895 the permanent charter of education was obtained. Expansion continued and in 1898 an entire new building housed the girls' high school. As interest in women's education increased, the Academy outgrew its original site and on May 11, 1930, 230 students and 14 faculty members moved to the present location at 3860 Main St. The 100th anniversary of the Academy in 1977 and the 125th in 2002 were celebrated with many activities including the burial of a time capsule in the front yard. A Peace Pole was erected, May 10, 2005 to symbolize the continued dedication of the Academy community to work for justice and peace in the world.

SAINT FRANCIS OF ASSISI

Born at Assisi in Umbria, in 1181, Francis Bernadone enjoyed a very rich and easy life style. Constantly happy and charming, he was a friend to all, a born leader. He set out to fulfill his dreams of knighthood. While away he had a dream that forever changed his life. He realized there was more to life and began to lead a life of prayer. One day while riding through the countryside he came upon a leper. Repelled by the appearance and deformity, Francis nevertheless jumped from his horse and embraced the man. True peace returned to Francis and his search for Christ led

him to the church of San Damiano. Here while praying, he heard Christ on the crucifix speak to him, "Francis, repair my church." Assuming this meant to physically repair the building, Francis began in haste. However, the call of Francis was much deeper. Giving up all his worldly possessions, Francis began a life of begging and preaching the love of Christ. Slowly, companions joined him and following the Gospel, they went about the countryside two by two. Francis was a man of action. With simplicity and humility as his guide, he went to Rome to meet with Pope Innocent III to ask approval for his band of followers that were to be the first of thousands to follow the Franciscan Rule. Francis' final years were filled with suffering and humiliation. Praying to share in the sufferings of Christ, he received the stigmata, the marks of the nails and lance wound of Christ on the cross. Francis a true poet wrote the Office of the Passion and the Canticle of Creation to express his deep love of Christ and life. He died at the age of 45 on October 4, 1226 leaving a legacy that stretches across the world. The Sisters of St. Francis of Penance and Christian Charity follow the Rule of Francis. There are many pictures of Francis around the Academy and his statue stands at the front entrance.

SAINT CLARE OF ASSISI

Clare, known as the foundress of the Order of Poor Ladies or Poor Clares, was born in Assisi July 16, 1194. Born into a family of nobility and wealth, Clare was a child devoted to prayer and sacrifice. At eighteen she heard Francis of Assisi preach a Lenten retreat and knew immediately that she too wanted to follow the Gospel way of life. Francis recognized her sincerity and encouraged her to join them. Secretly she left her father's house and went to the little chapel of the Portiuncula where the friars met her. Laying aside her riches, symbolized by cutting her hair she pronounced her vow of poverty and received a simple brown habit and veil from Francis. Her father, furious with her decision, tried to persuade her to return. However, a few days later her sister, Agnes, joined her. The Friars found a crude dwelling for them and soon others joined them to establish the first community of the Poor Clares as the second order of St. Francis came to be called. Clare spent her days in prayer, manual labor, and contemplation. She had a deep devotion to the Eucharist. Monasteries were established throughout Europe and Clare wrote the Rule that guided their life of simplicity and poverty. She died on August 11, 1253. There are many pictures of St. Clare around the Academy and the music building bears her name.

☞ SCHOOL SONG ☞

From the statue in the hall, to the chapel light above
Are laughing friendly faces that we have learned to love.
Sacred Heart, our alma mater, sing her praises dear
In unity is loyalty, our hearts will e're be here.

We work and read and pray, in the halls of SHA
Our hearts will e're be true, to memories of you
O Alma Mater, dear, we praise you through the year.
We'll keep those mem'ries bright.
Let's hail maroon and white!

☞ FOOTPRINTS ☞

Christian Service Program

"Start by doing what is necessary, then do what is possible,
and suddenly you are doing the impossible."
St. Francis of Assisi

Philosophy

The Gospel of Jesus Christ and the example of St. Francis call all Christians to serve the needs of the community. The service and outreach program complements and enriches education at Sacred Heart Academy. It provides an opportunity for the participants to experience service, to reflect upon their experiences, and to understand the ministry of service in their own lives.

Goals

Our Christian Service Program provides opportunities to help others and time to reflect on those experiences in an atmosphere that recognizes and challenges the unique talents and abilities of each participant. The St. Clare Award for Excellence in Service will be awarded to students who complete between 50-99 service hours. The St. Francis Award for Outstanding Service will be awarded to students who complete 100 or more service hours.

Service Requirements

1. This program is a response to the gospel of Jesus Christ and The example of St. Francis' call to serve the needs of the community. Service hours MUST benefit a community need.

2. Babysitting friends or family or working for family business IS NOT acceptable for required hours.
3. Service hours cannot be done during class time.
4. A Footprints Christian Service Placement Approval form must be completed by the student and signed by the campus minister for each placement prior to beginning any service work.
5. Attitude toward service is primary. Quantity of hours is secondary to quality of time spent. Service is required every year.

Fresh./Soph./Juniors
Seniors

Minimum hours = 20 hours
Minimum hours = 20 hours *

* The Senior requirement of 10 hours for Government class is NOT considered for Footprints hours.

Please note: Only 5 hours of the required 20 hours may be performed at SHA events such as Open House or the Alumnae Golf Outing.

6. A Footprints Christian Service Verification Form for each placement must be completed by the student and signed by the service supervisor.
7. All students must participate in the annual SHA Day of Sharing (school-wide day of community service). Students who are absent on the Day of Sharing are required to complete an additional 5 hours of service above the 20 required hours.
8. Students are required to attend and participate in 6 mentor/reflection sessions throughout the school year.

Service hours for the 2011-2012 school year must be completed by Wednesday, May 2, 2012.

STUDENTS RECEIVE A COMPLETE INFORMATION PACKET EACH YEAR.

LEADERSHIP STUDIES PROGRAM

Students at the Buffalo Academy of the Sacred Heart participate in Leadership Studies all four years as part of their seminar course. Each grade level will receive one quarter of instruction in

Leadership Studies. The overall objective for Leadership Studies is to empower our students with the skills, the compassion, and the confidence to be a leader wherever their hearts, their faith, and their goals lead them.

☞ GENERAL INFORMATION ☞

☞ POLICIES ☞

ACADEMIC ELIGIBILITY

Because academic achievement is a priority at SHA, student performance in schoolwork impacts on her participation in extracurricular activities. Therefore, any student who fails one or more subjects in a quarter or whose grades drop substantially in a quarter will be subject to a probationary period during the following quarter. During this time academic progress will be monitored by both the classroom teacher and the moderator of the extracurricular activity. If there is no improvement the following quarter or if the student falls below in another subject, the student upon review, may be suspended from any or all extracurricular activities for the following quarter. The student's academic progress will continue to be monitored throughout the quarter to determine if and when the suspension can be lifted.

ACADEMIC POLICY

Sacred Heart's academic focus is to prepare every Sacred Heart student with the knowledge and skills to successfully complete an undergraduate higher education degree program. This commitment to college success, not just college admissions, requires consistent student intellectual growth and development during all four years of high school and results from the study of an increasingly challenging, engaging, coherent academic curriculum.

Sacred Heart graduates will have the necessary writing, research, team, study and time management skills along with developing habits of mind, such as intellectual openness, inquisitiveness, analysis, reasoning, argumentation, proof, interpretation, precision and accuracy, and problem solving.

