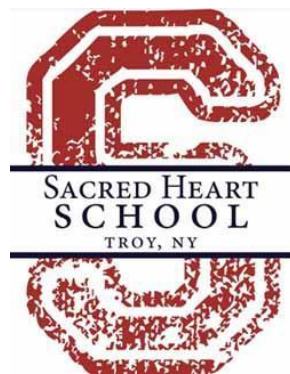


Sacred Heart School

Student & Parent

Handbook



308 Spring Avenue Troy, NY 12180

Phone: 518-274-3655 fax: 518-274-8720

www.SacredHeartSchoolTroy.com

Revised September 2021

Dear Parents and Students,

Welcome to Sacred Heart School! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent-Teacher Handbook reflects the policies of Sacred Heart School. Please read this document carefully and sign the last several pages, and return them to the office by the first full week of school. The last page is the Agreement Page, which states that you intend to abide by the policies of Sacred Heart School throughout the entire school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely,

**Mrs. Amanda Goyer
Principal**

SHS Reopening Update

We continue to monitor the pandemic and will continue to make changes to our guidelines and procedures when/if necessary.

MISSION STATEMENT

Led by Catholic-Christian principles, Sacred Heart School, in Troy, NY strives to educate the whole child in a safe, loving, inclusive environment. We share with parents and guardians the responsibility to foster spiritual, physical, intellectual, and emotional growth. Sacred Heart provides differentiated instruction to all students, prioritizing data to provide individualized instruction that incorporates today's technology, hands-on cooperative exploration and discovery, which promotes continuous development of executive functioning skills. As a community of faith, steeped in rich tradition Sacred Heart School recognizes that we are all called to be disciples of Christ, therefore, our students acquire the knowledge to become effective leaders who make a difference in their world through faith, community, social justice and service.

BRIEF HISTORY OF THE SCHOOL

Sacred Heart School has been an integral part of this Diocese since first opening its doors in 1927. Back in 1942, the Sisters of St. Joseph headed the school, beginning with grades 1-4. They added additional grades until they became a K-8th Catholic School. 1993 was the first year that the school had a lay principal and mostly lay faculty. Today, the school is staffed by an entire lay administration, faculty and staff.

The classroom environment has also changed, moving from lines of multiple desks and chairs with one mobile projector to a multi-purpose design packed with desks/chairs, tables for learning centers, Smart Boards, computers, classroom libraries, manipulatives and other resources. "Push in" and "pull out" student services may often be observed for those students requiring services for a 504 Plan or IEP. The teaching-learning process has also changed.

We celebrate diversity amongst our faculty, students and their families. Technology is just one means of transcending any barriers that may impede true learning within our classrooms; often providing an even playing field for all students while lending itself to many cooperative lessons as well.

As we continue to develop and implement the New York Educational Standards, our students seem to flourish when a variety of learning styles are available. The use of mobile technology (iPads, Smart Boards, laptops, workstations, etc.) and an enhanced library-media center best meet the needs of our students, families and faculty. All have increased the variety noted within the teaching-learning repertoires.

Our school community exudes the disciplines of faith, hope and love in all that it does. "What would Jesus do?" serves to motivate us in reaching out to others with confidence, caring and kindness.

ADMISSION AND ENTRANCE MODEL

Sacred Heart School does not discriminate on the basis of race, sex, national origin, age (accordance with the law) or handicapping conditions (if, with reasonable accommodations on the part of the school, the handicapped person could be accommodated).

Through collaboration and discussion, the faculty of Sacred Heart agrees to employ the following services and strategies with children entering our school:

- *Modifications as prescribed by a student's 504 Plan or IEP
- *One-on-One instruction when necessary
- *Utilization of cooperative learning strategies within their lesson planning and implementation
- *Consultation with the SHS RTI Team and/or Special Education teachers and therapists
- *Use of behavior charts when appropriate
- *Providing preferential seating if required
- *Designing a nurturing environment for all students
- *Teaching responsibility and have the students "own" their own learning
- *Continuously looking for positive aspects of children and encouraging them to use their talents and abilities in their learning process. Use of a "disability" may not be used as an excuse for challenging behaviors or for not completing their given tasks.

