

# **BUFFALO ACADEMY OF THE SACRED HEART**



## **STUDENT HANDBOOK** **2017 - 2018**

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

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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 749 Washington Street in downtown Buffalo. Ground breaking for the present school, designed by renowned architect Duane Lyman, was on March 19, 1930. The school moved to 3860 Main Street on May 31, 1931.

### **2017-2018 ADMINISTRATION**

Head of School	_____	Ms. Jennifer Demert
Director of Curriculum & Instruction	_____	Mrs. Barbara Blood
Director of Academic Analytics	_____	Mrs. Margaret Wietig
Director of Admissions	_____	Ms. Mary Ganey Cochran
Director of Finance	_____	Ms. Linda Limina
Director of Institutional Advancement	_____	Mrs. Tracy Reed
Director of Student Services & School Counselor (gr. 9)	_____	Ms. Jeanette M. Piscitello

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Athletic Director	_____	Mrs. Barbara Rooney
Building & Grounds Coordinator	_____	Mr. Yordan Kovatchki
Campus Ministers	_____	Ms. Bridget McGuinness Mrs. Maria Clare
Coordinator of Administrative Services	_____	S. Connie Marlowe, OSF
Coordinator of Discipline	_____	Mrs. Barbara Rooney
Student Council Moderator	_____	Mrs. Anne Spasiano
Student Review Board Coordinator	_____	Mr. Peter Liberti
Technology Coordinator	_____	Mr. Chris Poole

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

School Code for SAT/ACT/CEEB: 331770

Email - [info@sacredheartacademy.org](mailto:info@sacredheartacademy.org)

## SHA FACULTY & STAFF

Ms. Mary Achramovitch	Physical Education
Mr. Mark Ayers	Social Studies
Ms. Kathleen Bassett	Music
Mr. Dave Bauer	Mindfulness Training
Mrs. Lyn Biniszkievicz	Library Media Specialist
Mrs. Barbara Blood	SAT Prep/Tech. Integration
Ms. Lisa Bonn	Art
Mrs. Nancy Brady	English
Mrs. Claire Camann	Nurse
Mr. Joseph Childs	Music
Mrs. Maria Clare	Religion, Campus Ministry
Mrs. Kristin Clarke	Counselor (gr. 10 L-Z / gr. 11 Mas-Z / 12 Mao-Z)
Mrs. Alison Clement	Psychology
Mrs. Anne Marie Comaratta	Religion
Mr. Nick Corigliano	Social Studies
Mrs. Jane Coughlin	Library Assistant
Mrs. Andrea Covey	Science
Mrs. Gina Cutrona	Art
Ms. Meghan Dandrea	Religion
Mrs. Susan Daniels	Alumnae Associate
Mrs. Ruth Donner	Admiss./Camp. Min. Sec./Leadership
Mrs. Holly Doyle	Admiss./Camp. Min. Secretary
Mr. Jack Duffy	English
Ms. Jennifer Egan	Mathematics
Mrs. Sue Epstein	Science
Mr. Kevin Fiegl	Maintenance
Ms. Jessica Geraci	Mathematics
Mrs. Kristina Geschwender	Physical Education
Mrs. Kelly Guzdek	Receptionist
Mrs. Tina Hewett	Maintenance
Ms. Kelly Hoak	Mathematics
Ms. Alicia Holler	Mathematics
Mrs. Patricia Hooper	Mathematics, SRB Coordinator
Dr. Martha Horohoe	Languages Other Than English
Mrs. Lori Hurley	Advancement
Ms. Jain Ibrahim	Maintenance
Mr. Michael Jans	Technology/Religion
Sister Ann Therese Kelly	Art
Mrs. Lori Kiefer	Languages Other Than English
Mrs. Kathryn Kittleson	Mathematics
Dr. Bryan Krull	Social Studies
Mrs. Ashley Lanfear	Counselor (gr. 10 A-K / gr. 11 A-Mar / 12 A-Man)
Mr. Peter Liberti	English
Mrs. Sheila Lyons	Religion
Mr. Terry Madill	Music
Ms. Eileen Maloney	English
Dr. Kara Maloney	Critical Thinking
Mrs. Mary Marciniak	English
Mr. Kenneth McKinnon	Social Studies
Mrs. Loretta Michienzi	Administrative Secretary
Ms. Amanda Moran	Physical Education/Health