SHA will provide all students, along with their parents/guardians, with the tools to systematically understand the post secondary educational system, and with the specific knowledge of the

norms, values, and conventions of interactions in the college context.

SHA will also utilize appropriate available outside assessment tools to assist Sacred Heart in improving its college success efforts.

ACADEMIC PROBATION

Students are required to maintain a minimum average of 2.0 each quarter. A student who falls below that average will be on academic probation. Her grades will be reviewed quarterly and parents/guardian will be notified in writing. A student's enrollment for the next year is contingent upon maintaining the minimum average of 2.0.

ACCEPTABLE USE OF COMPUTERIZED INFORMATION RESOURCES

The Buffalo Academy of the Sacred Heart provides access to various computerized information resources to every SHA student and employee, subject to the Terms and Conditions found in this document. These resources may include access to electronic mail, on-line services, internal network resources, and the Internet, ensuring that students develop global communication and 21st century skills. Resources also include access to systems not controlled by the school. Sacred Heart Academy also provides student access to a wireless network and the option of bringing to campus a personal laptop or netbook as a means to enhance their education.

Sacred Heart Academy filters the Internet in compliance with the Children's Internet Protection Act (CIPA). However, the Academy cannot guarantee that students will not find material on the Internet that may be considered objectionable. Student use of the network is restricted to educational purposes only. Personal electronic devices are subject to the same restrictions.

Users should not expect that files stored or created on school-based computers are private. Any work created with or stored on SHA systems, including all email correspondence, is the property of Sacred Heart. Administrators, staff, and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Sacred Heart Academy does not condone the use of unsuitable materials and does not permit the use of such materials in the school environment. Every reasonable effort will be made to

monitor the usage of SHA's computer system through a combination of filtering software and adult supervision. Despite the existence of guidelines, regulations and monitoring it will not be possible to completely prevent access to computerized information that is inappropriate for students.

The use of the SHA computerized information resources is a privilege, not a right, and inappropriate use may result in a revocation of those privileges. Student failure to follow the guidelines may result in further disciplinary action. The system administrators will judge what is inappropriate use and may deny a user access at any time as required. Administrators, faculty, and other professional staff of SHA may request that system administrators deny, revoke, or suspend specific users. An appeals process is outlined below.

Only users with a signed Contract Agreement on file with the system administrator are permitted to access Sacred Heart's computerized information resources.

1. **Acceptable Use**

The use of technology must be in support of education and research consistent with the educational objectives of the Buffalo Academy of the Sacred Heart. Use of another

organization's network or computing resources must comply with the rules appropriate for that network. The following restrictions on Sacred Heart systems apply:

- A. Do not access the Internet, email, other electronic communication or any program or part of a program that is not consistent with the education and research goals of the school.
- B. Do not share any password or account assigned to you by SHA administrators.
- C. Without the consent of a SHA faculty or staff member, do not change, copy, rename, delete, read, or otherwise access files or software that you did not create.
- D. Do not use the network to violate any local, state or federal statute. This includes, but is not limited to, transmission of threatening, abusive or obscene material.
- E. Do not violate the copyright, plagiarize or otherwise use the intellectual property of another individual or organization without permission. **All works must be properly cited.**
- F. Do not access, compose, upload, download, create, or distribute pornographic, obscene, sexually explicit material or language.

- G. Do not purchase any goods or services through any SHA provided on-line service.
- H. Do not use the network for commercial activities, product advertisement, or political lobbying.
- I. Do not vandalize, damage, disable, or "hack" the files or accounts of others. Creation or use of a virus is considered vandalism.
- J. Do not upload or download or share any files without (a) verifying that it is legal to do so under US copyright laws or (b) receiving prior authorization by a SHA staff member.
- K. Do not use social networking sites, instant messenger programs, or chat rooms on campus.
- L. Do not use technology to record voice, images, or video without express written permission from the appropriate staff or faculty member and the Head of School.

2. **Network Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite and use appropriate language. Do not use profanity, vulgarities, or any other inappropriate, offensive, harassing, or "stalking" language or behaviors.
- B. **Do not reveal personal information about yourself or others on-line** such as name, home or work address, telephone, bank card number, etc.
- C. Do not meet with someone you have met on-line without being accompanied by a parent.
- D. Do not use the network in such a way that would disrupt the use of the network by others.
- E. Assume that all communications, programs, files, and any other information accessible via the SHA network are private, copyrighted property and respect them as such.

3. **Personal Laptop or Wireless Device**

Sacred Heart Academy provides the opportunity for students to bring a personal laptop to school to use as an educational tool. The use of these laptops will be at teacher or staff member discretion.

- A. Students must bring their laptop or wireless device to the Technology Coordinator to have the device added to the Sacred Heart wireless network. The device MAC address and serial number will be registered.
- B. Students may use their wireless device for educational purposes only and only when it is approved by individual teachers or staff members. Students must turn off and put

away their wireless device when requested by faculty or staff.

- C. Students will have access to the Internet only and will not be able to log into their Sacred Heart Academy network accounts
- D. Students may not use wireless devices to record images, sound, or video without express written consent of the teacher and Head of School.
- E. Students will access only the approved Sacred Heart wireless access point network while on the Sacred Heart campus.
- F. Sacred Heart Academy accepts no responsibility for personal property brought to the school by students. Students who choose to bring a wireless device to the school assume total responsibility.
- G. Use of personal wireless devices on campus is a privilege and can be revoked at any time.

4. **Security**

Security on any computer system is a high priority, especially when the system involves many users. If a user feels able to identify a security problem on the SHA network, the user must notify a supervising faculty member or a system administrator without delay. The anonymity of the individual notifying a system administrator of such an issue will be kept to the extent possible. Users may not, under any circumstances, use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

5. **Vandalism**

Vandalism is defined as damaging, defacing, disassembling, or destroying any part of computer or network hardware. Students are not to move any cables, switches, and plugs including those associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the SHA network, the Internet, or any other connected agency or network. This includes, but is not limited to, the uploading or creation of computer viruses or worms. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required of the offender.

6. **Publishing**

Prior to publication on the Internet, home pages that are created and intended to represent SHA or departments of SHA must be approved by the Administration. Use of student or

employee images or names is strictly prohibited without the written permission of the student's parent/guardian or the employee. Student home addresses will not be published on the Internet. Publication of student or employee documents created as part of a classroom or work assignment for the school must be approved by the Administration or its designee.

7. **Use of Social Networking**

Buffalo Academy of the Sacred Heart defines social networking as a web site that provides a virtual community for people interested in a particular subject or just "hang out" together. Members create their own online profile with biographical data, pictures, etc. Users communicate with one another by voice, chat, instant message, videoconference, and blogs. Social networking by students is not allowed on campus computers or on student personal devices while on the Sacred Heart campus. The following list includes examples of social networking sites that are restricted to students: Myspace, Facebook, Friendster, Bebo, Xanga, yahoo!360, Flickr, Fotolog,hi5, Netlog, and YouTube.

8. **Disclaimer**

Buffalo Academy of the Sacred Heart, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the computerized information resources it provides. Furthermore, SHA is not responsible for:

- A. Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer viruses;
- B. The accuracy, nature, or quality of information stored on any media, drives or servers;
- C. The accuracy, nature, or quality of information gathered through the Internet;
- D. Damage to personal property used to access computers, networks, or the Internet;
- E. Unauthorized financial obligations resulting from Internet access. Such charges are the responsibility of the user ordering those services.