NONDISCRIMINATORY ADMISSIONS POLICY

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

At the time of registration, all new students seeking admission to Sacred Heart School are evaluated on the basic or current standardized and/or NYS test scores and report cards.

Requirements include:

- *Health records
- *Immunization records
- *Birth certificate
- *Report cards
- *Standardized and/or NYS test scores
- *Records of 504 Plan or IEP (where applicable)

ATTENDANCE, ABSENCE AND TARDINESS

In the event of illness, students should be fever-free and vomit-free for 24 hours before returning to school.

School begins at **8:00 am for K-6 students**. Morning Assembly which includes prayer, reflection, and announcements will be held in the church. Any child who has arrived after 8am will be marked as tardy/late for the day. **A parent/guardian must sign their tardy child in at the school office.** PK arrival is from 8:00 – 8:05. Any PK child who has arrived after 8:05 will be marked tardy/late.

New York State Law mandates regular attendance in school. Perfect attendance is normally expected of each child and is essential for scholastic progress. New York State recognizes the following as **legal excuses**:

- *Sickness or death in a family
- *Quarantined or contagious disease
- *Severe storms or impassable roads
- *Religious observance

Parents and guardians should **call the school office at 518-274-3655 between the hours of 7:30 am to 8:30 am to give notification of a student's absence/tardiness.** A **written note** explaining each absence or tardiness is due at the school upon the child's return. Failure to do so will result in a recorded illegal absence/tardiness. Should absence for any reason other than illness seem imperative, parents are to consult with the principal and present a written reason for the absence. In the event that the student is experiencing a prolonged illness, parents or guardians are urged to notify the school office and the child's teacher(s) to arrange for missed class work. Students may also switch to distance learning should the need arise due to illness.

NOTICE: Absences amounting to **20 days or more**, even if occasioned by illness or other legitimate reason, may necessitate a repetition of the entire year's work and/or summer school and/or tutoring according to the decision of the Principal.

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The **school calendar** provides for breaks and extended weekends throughout the school year. Parents and guardians are strongly encouraged to schedule trips or family outings during those times as to not interrupt their child's learning process. Missed assignments are the student's responsibility.

****Teachers are not required to give make-up tests and/or assignments for absences due to vacations. No assignment will be given in anticipation of a family's vacation.**

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes and/or tests. For example, a student who was absent for three days would be given three school days to complete his/her missed work. **When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 am to arrange for homework assignments. Homework assignments may be picked up in the school office before 3:15 pm.**

For **short absences**, students should make arrangements with classmates regarding assignments.

Arrangements for regular classroom tests issued because of an absence are to be made with the individual teacher(s). These tests must be taken within one week of the original date.

ABSENCE DURING THE SCHOOL DAY

Students needing a medical appointment during school hours require a written note by the parent/guardian. **Parents are required to sign their child out in the school office.** If the child **returns** to school during the same school day, he/she must be **signed back into the school office.** Students who are away from school for an appointment for 3 ½ hours or more will be considered absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a ½ day absence.

BIRTHDAY CELEBRATIONS

Birthdays are always a special time. Students may dress down on their birthday. Students may also bring a prepackaged snack to share with their classmates. NO homemade goods will be allowed. Please refer to the allergy/snack list when choosing a treat. Summer birthdays will be celebrated in June.

BOOKS

All textbooks need to be covered and kept in good condition. Damaged, lost, or destroyed books must be paid in full to either the public school district or Sacred Heart School, depending who OWNS THE BOOK. All parents/guardians must complete a combination book and transportation form(s) prior to the end of March upon registration/reregistration.

BULLYING AND CYBERBULLYING

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

BUS TRANSPORTATION

Many of our students are transported to school via a bus. This is a service rendered to us from the public school districts. Parents/Guardians must register for this service prior to the end of March and must be **postmarked no later than April 1st** AND on a yearly basis. Many public schools have begun to combine their textbook and transportation forms so our office will attempt to keep you aware of these changes.