## **SHA FACULTY & STAFF**

Mrs. Tamara Mugel	Science
Mr. Thomas Naber	Mathematics
Ms. Rosa Newman	Languages Other Than English
Ms. Maggie Papke	Maintenance
Mrs. Nicole Polino	English
Mrs. Kim Poole	Maintenance
Ms. Katelyn Posenjak	English
Ms. Margaret Root	Mindfulness Training
Mrs. Jolene Rucinski	Administrative Asst. to H.O.S.
Sister Dolores Schmidt, OSF	Finance
Sister Karen Shaver, SSJ	English
Mr. Michael Shreve	Technology Assistant
Mrs. Jennifer Sikora	Finance
Mrs. Marcia Snyder	Website Coordinator
Ms. Susan Spadinger	Religion
Mrs. Anne Spasiano	Languages Other Than English
Mr. Ronald Stepien	Science
Ms. Riley Stepnick	Music
Dr. Karen Szalach	English
Ms. Alison Taylor	Social Studies
Mrs. Rachel Tierney	Science
Mrs. Carrie Uba	Development
Mrs. Lisa Utz	Science
Ms. Kim Vincent	Dance
Mr. Thomas Virginia	Languages Other Than English
Sister Mara Walton, OSF	Alumnae Coordinator
Ms. Nicole Wang	Languages Other Than English
Mrs. Melanie Whitney	Science
Mr. Matthew Wilcott	Science
Mr. Michael Wright	Languages Other Than English

## **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 Damen**

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 21<sup>st</sup> 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](http://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 100<sup>th</sup> anniversary of the Academy in 1977 and the 125<sup>th</sup> 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. In 2008, the Library Media Center and science labs were completely overhauled to meet the demands of new technology. In 2012, SHA introduced a brand new classroom wing, the Sisters of St. Francis Academic Wing, on the third and fourth floors of the former convent and a new athletic center in 2014. The athletic center includes a gymnasium, fitness center, dance studio, school store and locker rooms.

### **Saint Francis of Assisi**

Born at Assisi, Italy in Umbria, in 1181, Francis Bernadone enjoyed a very rich and easy life style. Constantly happy and charming, he was a friend to all and 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 Clares, was born in Assisi, Italy on 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. He was unsuccessful and 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

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 in a year. The St. Francis Award for Outstanding Service will be awarded to students who complete 100 or more service hours in a year.

### **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. All students are required to perform at least 20 hours of service every year. 10 hours are due on December 4, 2017 and the final 10 are due on March 26, 2018. In addition, only 5 hours of service can be performed at SHA events (Open House, Phone-a-thon, etc.) may be counted towards your 20 hours. Please note: students who perform at least 15

hours of service outside of school may count more than 5 SHA hours towards their total hours.

3. Service work must be done at a non-profit agency or organization and must serve the needs of the community. Babysitting for family or friends, working at a family business or working for a family member, giving blood, or serving in some capacity at a Mass or Sunday Church service (as an altar server, Eucharistic minister, etc.) ARE NOT acceptable for required hours.
4. All students must be current with these requirements in order to participate on SHA sports teams, school musical & drama productions, all clubs & extracurricular activities, including the Christmas Dance, Prom, etc.
5. Service hours cannot be done during class time or when the student is otherwise supposed to be in school.
6. 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. A separate form will be required for each different placement.
7. Attitude toward service is primary. Quantity of hours is secondary to quality of time spent. Service is required every year. Fresh./Soph./Juniors - Minimum hours = 20 hours Seniors - Minimum hours = 20 hours \* \* The Senior requirement of 10 hours for Government class/Senior Leadership Project 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. Any hours beyond the 20 hours minimum may be completed at SHA and counted toward St. Clare and St. Francis Service awards.
8. When the student has completed service hours at a placement, a Footprints Christian Service Verification Form for each placement must be completed by the student and signed by the service supervisor and turned promptly in to Campus Ministry.
9. In addition to 20 hours of community service, all students will participate in the Day of SHAring). The Day of SHAring is a school-wide event (all students, faculty, staff, and many parents and alumni participate) during which we go out into the community on a school day to a variety of different sites and share our time in service. Students who do not participate in the Day of SHAring will be required to make up time at the discretion of the Campus Minister and to be completed after the Day of SHAring but before the end of the school year, in addition to the required 20 hours.
10. 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. Students are required to attend and participate in 3-4 mentor/reflection sessions throughout the school year.
11. During their senior year seniors will write a guided paper reflecting upon their four years of service work. Guidelines for this paper will be distributed to seniors at the beginning of the second semester.