9. **Account Termination and Appeal Process**

Violation of the policies described herein for use of computing resources will be dealt with seriously. Violators are subject to disciplinary procedures of the Buffalo Academy of the Sacred Heart, may lose computing privileges or account and network access, and may also be subject to prosecution by state and

federal authorities under laws including, but not limited to: The Privacy and Protection Act of 1974; The 1986 Electronic Communications Privacy Act; The Computer Fraud and Abuse Act of 1989.

Accounts on Sacred Heart systems may be terminated or disabled with little or no notice for violation of the Policy on Acceptable Use of Computerized Information Resources, or for other inappropriate use of computing and network resources. When an account is terminated or disabled, we will make an attempt to contact the user (at the phone number they have on file with us) and notify them of the action and the reason for the action. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may appeal to any SHA System Administrator. The Head of School or her designee will act as an appeal coordinator who will review the evidence and hear reasons why an appeal should be considered.

Users are advised that a history of violations is kept. Any history of violations will be considered in determining what action to pursue. Parents will be notified of serious violations of this policy.

ALCOHOL/SUBSTANCE ABUSE

Sacred Heart Academy has a commitment to and shared responsibility with parents:

1. To protect and foster the students' health and welfare.
2. To educate and assist students to become mature, responsible and healthy Christian women.
3. To help students make life-affirming decisions in completely abstaining from the illegal use of alcohol and chemical substances.
4. To support and maintain a program of confidential and professional care (for students experiencing problems because of alcohol or substance use and/or dependency.)

The purposes of these educational assistance and disciplinary policies are two-fold:

- To create an alcohol/drug free school and environment which is conducive to academic and personal health, safety, and

growth consistent with our SHA philosophy and Franciscan values. Therefore, no alcohol will be served at any student-centered function.

- To help our students deal with all alcohol and drug related issues in the best way possible.

Dealing or selling of drugs or drug-related paraphernalia on or near school grounds, at school sponsored functions or traveling in school supervised vehicles will result in immediate expulsion.

The possession or use of drugs or alcoholic beverages on school grounds, at school sponsored functions or traveling on school supervised vehicles is against the law and violators will be subject to strict disciplinary action. Possession of alcohol or any controlled substance anywhere by a Sacred Heart student will seriously jeopardize her right to attend Sacred Heart Academy. Students under the influence of alcohol or a controlled substance (mood altering chemical) or in the possession of drugs or alcohol while in school will be handled in the following manner:

1. Parents will be contacted immediately and asked to come to the school or social event to meet with the Head of School or her designate, and asked to take their daughter home. They will also receive written notification.
2. Appropriate law enforcement notification will take place as determined by the Head of School.
3. The student will be required to appear before representatives of the school's administration and/or the school disciplinary board.
4. The student's privilege to participate in any school activities will be revoked until a hearing takes place and a further determination made.
5. The student may be required to participate in a mandatory drug/alcohol rehabilitation program.
6. On-going and written communication between the school's administration and the student's parents is essential and will take place as necessary.

Guests of Sacred Heart Academy students who arrive at a SHA sponsored function under the influence of drugs/alcohol or

become intoxicated while there will be detained until his/her parents or police arrive to take him/her home. Parents are reminded that they are legally responsible and liable for accidents or injuries that result from alcohol being served to students under 21 years of age.

Any student who violates the school policy on drugs and alcohol is subject to expulsion. In all cases, the school will consult with the student's parents and appropriate school professional staff. However, the school's recommendation is final for a student to continue her education at Sacred Heart Academy. Students in leadership positions found to be in possession, use or under the influence of drugs or alcohol in a public setting are also subject to action on the part of the school.

SHA is a smoke free facility. It is the law that there is no smoking allowed on school grounds or in any school building at any time. This law applies to the regular school day, as well as after school, evening, and weekend activities. In addition, students may not smoke within a one half mile radius of the school.

ANNOUNCEMENTS

When a club/group has an announcement to be made it should be written on the form in the office by 7:50 a.m. Announcements of a routine nature such as club meetings, should be posted on the electronic message board. Announcements must have prior approval by a supervising adult. Announcements left in the office for other students must be approved by a school secretary.

ASSEMBLIES

School wide assemblies are an important part of a well-rounded education. Different schedules are in place to accommodate these events.

ATTENDANCE

Regular school attendance is a critical factor in student success. There is a high correlation between consistent school attendance and academic success.

Philosophy and Purpose

For our students, attending school needs to be their number one priority. We discourage students from setting appointments during school hours, taking family vacations while school is in session or missing school without a very good reason. We encourage college visits to be planned around our days off to the

extent possible. At the same time, students who are sick should not come to school.

In an effort to prepare our young women for the real world, we embrace the philosophy that positive attendance habits will benefit students while at SHA, in college and throughout their lives. Most businesses allow their employees less than 10 personal and sick days.

Regular school attendance is also a critical factor in student success. There is a high correlation between consistent school attendance and academic success. Attendance is also recorded on a student's transcript and a poor attendance record may jeopardize college acceptance at certain schools.

Finally, it is our hope that this policy will aid us in determining any underlying barriers to attendance our students may face and will allow us to address these issues proactively to benefit our young women.

Definitions

- School Absence - The student is not in the school building for the entire day.
- Class Absence- The student is not in the assigned class during at least half of the entire period of time allotted for that class.
- Tardy - A student enters the building after the designated arrival time or a student enters a class after the designated start time.
- Early Dismissal – A student leaves the building prior to the designated dismissal time or a student leaves a class prior to the designated dismissal time.

General Information

The school day begins at 8:00 a.m. and ends at 2:50 p.m. Attendance is recorded at the beginning of each day and in each class.

When a student is absent, a parent or guardian must notify the school's Coordinator of Administrative Services before 9:00 a.m. at 834-2101 ext. 305.

Upon return to school after an absence, the student must bring a note from a parent or guardian stating both the date(s) and the reason(s) for the absence. This note should be given to the Coordinator of Administrative Services. Students who are absent are obligated to contact their teachers to make arrangements to complete missed work. Students on official home instruction are not considered absent.

If a student is not in school by noon on a full day or 10 a.m. on a half day, she will not be permitted to participate in sports or any extracurricular activity for that day.

Perfect attendance certificates are awarded to qualified students at the end of the school year.

For purposes of School Absences and Class Absences students will not incur an absence for school-sponsored events which include: junior class trip, assisting with retreats or elementary school visits, sanctioned athletic tournaments, school musical performances etc.

School Absences

Students are permitted **10 absences in a school year (with no more than three (3) of those absences occurring after May 1).**

Absences beyond the allotted 10 absences will result in loss of privileges as well as decreased class participation grades in each of the students' courses. Students who miss more than 10 days of school for **ANY** reason will not be permitted to participate in sports, the musical or drama, field trips, other extracurricular clubs or activities including student government and National Honor Society. Juniors and seniors will not be permitted to attend the prom. Seniors will lose their "FREE" periods and will be assigned to either the TLC or study hall.

In an effort to keep families informed of their daughters' number of absences

- any student who reaches 5 absences will receive notification herself and notice will also be sent by mail to her parents;
- any student who reaches 8 absences will receive notification herself and notice will also be sent by mail to her parents, and a conference with the student's parents and the Head of School is required. This conference can be in person or by phone at the preference of the Head of School.