Because many discipline problems seem to originate on the busses, parents/guardians are asked to review the following procedures with their child(ren):

CHILDREN MUST:

- *COVID guidelines also require students to wear a mask when riding the bus.
- *Remain seated at all times
- *Refrain from throwing things around the bus
- *Do not begin or participate in any verbal or physical altercations
- *"inside voices" should be used so avoid speaking loudly or shouting
- *Be aware of emergency exits and drill procedures

*Follow all bus rules and regulations

School districts and/or respective bus companies have the right to deprive a child of riding the bus for infractions of the rules.

CHANGE OF ADDRESS AND OTHER IMPORTANT INFORMATION

Parents/Guardians are requested to inform the school office of any changes in their address, phone, cell phone, employment, email and marital status. It is extremely imperative that the school is able to contact a parent/guardian in case of an emergency.

CLASSROOM INTERRUPTIONS

In our efforts of keeping everyone safe and in keeping classroom disruptions to a minimum, we ask that parents/guardians always report to the school office when dropping off lunches, homework or other forgotten items. The office staff will gladly make sure that the item(s) get to the child in time.

EVERYONE who **enters the building** is required to sign the book inside the school office, complete a COVID Checklist Form and have their temperature checked. School personnel reserve the right to request proof of identity. **(Only service providers will be allowed into the school at this time due to the COVID regulations)**

COMMUNICATION

Around the third week of each month, families will be notified via email that the newsletter packet for the upcoming month (including calendar and lunch menu) has been posted on the school website. We encourage all families to download the pertinent information and place it in a visible spot for frequent review.

Parents/Guardians who wish to speak to a teacher are encouraged to do so. Please understand teachers cannot be taken out of class to make or receive phone calls. Emails and/or facebook messages will be addressed during non-instructional times (during specials, after school, etc.). Even when the teachers have a "free period", many of them are giving remediation or extra help to others.

The procedure for contacting teachers is:

- *Call the school office and leave a message for the teacher(s) ,and your call will be returned,
- *Send a written note to the teacher(s) requesting a contact.
- *Send an email or a message on the class facebook to the teacher(s) requesting a contact.
- *If your call, note or email has not been returned within 24 hours, please call the principal to state your concern and schedule an appointment (if deemed necessary).
- *Kindly note that teachers are not required to return emails and/or messages on the weekends or holidays.
- *Parents /Guardians who have a particular concern with a teacher are asked to first attempt to resolve the issue with the teacher before involving the principal; if, however, efforts have been made, and the difficulty still exists, parents are encouraged to make an appointment with the principal through the administrative assistant/secretary.

Due to the additional professional duties that require the principal to be out of the building, please allow 48 hours for the principal to return your call/email.

DIGITAL COMMUNICATION DEVICES

If a student needs a cell phone (or any other electronic device such as an iPad) for after school, he/she should bring the electronic device to the school office upon arrival in the morning. The device must be shut off and have the child's name on it. It may be picked up from the office at dismissal. At no time during the school day should a cell phone or other device be in a student's locker, desk, backpack or in his/her possession. Any item taken away from students will be returned to the parents/guardians.

DISCIPLINE/CODE OF CONDUCT

Here at Sacred Heart School, we believe that no one discipline policy fits all. Each student is a unique gift from God, and each student is motivated to succeed in different ways. Discipline is not viewed as a punishment, but rather as a means of correcting behaviors that distract from the learning environment and the values we promote. The teachers and administration will approach each disciplinary issue as a unique situation with a unique solution. We welcome parent input and a collaborative approach to getting students back on track after a disciplinary issue. The disciplinary measures taken will be based on what the team believes will correct the behavior and motivate the student to move in the right direction.

Disciplinary actions taken may include but are not limited to: conversation with the teacher, conversations with the principal, completion of a self-reflection, detention, parent-teacher conference, in-school suspension, out-of-school suspension and expulsion.

In each instance, our goal is to help the student succeed with the collaborative support of parents and school staff. The school reserves the right to expel any student whose actions, behavior, or the actions or behavior of the student's parent and family members, is in conflict with the policies and procedures of Sacred Heart School., the Diocese of Albany Catholic Schools, the Roman Catholic Diocese of Albany, and/or in conflict with the teachings of the Catholic Church.