12. Footprints will be graded as U (Unsatisfactory), S (Satisfactory), G (Good), or E (Excellent), and your grade will be reflected on a separate line on your report card at the close of each semester. Students who do not meet all of the requirements will receive a U. Students who turn their hours in late will receive an S. Students who turn their hours in on time and do only the minimum requirement of 20 hours will receive a G. Students who turn their hours in on time and go above and beyond the requirements will receive an E. Awards are given at the end of the year to anyone who does 50+ or 100+ hours of community service. Students who have given 50+ hours of community service in each of their 4 years at SHA will receive a special award at the Baccalaureate Mass.

## **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. Freshwomen, sophomores, and juniors will receive one quarter of instruction in Leadership Studies, seniors spend two quarters designing and implementing a culminating project. 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, a student's performance in schoolwork impacts on her participation in extra-curricular 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 the student's guidance counselor. If there is no improvement the following quarter or if the student's grades fall 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 is in jeopardy if her quarterly average or her cumulative grade point average falls below a 2.0.

## **ACCEPTABLE USE OF COMPUTERIZED INFORMATION RESOURCES**

### **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, iPad application, and the Internet, ensuring that students develop global communication and 21<sup>st</sup> 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 an iPad 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 or device.
- 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
  - (1) 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 or other wireless device to school to use as an educational tool. The use of these devices 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.

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, Tumblr, Twitter, Vine, Instagram, 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.

**General Purpose and Intent of the iPad Acceptable Use Policy**

Technological resources, including iPads, at Buffalo Academy of the Sacred Heart are provided for the purpose of supporting the holistic educational experience and mission of the school. Buffalo Academy of the Sacred Heart's goal in providing these resources is to promote educational excellence by facilitating creative thinking, resource sharing, scholarship, research, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in this Student Handbook. Members of the Buffalo Academy of the Sacred Heart community will use all iPads, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times.

**Specific iPad Acceptable Use Policy**

- 1. Any viewing, sharing or transmission of iPad material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Buffalo Academy of the Sacred Heart's mission or philosophy is strictly prohibited.



2. Use of social media, chat, or messaging on the iPad in any form is prohibited at all times. All communication on the iPad will be through school sponsored environments such as your Sacred Heart email account and Schoology. Collaborative environments such as Google Drive are to be used solely for academic work and not messaging.
3. Any attempt to connect through iPad to external internet connections while on Buffalo Academy of the Sacred Heart's campus is prohibited.
4. Students will not share their passwords, addresses, or other personal information on the Internet without the authorization of a parent or Buffalo Academy of the Sacred Heart representative. Students will not share their user names or passwords with anyone without the authorization of a parent or Buffalo Academy of the Sacred Heart representative.
5. Students have no privacy rights in the use of their iPads. All iPad activity, including communications, internet history, or other uses, are subject to monitoring by Buffalo Academy of the Sacred Heart. Buffalo Academy of the Sacred Heart representatives may inspect and, if they deem necessary confiscate, any student's iPad at any time without prior notice.
6. Students may store their own photographs and music on their iPads within standards of good taste and Christian decency as solely determined by Buffalo Academy of the Sacred Heart.
7. Certain internet materials may not be copied or reproduced without the permission of the author or other right-holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
8. The Buffalo Academy of the Sacred Heart network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own.
9. Before using their iPads, Buffalo Academy of the Sacred Heart strongly encourages students to consider whether their electronic communications and other iPad uses may be regarded as offensive, hurtful, or otherwise inappropriate by others.
10. Students are solely responsible for the care and safekeeping of their iPads. Any loss or damage to iPads (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students. Students must immediately report damage or loss, including theft, to Buffalo Academy of the Sacred Heart. Buffalo Academy of the Sacred Heart will not issue grades or transcripts to, and will withhold graduation privileges from, any student who fails to return an iPad to Buffalo Academy of the Sacred Heart at the conclusion of enrollment at the school or does not reimburse the school for an iPad's damage or loss (including theft).
11. Students are not permitted to repair, alter, modify or replace iPads without express authorization from Buffalo Academy of the Sacred Heart (this includes the addition of new apps and/or other software).
12. Students may not download unapproved apps. All approved apps will be made available from Buffalo Academy of the Sacred Heart through self-service.