Class Absences

Students are permitted 10 absences for full credit courses and 5 for half credit courses. As stated above, students are considered absent from a class if they miss more than half of the class. While students who miss more than half a scheduled class are invited to stay and participate in the remainder of that class, they will be marked absent for purposes of this policy. If a student misses more than the allotted absences for ANY reason, the student will receive a reduced participation grade for the course.

In an effort to keep families informed of their daughters' number of class absences, families are directed to the quarterly report cards that will indicate the number of class absences for each course. Parents are also encouraged to read carefully all comments on the report card. If a student is at risk of violating this policy, a comment indicating this risk will be included under the comment section.

Early Dismissals

When a student must be dismissed early from school for an approved reason, a signed, dated note from the parent/guardian must be presented in the morning to the Coordinator of Administrative Services. If the student leaves for a doctor or dentist appointment, a note must be provided verifying the appointment upon the student's return. Again, every effort should be made to schedule appointments outside of school hours.

Tardy

A student arriving after 8:00 a.m. is considered tardy and must sign in at the main office. A student who is frequently tardy to school or class will meet with the Coordinator of Administrative Services who will also contact her parents. Upon review, a detention may be issued or other appropriate steps may be taken. If the problem persists, the student and her parents may be asked to meet with the Head of School. A student who is late for a class must receive a pass from the main office personnel.

Test Make up After Absence

As a general rule, students have one cycle (6 days) to complete tests and quizzes and other work due to school absences.

THE HEAD OF SCHOOL RESERVES THE RIGHT TO CONSIDER INDIVIDUAL, UNIQUE AND COMPELLING CIRCUMSTANCES WHEN APPLYING THE PROVISIONS OF THIS POLICY. ANY RELIEF FROM THE

CONSEQUENCES OUTLINED IN THIS POLICY WILL BE AT THE SOLE DISCRETION OF THE HEAD OF SCHOOL.

CURRICULUM GUIDE

All curriculum policies can be found in the Curriculum Guide booklet. This publication sets forth course and unit requirements and is updated annually. All students are expected to take a full load of courses and to challenge themselves academically throughout their four years at Sacred Heart.

DROP/ADD

Students select courses for the next year during the second semester. A student's courses for the following year are reviewed by the student, her family, and her School Counselor. After school starts, dropping or changing a class will be made only for programmatic reasons (ex. missing required course, missing lunch, not enrolled in enough classes, course failure, misplacement). All changes must be approved by the Director of Academics. Adding a course may occur at any time dependent upon time elapsed of the course, school expectations, rigor, student desire and space available.

GRADING

Quarter grades are based on quizzes, homework, tests, participation, performance, or any other assessments required for an individual course. The requirements for each course are communicated to students at the beginning of each course. Honor Roll is determined by the weighted averages of courses taken by the students.

The weighting factor for Advanced Placement and college level courses is 1.16; for Honors courses is 1.10; for Regents courses; standard and electives courses is 1.00.

MARKING SYSTEM

A+	97-100	B+	87-89	C+	77-79	D+	69-70
A	93-96	B	83-86	C	73-76	D	67-68
A-	90-92	B-	80-82	C-	71-72	D-	65-66
						F	Below 65
A+	4.0	B+	3.3	C+	2.3	D+	1.3
A	3.8	B	3.0	C	2.0	D	1.0
A-	3.6	B-	2.6	C-	1.6	D-	0.6
						F	0.0

The marking scale and weighting factor are currently under review and are subject to change based upon the outcome of the review.

HONOR ROLL

At least 6 subjects	3.4
Honor Roll with Distinction	3.8

Ineligibility for Honor Roll

- Unsatisfactory Conduct
- Incomplete Grades

Students who receive an "incomplete" grade on their report cards due to long-term illness have one month from the end of the marking period to complete their work.

Regressive Effort

The teacher is the prime determiner of a student's grades. Should a student purposely and due to lack of effort, not satisfactorily work toward the successful completion of the course, the teacher may issue a failing grade for the course due to regressive effort, even though mathematically the student may have a passing average.

HONESTY & INTEGRITY

All members of the Sacred Heart Academy school community are honor bound by Franciscan and Gospel values of honesty and integrity. Honesty means truthfulness in all we say and do. Each member of our school community is expected to be fair and honest in academic work and in all other areas of life. Integrity means being consistent in all we say and do, being faithful to a pledge or responsibility, and having sound moral character. For a SHA student this means never giving or receiving specific information about a test, quiz, lab report, or other assignment. Integrity means always presenting your own personal, original independent work specific to each individual course. It means that when research is done or a paper is written, all work authored by another person(s) is acknowledged properly throughout the paper, whether the material presented has been gathered from print copy or from Internet sources. If a student makes the poor choice of cheating or plagiarizing, that is, taking credit for another's work, she will face serious disciplinary action including parental notification, receiving a "zero" on the test or assignment, and other sanctions. Integrity also means sincere attention to the academic commitments you have made as a

student and being responsible enough to complete a course once undertaken, even if difficult or inconvenient.

LIABILITY FOR THEFT OR LOSS OF PERSONAL PROPERTY

Buffalo Academy of the Sacred Heart shall not be liable for theft or loss of personal property on school grounds. Should students choose to bring personal belongings to school, the students, not the school, are responsible for ensuring that their belongings are secured.

The school takes reasonable precautions to ensure the general security of property within the buildings. Students are provided with locks and lockers for depositing personal belongings. It is the responsibility of the students to make sure that the combination locks are properly used to secure their lockers. Students are not permitted to share lockers and must keep the combination to their locks confidential.

Students are discouraged from bringing valuable belongings to school. Valuable belongings include cash, electronic or digital equipment (i.e., CD players, games, cameras, Ipods, computers, etc.), roller blades, expensive clothing attire, jewelry, etc. Should students choose to bring such items to school, they do so at their own risk.

Parents or guardians should take steps to ensure that any valuable items are appropriately covered under their homeowners insurance or renters insurance.

Where appropriate, the school will report to authorities and prosecute all thefts or vandalism to property.

NATIONAL HONOR SOCIETY

Students are selected for the National Honor Society when they exhibit outstanding qualities and/or actions in the areas of scholarship, leadership, character, and service. "Outstanding" service under normal circumstances will require in excess of the minimum 20 hours of service required of a student for Footprints. At the beginning of the second semester junior and first semester senior year, every student who has at least a 3.6 GPA is invited to go through the candidate process for membership in NHS. For those candidates, faculty members are asked to rate each candidate in the areas of leadership, character, and service. The moderator compiles all the information and makes a folder for each candidate. Each candidate is given a number. A faculty

committee of five persons evaluates the unnamed candidates and makes a decision for or against admission to the NHS. The moderator of NHS, the Head of School and school counselors are prohibited from voting on this committee. Students are informed by letter of the selection process. Sacred Heart Academy students who are accepted for membership in the National Honor Society are inducted at a special school event.

Any member of NHS is held to the same high standard as was used in the selection process. Failure to live up to this high standard in scholarship, leadership, character or service may jeopardize a student's continued participation in NHS.

NON-DISCRIMINATION

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

PHYSICAL & SEXUAL HARASSMENT POLICY

In keeping with the Franciscan values of respect for all creation, Sacred Heart Academy will not tolerate any physical, emotional, verbal or sexual abuse or harassment by or against any member of the faculty, staff, or student body. All forms of corporal punishment, use or threatened use of physical force, endangering the health or safety of another person are prohibited. Additionally, sexual harassment is defined as unwanted, unwelcome, and unsolicited sexual advances whether by word, gesture, or physical contact. Sexual harassment includes but is not limited to the display of sexual or suggestive objects or pictures, sexual innuendo, jokes or suggestive comments, and offensive gestures. This form of behavior by any member of the SHA community is prohibited on the campus or at any school related activity, whether that involvement is with another member of the school community or any other person. Individuals who feel threatened, harassed, or are offended by the inappropriate behavior of others are encouraged to report their concerns to a member of the school administration.