Detention:

Detention may be issued for a breach of classroom and/or school rules. Parents/Guardians are provided with written notification of the detention. The day, date and time of the detention are at the discretion of the administrator. Detention takes precedence over appointments, practices, lessons, tutoring, sports, etc.

Suspension:

Students who are given an **in-school** suspension will be required to report to school each day. Parents will be assessed a \$90/day fee to pay for the substitute teacher. Students who receive **out-of-school suspension** will not be allowed on the school campus during the time of their suspension. Students must complete all classwork and tests from the days of suspension.

DRESS DOWN DAY GUIDELINES

Throughout the year, dress down days will be announced for various reasons-either by the Principal or student council.

Students may wear:

*Jeans *Sneakers *Short socks *Shorts no shorter than three inches above the knee *Skorts
*Skirts no shorter than three inches above the knee *Sweatshirts *Jogging/sport suits *Dresses
*Nail polish *Slacks *Crocs

Students may not wear:

*Flip flops *Open-toed shoes *Tank tops *T shirts with inappropriate writing or graphics *Hats
*Biker shorts *Pajama/leisure pants Make-up *Low-cut blouses or tops *Clothing that is extremely tight *All students regardless of in person or virtual learning may participate in dress down days.

FIELD TRIPS

We will continue to monitor the pandemic and if field trips will be able to take place this school year. (When and if outside field trips will be permitted: written permission from parents/guardians must be given for every field trip. Permission slips must be signed and returned to the school office with the full amount of payment (if needed) by the due date that is noted on the form. No child is allowed to participate in a field trip without this written consent form. Furthermore, tuition must be up-to-date or the child will be exempt from attending the field trip. **Telephone calls and emails cannot be accepted in lieu of written permission.**)

FOOD PANTRY AND SPECIAL HOLIDAY SERVICE PROJECTS

Each Wednesday we will have a collection of pantry goods. You will find what is being collected on the monthly calendar. Classes will be asked to participate in various service projects throughout the year.

HOMEWORK

Homework is always understood to be assigned each day. Homework is both a study and review of work completed in class, and it is also anticipation of the work to be taught. The homework is a combination of daily reading, studying and writing. The suggested time allotments are:

Grades 1 & 2 = 10 to 20 minutes, **Grades 3 & 4** = 30 to 45 minutes, **Grades 5 & 6** = 45-60 minutes

On occasion, students will be expected to do some assignments on weekends. **At the beginning of the school year, each child in Grades 1-6, will be required to purchase an agenda/assignment book, which is sold in the school office.**

Parents are encouraged to supervise the completion of homework, to set a regular study time and place and review what is handed in. **Once homework is completed, parents are asked to check the homework against the assignment book and initial it. All students are to come to school prepared, i.e. having studied the materials and done all of the written work.**

When a student does not understand any material, they should present their questions to the teacher for help.

LUNCH PROGRAM

Sacred Heart School offers a breakfast and lunch program through the Troy School District for the UPK students at no cost. Students in PK Yellow through 6th grade have the option to purchase milk for \$.50. PK Yellow through 6th Grade **NEED** to bring their own lunch each day. They should not bring glass bottles, soft drinks or excessive amounts of candy. Parents/Guardians are asked NOT to bring lunches or drinks from carry-out restaurants.

MEDICATION

Any medication, prescription or nonprescription, taken by a child during school hours must be given to the school nurse who will administer it. The child is not allowed to carry medications to and from school. To administer the medication, the school must have three things:

- *Authorization in writing from the parent/guardian for the school to give the medication
- *A written order from the physician
- *Medication must be delivered to the school nurse by the parent/guardian in its original container with the pharmacy label.

PARENTS AS PARTNERS

We at Sacred Heart School consider it a privilege to work with parents/guardians in the education of children because we believe parents/guardians are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally and psychologically. Your choice of Sacred Heart School involves a commitment and a concern for helping our child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by example of good, Catholic-Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Sacred Heart School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents/guardians and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents/guardians nor teacher can afford to doubt the sincerity of the efforts of their education partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents/guardians remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you, as parents/guardians must make investigation of the complete story your first step. Evidence of

mutual respect between parents/guardians and teachers will model good, mature behavior and relationships.