13. Proper use, care and safekeeping of iPads includes, but is not limited to, the following:
  - A. Do not remove any school labels from your iPad. Feel free to decorate your iPad case so it is easy for you to identify it.
  - B. Activating and maintaining 'Find my iPhone/iPad' function at all times
  - C. Bringing iPad and necessary accessories to school each day
  - D. Charging iPad battery on a daily basis
  - E. Securing iPad (i.e., do not leave iPad unattended or in unlocked locker/car or any other unsupervised area)
  - F. Maintaining iPad in protective carrying case when not in use
  - G. Using soft cloth to clean screen, do not use cleansers of any type
14. iPads are the property of Buffalo Academy of the Sacred Heart.
15. This iPad Acceptable Use Policy applies to Buffalo Academy of the Sacred Heart students at all times, whether or not the students are on campus, as Buffalo Academy of the Sacred Heart students are school representatives at all times.
16. Violations of any portion of this iPad Acceptable Use Policy will result in disciplinary action.
17. In consideration for receiving the iPad from Buffalo Academy of the Sacred Heart, each student and her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Buffalo Academy of the Sacred Heart and the Sisters of St. Francis of Holy Name Province, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Buffalo Academy of the Sacred Heart to the student.

## **ALCOHOL & OTHER CONTROLLED SUBSTANCES**

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, tobacco, e-cigarette, vaping devices, and chemical substances.

Dealing or selling of drugs or drug-related paraphernalia on or off campus, is subject to immediate dismissal from school and the local police will be notified.

Possession or use of alcohol, e-cigarettes, vaping devices or any controlled substance anywhere by a Sacred Heart student will seriously jeopardize her right to attend Sacred Heart Academy. The student will be subject to strict disciplinary action. The situation 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 if at a SHA function, will be 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 where disciplinary action, including expulsion, will be considered.
4. The student will not be permitted to attend class or any school related activities until this meeting takes place and a further determination is made.
5. The student, if she is permitted to remain at SHA, may be required to participate in a mandatory drug/tobacco/alcohol rehabilitation program.

Guests of Sacred Heart Academy students who arrive at a SHA sponsored function under the influence of drugs, tobacco/alcohol, become intoxicated while there, or use e-cigarettes or vaping devices 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, tobacco, e-cigarettes, vaping devices, and alcohol is subject to expulsion. In all cases, the school will consult with the student's parents and appropriate school professional staff. Any determination made by the school administration is final and subject to appeal.

## **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 must have prior approval by a supervising adult. Daily announcements are also posted on the school's website. 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.

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. Any student who has three or more tardies will not be considered for a Perfect Attendance Certificate.

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**

It is the primary responsibility of the student and parent to monitor a student's attendance. A student's absence will be maintained in PowerSchool which is accessible to parents at any time. Additionally when students have **5** absences, parents will be notified in their daughter's next quarterly report card. Likewise, if a student were to have **8** absences, a further warning will accompany a quarterly report card.

Absences beyond **10** will result in loss of privileges and may also result in 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 a study hall.

As students prepare for exams, attendance become very critical therefore, absences in excess of 3 after May 1 will give rise to the same consequences as above.

### **Class Absences**

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 has more than 10 absences for full credit courses or 5 for half credit courses, 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 as well as the class attendance field in PowerSchool. 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 tardy to school or class 3 times will receive a detention. A detention will be issued for each subsequent tardy. If the problem persists, the student and her parents may be asked to meet with the Head of School or Coordinator of Discipline. 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. With students' schedules mailed during the summer, we will list a day that counselors will be available to look at student schedules for changes. Any elective schedule changes must be made at that time. 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 her school counselor. 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**

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

### **Honor Roll**

Honor Roll - 3.4 in at least 6 subjects

Honor Roll with Distinction - 3.8 in at least 6 subjects

Ineligibility for Honor Roll - Unsatisfactory conduct or 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.

## **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 do and not creating a deception by leaving out a key piece of information or remaining silent in the present of a known error. 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. 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. Incidences of dishonesty or lack of integrity are serious violations of the trust placed in our students and will result in significant consequences.

## **Plagiarism and Academic Honesty and Integrity**

For a SHA student academic honesty and integrity means, among other things:

1. Never giving or receiving specific information about a test, quiz, lab report, or other assignment;
2. Acknowledging that a student who copies and the student who willingly allows her work to be copied are both acting dishonestly;
3. Always presenting your own, personal, original independent work specific to each individual class; and
4. When research is done or a paper is written, acknowledging properly all work authored by another person(s) throughout the paper, whether the material presented has been gathered from print copy or from internet sources.