SOCIAL MEDIA

Students may only interact with faculty or staff members in school-sponsored "spaces." Interactions on Gaggle, MyTeacher Pages, and the school sponsored Facebook Fan Page are appropriate, while interactions via commercial sites such as Facebook, MySpace, etc., are not permitted. If a faculty or staff member is contacted by a student via non-SHA channels, the Head of School will be notified so that an appropriate conversation may take place with the student. If such behavior continues, disciplinary actions will be taken.

TEXT MESSAGING

All text messaging between SHA faculty, staff and coaches and students must be related to instruction or SHA extra-curricular activities. SHA employees are required to copy a school administrator on any text message sent to a student. SHA employees are also required to inform the Head of School of any inappropriate text message received from a student so that an appropriate conversation may take place with the student. If such behavior is repeated, disciplinary actions will be taken.

PROCEDURES

BACKPACKS

As much as possible, backpacks should not be carried around the building. In the interests of good health and to prevent injury, students should plan their routes while in the building carefully to minimize use of heavy backpacks.

CELL PHONES & OTHER ELECTRONICS

Cell phones and other electronic devices are wonderful conveniences of the modern age. However, they are not allowed during the school day at Sacred Heart Academy. All cell phones and any electronic devices (Ipods, MP3 players, cameras, etc.) are not to be used or kept on one's person during the school day (7:56 am to 2:50 pm). If the device is seen, heard or if the student is seen using it (including but not limited to calls and text messaging) during the school day, the following will be the consequences:

- 1st offense – the device will be confiscated for the day and given to the Coordinator of Discipline. Detention will also be assigned.

- 2nd offense - the device will be confiscated and given to the Coordinator of Discipline for one week or returned to the parents only. Detention will be assigned.
- 3rd offense - the student will be referred to the Student Review Board.

CLASSROOMS

All students share the responsibility for maintaining the general cleanliness of the school facility including respectful use of student desks.

COLLEGE APPLICATION, MID-YEAR REPORTS & TRANSCRIPT REQUESTS

1. The Counseling Center will be processing all college applications, including transcripts, teacher recommendation letters, essays, and common application forms through Naviance. The most efficient processing time is from September 10 to December 1. Check the application deadline. Applications **MUST** be requested at least one week before their deadline. Students are responsible for all required supplemental information requests from colleges. First semester grades will be sent if requested. A final transcript will be sent after graduation. Students are responsible for having SAT/ACT scores sent to each college through the College Board or ACT.
2. Transcripts cannot be sent unless tuition is up to date. There is a \$5 fee for all requested transcripts and student files not processed through Naviance. This includes scholarship applications.
3. Counselor and teacher letters of recommendation are CONFIDENTIAL. It is rare, but at times, a counselor or teacher may choose to share his or her letter with the student for various reasons. It is the sole discretion of the letter writer whether or not they wish to do that.
4. The Counseling Center does not keep copies of the applications. The student is responsible to make copies of all papers that are sent throughout the application process, keep accurate records and watch deadlines.
5. For mid-year reports, if requested, a counselor must report any significant change in a candidate's academic status, attendance or personal school conduct record. Please note

many colleges require a mid-year report and your continued academic effort, attendance, and compliance with school rules are critical throughout your entire senior year.

6. All students who have been accepted and/or have received scholarships must complete the acceptance/scholarship form located on Naviance. The scholarship information is very important as it is used in the graduation program and various other publications. Please contact the Counseling Center for complete instructions.

CONDUCT

Sacred Heart Academy is a place where teaching and learning is of primary importance, therefore an atmosphere conducive to learning is essential at all times. SHA students are to conduct themselves appropriately, refraining from loud noise, using profanity or rude language, and speaking respectfully to everyone. Harassment, theft, vandalism, rowdiness, intentional damage to school property or other inappropriate behavior is never acceptable in our school and will be considered a serious offense.

The rules of this handbook are in effect at all school and sport activities at home or away.

The primary emissary for all issues of conduct will be the Coordinator of Discipline. Each incident will be documented and the Coordinator will proceed with appropriate school procedure. Any issue that the Coordinator, staff or parent(s) feels needs administrative review, will include recommendations of the Head of School.

1. **Theft**

Theft is a serious violation of the rights of others. Students who steal are subject to expulsion or suspension. Parents will be contacted immediately and restitution of stolen goods must be made. Police will be notified of the incident.

2. **Detention**

A student receives detention and any other appropriate consequence for:

- violation of school policy
- harassment of others
- use of inappropriate language
- vandalism

- leaving the building without proper authorization
- truancy
- cutting class, Mass or assembly
- smoking in the building or in prohibited areas
- third uniform violation and every time after that – Coordinator of Discipline issues this detention
- three times unexcused tardies for class and every one thereafter
- other infractions in violation of proper conduct in school
- not adhering to assigned deadlines (ex., submitting the consent form contained in this handbook.
- cell phone, electronic device, camera use during the school day
- other conduct deemed to be inappropriate for a school setting

The seriousness of the offense determines whether a parent conference is required.

For violation of classroom procedures and inappropriate classroom behavior:

- the teacher gives the student an oral warning on the first infraction
- the teacher gives a detention and contacts the parents to set up a teacher/parent conference on the second infraction. Coordinator of Discipline may be included.
- on the third infraction, a discipline report is submitted to the Coordinator of Discipline.

3. **Detention Procedures**

- After a student receives detention, the Student Review Board (SRB) Coordinator issues a detention slip with the assigned dates for serving the detention. The date to serve will be assigned and occur from 3:00-4:00. The slip is given to the student in homeroom. Failure to report to detention on the assigned date will result in another hour of detention and parents will be notified.
- Students serving detention report to the SRB Coordinator on the assigned date. If a teacher gave the detention that teacher may provide an assignment for the detention time. If there is not an assignment students sit quietly for the hour. Homework may not be done during this time.

4. **Discipline Report**

A discipline report will be submitted by a teacher to the Coordinator of Discipline if:

- a student is dismissed from a class for failure to follow a reasonable request
- for disruptive behavior
- for a serious violation of school policy
- for situations as stated in section 2 above.

Parents will be informed immediately. If a student receives five reports, not all from the same teacher, she will be called before the SRB and may be asked to leave school.

5. **Suspension**

In-school suspension may be imposed for critical disciplinary situations. The student, after a parental conference with the Head of School and/or decision of the SRB committee, is secluded from the general school populace to complete her school work for a designated time.

6. **Quarterly Conduct Grading**

Conduct grades are given by the SRB Coordinator based on the number of detentions received plus general adherence to school policy and philosophy.

- G = Good conduct
- S = Satisfactory but needs improvement
- U = Unsatisfactory conduct

A "U" will be given for:

- disrespect toward authority
- critical violation of school policy
- five detentions

For each group of five detentions; the fifth, tenth, etc., a "U" will be issued the quarter of the final detention. A student who receives two U's for conduct jeopardizes her enrollment, and after a conference with the student, parents and Head of School she may be asked to withdraw from school. Any junior who finishes the year with a "U" in conduct will not have senior "frees" first semester of her senior year.

DINING HALL/FOOD

Besides being a lunchroom, the dining hall is a place for socializing. Students are to observe rules of courteous respectful behavior to one another and to all cafeteria workers, proctors and maintenance workers. Students are to maintain good order, keep voices moderate, and clean up. Each student is responsible

for leaving the dining hall in good order during lunches and after school. This includes the table area and the floor area around where the student is sitting. All cans, glass, and plastic containers are to be placed in the recycle bins. With the exception of seniors, food may not be ordered in. Parents may arrange the celebration of a student's birthday with Sr. Connie at ext. 305.

Students, except for seniors, may not leave the Dining Hall area without first obtaining a pass from the proctor and should return to the dining hall five minutes before the bell rings. Cooking appliances such as George Foreman Grills, etc. are not allowed in the school.

Food may only be eaten outside the Dining Hall in the following instances:

1. Seniors may have covered drinks and food in the Senior nook.
2. On rare, special occasions approved by Administration.
3. As directed by medical implications and approved by the school nurse.

DRESS REGULATIONS & NON-UNIFORM DAYS

Beginning the first full week of school, the school uniform is worn every day during regular school hours. The regulation uniform must be purchased through Flynn and O'Hara, our official school uniform supplier. The SHA uniform consists of:

Skirt - Gray, no shorter than 2" above the knee.

Shirt – Polo shirts with school logo in white, maroon or black. They may be worn tucked in or left untucked. Both long and short-sleeved options are available. Polo shirts may not be layered. Plain white tee-shirts may be worn under polos, but they must be tucked in. No multi-colored layers are allowed.

Sweaters- Crewneck or v-neck school sweaters with the Sacred Heart logo in white, maroon or black. The traditional SHA cardigan in maroon with school logo may also be worn. Maroon sweaters, maroon SHA sweatshirts or maroon polo shirts are required on mass days.

Sweatshirts - Only sweatshirts with the official SHA emblem in maroon, white, black or gray (hoodies or crewnecks) may be worn. Necklines, cuffs and hemlines may not be ripped, torn or hanging. No class, club, Spirit Week or athletic team sweatshirts or jackets may be worn. Please note: the Senior Class sweatshirt is the only exception to this rule (this is a Senior Class privilege). Sweatshirts may be purchased from Flynn and O'Hara (our uniform company). Black fleeced zippered jackets and half-zippered jackets with the school emblem may also be worn. Only approved fleece items purchased from Flynn and O'Hara may be worn.

Shoes - No athletic shoes, sneakers, high heels, sandals, flip-flops, slippers or boots may be worn. Any exception requires a medical excuse.

Socks - Tights, pantyhose, knee socks or short socks (any length) in white, maroon, black or gray (no patterns) must be worn. No legwarmers, fishnets or bare legs are allowed.

Slacks - Not allowed. Students requiring more coverage of legs due to religious reasons must speak with the Head of School about alternate options.

Nametags - Students will be issued (free of charge) one official SHA ID/nametag (on a lanyard) to be worn everyday of the first semester. No decorations, decals or writing may be added. Replacement nametags may be purchased in the main office for \$2.00.

Headbands of any color are allowed. Head wraps, except for religious reasons, may not be worn.

Uniforms are expected to be neat, clean, ironed, mended and properly fitted. Uniforms will be checked daily in homeroom by faculty and Student Council representatives. Violations will be submitted to the Student Council moderator. Detention will be given after a student's third violation (including nametag violations) and every time after that. Students who are missing a piece of the uniform or are wearing an item that is not in compliance, will be written up and loaned the necessary piece of clothing for the day.

Piercings & Body Art

Visible body piercing, other than pierced ears, is not permitted. No facial jewelry may be worn. Hair colors must be natural. Hair styles/cuts must be appropriate and professional. No tattoos, writing (ink or henna) on hands, face or legs is allowed.

Any questions or concerns regarding the dress code should be referred to Mrs. Anne Spasiano, Student Council Moderator.

Non-Uniform Days

Students must be dressed appropriately for school. No strapless tops, tops with spaghetti strap or see-through blouses may be worn. Tank tops must have straps 2" wide. No bare midriffs or excessive cleavage are to be shown. No low-slung pants, pants with writing across the backside or pajamas may be worn. Shorts are not permitted. No slippers or footwear deemed unsafe. Other guidelines may be announced as needed. Student athletes who receive prior permission from the Director of Student Services to be out of uniform for play-off games or All Catholic events only (not every "big game"), may wear their sport shirt with the uniform skirt only, no other casual clothes.

DRESS TEAM WEAR FOR SPORTS

Athletes must remember that as team members, they represent Sacred Heart Academy. Proper attire is part of the positive image of a SHA student, on the way to the game, on the court, and at practice. Athletes whose team chooses to purchase team athletic attire are reminded that if they choose to include something more than the SHA insignia or a slogan along the leg or across the back of tops, they must seek prior approval from the Athletic Director. No "messages" are to be printed on or displayed across the chest or backside.

DRESS ATTIRE FOR FIELD TRIPS

Students must be dressed appropriately for school. Dress pants, dresses of appropriate length, skirts, sweaters should be worn. Footwear should be safe to wear on the marble stairs and hallways. No revealing tops, bare midriffs or jeans are allowed. Dress up regulations apply to all students on field trips unless teacher specifies more casual dress should be worn. If performing, use the guidelines from your instructor or director for acceptable dress.

DRIVING TO SCHOOL / PARKING

All students who drive to school must register their cars with the

school office each year. Once registered, the student will receive a parking sticker to be displayed on the window of the car. The parking area in the adjacent Key Bank parking lot is the last one and a half rows by the back fence. Loitering in the parking lot at any time is prohibited. A STUDENT'S RIGHT TO PARK IN THE LOT WILL BE REVOKED IF HER DRIVING/BEHAVIOR IN THE LOT IS INAPPROPRIATE OR IF SHE DOES NOT PARK IN THE DESIGNATED AREAS. In addition, chronic tardiness to school is a reason to have your parking privileges removed.

ELECTIONS

Election nomination forms for Student Council and class officers are available from the moderator prior to the election process. Students must turn the completed form in on the date and time specified. Late submissions will not be accepted and the student will not be allowed to run for office.

If a student who is running for office is absent from school on election day (due to illness or family emergency), and is unable to give her speech, she must submit it to the moderator and make arrangements for someone else to read it for her.

ELIGIBILITY FOR CO-CURRICULAR SPORTS ACTIVITIES

In order for students to be eligible to participate in co-curricular or sports activities, they must maintain a current grade point average of 2.00 and pass all their classes. This is not a cumulative average but the grade point average for the current marking period.

Students may become ineligible on the basis of quarter grades. Those who do not improve their grades will remain ineligible until the next marking period. Students must also maintain a conduct grade of "S" or higher.

END OF THE YEAR FAILURES & SUMMER SCHOOL

1. All students returning to SHA in September must be current in fulfilling graduation requirements for their grade level. Course and/or exam failures must be made up in summer school.
2. Faculty will phone parents of students who fail a required course and/or exam. Parents must call the SHA Counseling Center (716) 834-2101 ext. 314 as soon as possible after speaking with the teacher to obtain summer school registration material.

3. Registration for most summer school programs begins the last week of June.
4. For exam re-takes only, school districts require students to attend a review course or receive 10 hours of private tutoring with a NYS certified teacher. January retakes at SHA are also subject to a 10 hour review course prior to retaking the exam.