If a student makes the poor choice to plagiarize or not show academic honesty or integrity, she will face serious disciplinary action, including parental notification, a “zero” on the assignment or test in question, as well as other sanctions. Because honesty and integrity are core to our school community, a second act of plagiarism or academic dishonesty or lack of integrity, will result in more severe consequences.

## **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 all deadlines to be met and hours in excess of the minimum 20 hours of service required of a student for Footprints. At the beginning of the second semester junior year (for juniors) and beginning of the first semester senior year (for seniors), 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 Gmail, MyTeacher Pages, Schoology and the school sponsored Facebook Fan Page are appropriate, while interactions via commercial sites such as Facebook, Instagram, Twitter, 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.



## **GENERAL INFORMATION - PROCEDURES**

### **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, iPods, MP3 players, and cameras (including cameras on school issued iPads or other device) 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:

- 1<sup>st</sup> offense - The device will be confiscated for the day and given to the Coordinator of Discipline. Detention will also be assigned.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> offense - The device will be confiscated and given to the Coordinator of Discipline for one week or returned to the parents only; the student will be referred to the Student Review Board.

Seniors may use personal electronics and cell phones in the Senior Lounge and backyard but no social media sites may be accessed during school hours. This privilege will be reviewed as necessary and any abuse will result in the loss of this privilege.

### **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. If students wish to select specific standardized test scores to report to colleges (and not all testing completed), 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 and using profanity or rude language. Students are expected to speak respectfully to everyone. Violence, harassment, theft, vandalism, truancy, rowdiness, intentional damage to school, lying 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 school, all school sponsored activities, and all activities sponsored by other schools. The Coordinator of Discipline is primarily responsible for all issues of conduct. 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.

### **Detention**

A student receives detention and any other appropriate consequence for violation of school policies or any other conduct deemed inappropriate for a school setting. The seriousness of the offense will determine whether a parent conference and/or more significant consequences are required.

### **Detention Procedures**

The Coordinator of Discipline assigns the dates for serving detention. A notice will be sent to the student and parent via email. The student will have two dates to choose from to serve one hour. Detentions occur from 3-4pm. Failure to report to detention on one of the assigned dates will result in another hour of detention. Neither a school extra-curricular activity (including athletics) nor out of school employment is a valid excuse for not serving a detention.

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.

### **Suspension**

In-school or out-of-school suspensions may be imposed for critical disciplinary situations.

### **Conduct Grading**

Conduct grades are given by the Coordinator of Discipline 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

For five or more detentions, a "U" will be issued. If no more detentions are issued the following quarter, a grade of "S" will be given. Any subsequent detentions will result in a grade of "U." Any junior who finished the year with a final grade of "U" will not have senior "frees" first quarter of her senior year. Any senior who earns a grade of "U" will lose senior "frees" until the grade improves. Students with a "U" grade may be prohibited from attending prom. A student's conduct will be a significant consideration in her continued enrollment at SHA.

### **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.

We also have one nut-free table to accommodate our students with nut allergies. Proctors will assist with the washing of this table.

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.

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

1. Seniors may have covered drinks and snacks in the Senior Lounge.
2. On rare, special occasions approved by Administration.
3. As directed by medical implications and approved by the school nurse.
4. Students who do not have a scheduled lunch period may eat lunch during a designated class.
5. While taking a make-up test during a lunch period.

### **DRESS REGULATIONS & NON-UNIFORM DAYS**

Beginning the first full day of school, the school uniform is worn every day during regular school hours. The uniform can be purchased through Flynn and O'Hara, SHA's Shark Shop (polos and sweatshirts only) or Lands' End (skirts only). The basic SHA uniform consists of a polo shirt, gray skirt, shoes and socks. Sweaters and sweatshirts may be added for warmth. The following is a list detailing allowable pieces:

- Skirt - Gray, no shorter than 2" above the knee. *Can be purchased from Flynn and O'Hara or Lands' End*
- 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. *Can be purchased from Flynn and O'Hara or the Shark Shop.*
- Sweaters- Crewneck, v-neck or cardigan school sweaters with the Sacred Heart logo in white, maroon or black. *Can be purchased from Flynn and O'Hara.*

- Sweatshirts - Only sweatshirts with the official SHA emblem in maroon, white, black or gray 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). *Can be purchased from Flynn and O'Hara or the Shark Shop.* 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 - Flat shoes, only. This includes moccasins, boat shoes, espadrille-style, Crocs, etc. 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. Solid colored footless tights in white, maroon, black or gray are allowed, provided they are worn with socks of the same color that meet the dress code. No legwarmers, fishnets or bare feet 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. Violations will be submitted to the Coordinator of Discipline. 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 visible tattoos are allowed.