EXAMINATIONS

School and Regents exams will be administered in January and June. School exams are one and one-half hours in length and the students must stay in the exam room for at least 75 minutes. Students are allowed three hours for Regents exams and they must remain in the classroom until at least 10 am or 2 pm.

Schedules are posted prior to the exam dates and each student is responsible for knowing the date, time and room for each of her exams. Students with exam conflicts will report to the "conflict room" as posted.

No notebooks, paper or textbooks may be brought into the examination room. All purses, bags and cell phones must be placed at the front of the room. If a student is absent she will be called and must arrive within one-half hour in order to take the exam. If a student is ill, she must bring a note from her doctor. Unless there are serious extenuating circumstances as determined by the Director of Academics, a missed exam results in a grade of zero for that exam.

EXTRA-CURRICULAR & SPORTS ACTIVITIES

Extra-Curricular Activities

Amnesty Int'l.	Drill Team	Puzzle Club
Anime Club	Enviro. Club	Respect Life
Art Club	Filmmaking Club	Sacristans
Basketball Club	Flash Mob Club	SADD
Book Club	Franciscan	Service Club
Chinese Club	Scholars	Student Council
Communications Club	French/Span. Club	Torch Newspaper
Cooking for a Cause	Life Skills	Walking Club
Diversity Club	Literary Magazine	Women in Media Club
Donate Life Club	Mock Trial	Writers' Club
Drama Product.	Music Ministry	Yoga Club
	Musical Production	
	Nat'l Honor Society	

Sports Activities

Badminton	Golf	Softball
Basketball	Hockey	Swimming
Bowling	Indoor Track	Tennis
Club Level Crew	Lacrosse	Track & Field
Cross Country	Sailing	Volleyball
Field Hockey	Soccer	

FIELD TRIPS

Students must remember that when on a field trip they represent Sacred Heart Academy and must conduct themselves with proper behavior. All field trips are privileges and have an academic and/or service purpose. Written teacher (from each class the student attends) and parental permission is required **one week in advance of the proposed trip**. Students lacking the required permission will not participate in the trip. Telephone calls will not be accepted in lieu of the proper form. Students may be denied the opportunity to participate in the trip because of conduct, academic standing, or attendance standing. Whenever possible, no field trips will occur after May 1st. Should the event or destination be a time of the year only event, permission may be granted.

LIBRARY MEDIA CENTER (LMC)

The newly renovated Library Media Center (LMC) contains over 6,000 volumes of books, reference materials and multi-media. There are over 20 databases available for research. The LMC is open from 7:45 – 3:45, daily. Laptops, with wireless Internet access, are available to be used in all three rooms of the LMC. Students are permitted use of the Laptops for school related work only; school assignments and research projects. Students are permitted to access their school Gagggle.net email accounts for school related purposes. While utilizing computers in the LMC, students are expected to follow the school's Acceptable Use Policy. Students coming to the LMC during study hall must sign out of study hall and sign in at the library. Books/multimedia may be borrowed for two weeks at a time. Materials may be renewed as long as another student has not requested them. A \$0.05 fine per day will be assessed for overdue materials. Students are financially responsible for any lost or damaged library materials.

MESSAGES /WALL MAIL & PARENT EMAIL

Messages/Wall Mail

Students will be called to the Main Office at the end of the school day to receive any important messages. Messages of a non-

urgent nature will be posted on Wall Mail located at the East end of the second floor corridor. It is the student's responsibility to check Wall Mail on a daily basis.

Parent E-mail

Communication with parents will include parent email. SHA Parent Reminders, which contains various messages for parents, will be sent via email on a weekly basis. Additional information for parents will be sent via email on an as necessary basis. It is imperative to let the school know if you change your email address so we may keep our records current. Hard copies of the Parent Reminders are available in the Main Office.

PARENTS' GUILD

The Parents' Guild includes all parents and/or guardians of students at the Academy. The functions of the Guild are to promote good will and understanding between home and school, to cooperate with the Head of School in maintaining high standards of the Academy, to aid the school financially, and to provide families with an opportunity to socialize and interact with other SHA families.

PARENT PORTAL

In an effort to keep parents informed of their daughter's academic progress, SHA has a "Parent Portal" located on our website that will allow parents access to their daughter's grades online. Parents will receive log in information in August which will allow them access to their account. Please be patient as our teachers are also using this technology for the first time.

PROGRESS REPORTS

Progress reports are sent to SHA families by mail or email on a quarterly basis if a student is failing or if there is an academic concern in any subject. Occasionally progress reports are sent to report an improvement in a subject area. Parents may request that a progress report be sent by contacting the student's school counselor. All progress reports must be signed by the parent or guardian and one copy should be returned to the reporting teacher.

SAFETY/SECURITY

A video security system is in place. All visitors must report to the Main Office.

Students may not remain in the school building after 4:00 p.m. unless they are participating in or attending a supervised activity with a teacher or moderator. Students waiting for parents to pick them up must wait in the Dining Hall. A security person is on duty from 3:30 p.m. until 6:30 p.m. weekdays to ensure that students remaining in the building for after school activities are safe. The security person will contact the students when her parents come to the door.

Students may not bring to school any instrument or substance that could cause bodily harm to themselves or others.

Students must follow the directions of teachers or the Crisis Team in any type of safety crisis.

SCHOOL CLOSING

In the event of school closing due to inclement weather, parents will receive a phone call/message before 6:45 am alerting them to the school's closing. Notification will also be available through local T.V. stations. Since there are students from more than twenty school districts, SHA does not automatically close with any public or diocesan school district.

SENIOR LOUNGE

Seniors may go to the Senior Nook, Senior Lounge, Dining Hall, library or an empty classroom during their free time. The Senior Lounge is a new privilege this year and rules relating to its use will follow. Seniors will be assigned to study halls if their conduct is unsatisfactory or their quarter grades are lower than a 2.0 or they have a D or below in any class.

STUDY HALLS

1. Students are expected to bring all necessary materials to the study hall.
2. Students may sign out for the LMC or the computer room to do work that could not be accomplished in the study hall.
3. No radios/cassettes/headphones/cellular phones are to be used during study hall.

Students coming to the Library Media Center (LMC) or Computer room from study hall and the Dining Hall:

1. Students will sign out of study hall or the Dining Hall by writing their names and the times they leave on the log sheet.
2. When students arrive in the LMC or Computer room, they will sign in by writing their names and their times of arrival in the Sign In/Out book.
3. If a student returns to study hall or the Dining Hall before the bell rings, they must sign out of the LMC or Computer room by writing the time that she leaves in the Sign In/Out book.
4. When a student arrives back to study hall or the Dining Hall she must record the time she returned.
5. Students staying until the bell rings do not have to sign out of the LMC or Computer room.
6. The study hall proctor or Dining Hall proctor will put the log sheet in the Library Assistant's mail drawer to be used to verify the students' locations.

Students coming from a classroom will bring a traditional Hall Pass. They will sign the Sign In/Out book in the LMC. It will be up to the teacher to decide if the student needs to return five (5) minutes before the period ends. If the student needs to return to the classroom, she will get her pass signed and should sign out of the Sign In/Out book.