### **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, except during June exams. No slippers or footwear deemed unsafe. Other guidelines may be announced as needed by the Coordinator of Discipline.

### **Uniform Spirit Days**

To celebrate the many ways SHA students contribute as part of a school sanctioned group or team, certain days will be designated as Uniform Spirit Days. On these days, students may wear their official SHA activity sweatshirt/t-shirt in school colors (gray, maroon, white or black) with the remainder of the school uniform.

## **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.

**Any questions or concerns regarding the dress code should be referred to Mrs. Barbara Rooney, Coordinator of Discipline.**

## **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 three rows by the back fence marked as "E" and "F." Loitering in the parking lot at any time is prohibited. There will be limited parking for students. Seniors and students who live beyond 15 miles from school will be given preference.

### **Parking Lot Rules**

1. Students and parents are to enter and exit the parking lot from the Main St. entrance near Sacred Heart or the Eggert Rd. entrance at the North end of the parking lot near the Cantalician Center. Do not use the Eggert Rd. entrance closest to Main St. This entrance is for Key Bank personnel.
2. While in the parking lot, drive only in the roadway in front of the school and along the fence at the rear of the parking lot. Cutting across open parking spaces is not allowed under any circumstances.
3. The speed limit in the parking lot is 15 mph, please adhere to this at all times.
4. Report any issues or parking lot incidents immediately to the Main Office.

A STUDENT'S PRIVILEGE 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 revoked.

## **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. To be eligible to run for office a student must have a minimum GPA of 3.0, a consistent G in conduct and be in compliance with the school attendance policy.

## **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. If a student is unable to take or pass a course in summer school, a meeting with SHA Administration is required to create a plan to regain the credit before she can continue at the Academy.
2. Faculty will phone parents of students who fail a course and/or final or Regents exam. Parents must call the SHA Counseling Center 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 and ends the first week of July.
4. January Regents exam retakes at SHA are also subject to a 10 hour review course prior to retaking the exam. At the discretion of a student's counselor, this requirement may be waived if the student has achieved an 85 or higher on the Regents exam and wishes to challenge the exam again.

## **EXAMINATIONS**

School and Regents exams will be administered in January and June. Some exams will also be available in August. School exams are one and one-half hours in length and the students must stay in the exam room the entire time. 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 Academic Analytics, a missed exam results in a grade of zero for that exam.

## **EXTRA-CURRICULAR & SPORTS ACTIVITIES**

### **Extra-Curricular Clubs (clubs will run dependent on the number of interested students)**

American Sign Lang.	Donate Life	Mock Trial	Service
Art Club	Drama Production	Musical Production	SHAcappella
Badminton	Environmental	Music Ministry	SHakuleles
Book	Etiquette	Nat'l. Honor Society	SHArk
Classic - Latin Bowl	Franciscan Scholars	Rocketry	SHArks Bite
Coding	Glee	Sacristans	Cancer
Cosmetic Art	History/Geography	SADD	Spilled Ink
Couch to 5K	Knitting	Science Olympiad	Student Council
Diversity	Life Skills	Scientific Journal	Torch Newspaper
DIY	Literary Magazine	Self Defense	Volleyball
Documentary Film			

## **Sports Activities**

### **Fall Season**

Crew (club)  
Cross Country  
Field Hockey  
Golf  
Sailing (club)  
Soccer  
Swimming  
Volleyball

### **Winter Season**

Basketball  
Bowling  
Cheerleading  
Crew (club)  
Ice Hockey (Msgr.  
Martin)

### **Spring Season**

Crew (club)  
Lacrosse  
Sailing (club)  
Softball  
Tennis  
Track & Field

## **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 1<sup>st</sup>. Should the event or destination be a time of the year only event, permission may be granted.

## **LIBRARY MEDIA CENTER (LMC)**

The state-of-the-art Library Media Center (LMC) contains over 6,000 volumes of books, reference materials and multi-media. There are over 20 databases available for research. Lists of new library books, access to our Destiny Online Public Access Catalog, research databases and more can be found on the library's web site. From remote location, go to [www.sacredheartacademy.org](http://www.sacredheartacademy.org), click on Academics, then click on Library Media Center.