STUDENT REVIEW BOARD (SRB)

The Student Review Board assists in enforcing school policies in order to maintain a cooperative, productive learning environment. Students who are called to a hearing have repeatedly made poor choices regarding reasonable requests on the part of the SHA school, have received five or more detentions or have had a serious school policy violation. A board hearing may include the following members: the SRB Coordinator, an administrator, some faculty and some students. The purpose of the SRB is to ensure that the overall guidelines of the school are enforced and that the fairest possible decision is arrived at in controversial matters, and that a fair process is insured to all by providing a hearing.

TEXTBOOK USE AND RETURN & OTHER YEAR END MATTERS

Textbooks are loaned to students for use in the academic subjects. All texts must be returned or paid for when the course is

completed. The process for returning textbooks is prescribed by the teacher of the course. Please note the following:

No student will receive a report card or be eligible for a diploma or a transcript unless:

- All textbooks are returned undamaged on or before the last day of exams
- School library books are returned and all fines have been paid
- All other school property has been returned

THE LEARNING CENTER (TLC)

The Learning Center at Sacred Heart Academy (TLC) is run by Dr. Qian (Anna) Sun and offers academic support to students of all grades. Staffed by SHA faculty, TLC supports and reinforces all learning styles in a comfortable, nurturing environment. Tutoring is available in every academic area. Assistance with writing, organization, presentation skills, note-taking, and study skills is also available to help students transition to college preparatory coursework.

Students who are on probation will be assigned to the TLC by the Director of Academics for the following year.

2011-2012 SCHOOL CALENDAR

CALENDAR IS TENTATIVE

SEPTEMBER

1	Fresh. & Transfer Orient. Soph. PSAT Baseline	20/22 25	Walkathon Collect. Day New Family Liturgy
2	NO CLASSES	26	Senior Photo on Steps
5	Labor Day Holiday	26	Lifetouch School Pictures Grades 10-12
6	First Full Day - All Grades		
8	Parents' Guild Meeting	27	Walkathon Collect. Day
9	Opening Liturgy	29	Open House 5-7 pm
14/16	Walkathon Collect. Day	30	NO CLASSES
15	Parents Back to School Night 7 pm		- Open House Weekend

OCTOBER

2	Open House 11-2 pm	14	NO CLASSES
3	Walkathon Collect. Day		- Prof. Dev. Day
4	Feast of St. Francis Lit.	15	Jr. Ring Ceremony 7 pm
5	Walkathon Collect. Day	19	Fresh. Parent Social 7 pm
5	Progress Reports Due	27	WNY Fall Consortium
7	11:45 Dismissal - Walkathon	30	Mother-Daughter Comm. Breakfast
10	Columbus Day Holiday	31	S. Marcyann Happy
12	11:45 Dismissal - Testing Gr. 9 - PSAT Gr. 10 & Gr. 11 - College Visits Gr. 12		Halloween Celebration

NOVEMBER

1	All Saints Day Mass	16	Staff Appreciation-Srs.
1	Lifetouch Pict. Retakes	17	Parent/Teacher Conf.
2	Alum. All Souls Mass	19	Entrance Exam 8:00-12
4	End of 1st Quarter	23	Christ the King Ceremony
7	Freshwoman Retreat	24-25	Thanksgiving Holiday
11	Veterans' Day Holiday	28	Tent. Walkathon Holiday
11	Scholar./Awards Dinner		

DECEMBER

3	Down Syndrome Party	20	Christmas Mass
8	Immac. Concept. Lit.	21	NO CLASSES
9-11	Musical		- Staff Dev. / Luncheon
15	Christmas Concert 7 pm	12/22-	Christmas Holiday
16	Junior Retreat	1/2	
19	Soph. Initiative Lunch		

2011-2012 SCHOOL CALENDAR (cont.)

JANUARY

1-2	New Year's Holiday	23	Private Music Students
3	Classes Resume		Recital 3 pm
4	Freshwoman Elections	24-26	Exam Week
6	New Beginnings Liturgy	26	Jr. SAT Baseline Exam
11	Jr. College Night 7pm	27	NO CLASSES
12	Staff Appreciation-Jrs.		-Faculty Rating Day
13	Winter Dance 8 pm	27	End of 2 nd Quarter
16	MLK Holiday	30	2 nd Semester Begins

FEBRUARY

1	Respect Life Mass	16-20	Junior Class Trip
3	Career Day	20	Presidents Day Holiday
7	Registration for c/o 2016	21-24	Winter Break
9	Taste of SHA Parent Soc.	27	Re-Reg. Packet Dist.
10	Sophomore Retreat	29	Progress Reports Due

MARCH

8	Staff Appreciation-Soph.	24	Spring Workshops
10	6 th Ann. Sandstone Party	30-31	Drama
12-15	Spirit Week/Food Drive	30	Stations of the Cross
13	Re-Registration	31	Scholarship Brunch
16	NO CLASSES - Staff Development		

APRIL

1	Chamber Singers Tour	19	Enviro. Club Mass
3	End of 3 rd Quarter	20	Father-Daughter Dinner Dance 6:30 pm
3	Nat'l College Fair for Jrs.		
4-15	Spring Break	21	Sports Hall of Fame
16	Classes Resume	27	NO CLASSES
16-20	Earth Week		- 7 th Ann. Day of SHAring
17	NHS Induction 7 pm		

MAY

2	Footprints Hours Due	21-23	Sr. Leadership Project
7-18	AP Exams	21	Sports Awards
10	Staff Appreciation-Fresh.	22	Student Co. Elections
14-18	AP Exams	23	Cham. Singers Concert
14	Private Music Students	23	Sr. Afternoon Picnic
	Recital 3 pm	24	Sr Retreat/Alum Breakfast
15	Pass the Color Cerem.	25	NO CLASSES
16	Music Dept. Concert		- Jr. / Sr. Prom
5/17-	Senior Art Show	28	Memorial Day Holiday
6/4		29-31	Senior Exams
17	Ascen. Thursday Mass	29	Tent. Day Off is no Snow Days Used

☞ 2011-2012 SCHOOL CALENDAR (cont.) ☜

JUNE			
1-4	Senior Art Show	7-8	Jr's Senior Portraits
3	Alumnae Sunday	7	Senior Baccalaureate
4	Class Officer Elections	11	Man. Grad. Practice 9-11 @ UB CFA
5	Last Day of Classes	11	Graduation 7 pm - UB Center for the Arts
5	Awards Assembly Closing Prayer Service	13-22	Regents Exams
6	NO CLASSES - Study Day	15	Feast of the Sacred Heart
6	Man. Grad. Practice 10-12 @ SHA	25	Leadership Workshop
7-12	School Exams		

☞ 2011-2012 SPORTS CALENDAR ☜

Sports calendars will be posted on our school website as soon as they are available.

2011-2012 STUDENT LEADERS

STUDENT COUNCIL OFFICERS

President - Allyson Costanza
Vice President - Meghan Musialowski
Secretary - Lisa Harb
Treasurer - Paige Hanley
Executive Board - Victoria Benitez

CLASS OFFICERS

Senior Class

President - Grace Rodgers
Vice President - Samantha Hoar
Secretary - Hope Genco
Treasurer - Andrea Waclawek
Executive Board - Sam Basile/Laura Gennaro

Junior Class

President - Kayla Burt
Vice President - Kara Murray
Secretary - Christina Bavisotto
Treasurer - Hanna Perillo
Executive Board - Abby Sullivan

Sophomore Class

President - Bridget O'Brien
Vice President - Julia Liberto
Secretary - Remmington Zaepfel
Treasurer - Tracy Nasr
Executive Board - Julia Stankowski