The LMC is open from 7:45 – 3:45, most days. While utilizing devices/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 circulate 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. Photocopies are made by the library staff at a cost of \$0.10 per copy.

## **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 and are posted on the school website.

## **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. The Parents' Guild Advisory Committee is a selected group of parent representatives for each grade level. The committee will meet with the Head of School periodically and act as liaisons to the parents in that class.

## **POWERSCHOOL**

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 login information in August which will allow them access to their account. This is our primary method of keeping parents informed of their students' academic progress and attendance.

## **PROGRESS REPORTS**

Progress reports are sent to SHA families 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**

An upgraded video security system is in place and a private security guard is present before school and after school until 6:00 p.m. All visitors must report to the Main St. door, proceed to the Main Office once buzzed into the building, and follow all visitor procedures.

Many clubs meet from 3 – 4 p.m. Students who need to stay at school to wait for a ride after 4 pm must wait in the Dining Hall. Supervision is available until 6:00 p.m.

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. and radio stations, where the school will be listed as Buffalo Academy of the Sacred Heart or Sacred Heart Academy. Since there are students from more than twenty school districts, SHA does not automatically close with any public or diocesan school district.

## **SCHOOLGY**

Schoology is the learning management system. Each parent and student receives a Schoology account with a login and password. Using the login information and password students and parents are able to access class lessons, assignments and other teacher-posted resources. It allows teachers, parents and students to collaborate more fully thus helping to ensure the success of every students.



## **SENIOR LOUNGE**

The Senior Lounge is a place that is reserved for seniors. Seniors are welcome to utilize the Lounge for any of their free periods. The Senior Lounge is intended to build and foster class unity. No exclusionary behavior will be tolerated.

Seniors will be permitted to have snacks in the Senior Lounge as long as they clean up after themselves. Seniors will also be permitted to use their cell phones and music players in the Lounge, but both must be turned off prior to their next class. Social media sites including Twitter, Vine, Facebook, Instagram etc. are not permitted.

Finally, the privileges outlined above are exactly that - privileges. Seniors who start the year on academic probation or do not maintain the academic expectations set for them by either dropping below a 2.0 or failing a class at any quarterly report, will be assigned to a study hall and will not be eligible for senior privileges. Any student starting her senior year with a final conduct grade of "U" from her junior year or senior whose conduct grade drops to the level of "unsatisfactory" will lose her senior privilege as well.

## **STUDY HALLS**

1. Students are expected to bring all necessary materials to the study hall.
2. Students may sign out for the LMC to do work that could not be accomplished in the study hall.
3. No radios/cassettes/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 must:

1. 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 share with the Librarian a copy of the sign out sheet.

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 is a tool available to the Coordinator of Discipline and Head of School to assist in the enforcement of 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 SHA, 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, Coordinator of Discipline, an administrator, the Head of School, some faculty and some students. When a student is called before the SRB, her parents will be notified and will be asked to appear before the SRB with their daughter.

## **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, be eligible for a diploma or a transcript, or have her iPad released from restrictions 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

## **TRUANCY**

Students are expected to be in school daily. If a student makes the poor choice to skip school, she will serve detention and will receive a "U" for conduct that quarter. If there is a second offense, the student's continued enrollment at the Academy will be in jeopardy.

## **2017-2018 STUDENT LEADERS**

### **STUDENT COUNCIL OFFICERS**

President - Jazmine Richardson  
Vice President - Aoife Scannell  
Secretary - Haley Epstein  
Treasurer - Kayla Blas  
Executive Board - Larissa George

### **SENIOR CLASS OFFICERS**

President - Sarah Wegman  
Vice President - Isabel Murphy  
Secretary - Claire Mastrandrea  
Treasurer - SaMari Hall  
Executive Board - Claire Beecher

### **JUNIOR CLASS OFFICERS**

President - Camrin Brown  
Vice President - Savannah Revelas  
Secretary - Maddie Shaw  
Treasurer - Maeve Finney  
Executive Board - Annaliese Casciano

### **SOPHOMORE CLASS OFFICERS**

President - Gianna Zito  
Vice President - Cheyenne Jones  
Secretary - Rory Schaeffer  
Treasurer - Madalyn Cardillo  
Executive Board - Laura Lojaco & Ella Mazzara