PEANUT ALLERGIES

Many of our students have allergies to tree nuts, peanuts, peanut oil and peanut butter. Therefore, all classrooms are “peanut and nut free”. Your child’s lunch does not have to be “peanut free”. The students are seated according to “peanut free lunches” once they are in the cafeteria.

The items on the following list are the only acceptable snack choices that may be brought into the classroom:

New and improved snack list for Sacred Heart School

- **Fruits and Vegetables**
- Apples
- Bananas
- Baby Carrots
- Oranges
- Watermelon
- Cucumber
- Bell Peppers
- Grapes
- Strawberries
- Peaches
- Plums
- Blueberries
- Raspberries
- Cherries
- Cantaloupe
- **Snack Crackers and Other Options**
- Wheat Thins
- Triscuits
- Kix Cereal
- Gogo Squeeze Applesauce
- Sun Maid Raisins – Not the yogurt or chocolate covered ones
- Nutri-Grain Cereal Bars
- Pepperidge Farms Goldfish – Cheddar only
- Delmonte Fruit Cups
- Kraft String Cheese
- Kraft Sliced Cheese
- Kraft Cheese Cubes
- Yogurt – Yoplait
- Fruit Snacks – Betty Crocker, Annie’s Organic
- Cheese Nips

- Teddy Graham
- Nilla Wafers
- Honey Maid Graham Crackers
- Premium Saltines
- Cheez-its
- Jell-O Pudding Cups and Gelatin
- Hunts Pudding
- Kraft Handi Snacks Pudding Cups

These allergies can be life threatening. We appreciate your cooperation and understanding in this very important matter.

REPORT CARDS AND PROGRESS REPORTS

*Grades 1-6: report cards are sent home (November, February, April and June)

*Kindergarten: report cards are sent home (February, April and June)

Families are able to check their child’s progress via the family portal.

*ECP: students will be evaluated via a checklist in January and June

SCHOOL SAFETY/SECURITY

The entire school building is secured throughout the day. All visitors, including parents/guardians, must be buzzed into the main school building, sign in and out and wear a “visitor” pass.

At this time, no visitors will be allowed inside the school portion of the building except for those assigned to work with students (OT, PT, Speech, Counseling, Title I, etc.). We will continue and monitor his policy and make changes when/if necessary.

At designated times during the school year, safety drills will be conducted (ie: fire drills, intruder and lock down). All staff has been trained in these drills and will execute them in a professional manner with the safety of the children in mind.

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

Defamatory comments regarding the school, the faculty or other students is explicitly prohibited on social media.

A separate Diocesan technology policy is included within the final pages of this handbook. Parents and students are required to read, sign and return the agreement by the end of the first week of school.

Students in grades 2-6 also need to fill out a Chromebook Pledge, provided by their teacher before they can take their Chromebook home.

SNOW DAYS: SCHOOL CANCELLATION OR EARLY DISMISSAL

Severe weather conditions may prevent school from opening or necessitate school to close early on a given day. In the event of severe weather, parents/guardians will be notified by our parent alert system, using the contact information you have provided us (another reason for keeping this information current). The closing information will also be on all School Closing Networks.

STUDENT RECORDS

Sacred Heart School adheres to the **Buckley Amendment** (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents/guardians to transport to the new school.

Parents/Guardians requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the school office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents/guardians.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

TELEPHONE

Students are not allowed to make phone calls during the school day except in extreme cases of emergency. Forgetting homework, clothes for P.E./Gym, lunch, school supplies, etc., do not constitute an emergency.

Teachers/students will not be called out of the classroom to take calls. Please leave a message with the office.

TUITION AND FEES

The tuition and education fees at Sacred Heart School are established by the School Finance Committee. The tuition and fees for a given year do not cover the full cost for the education of a student at Sacred Heart School.

The cost of education per student is paid in the following ways:

- *Tuition
- *Participation in the school's fundraising program
- *Donations
- *Minimal federal funding

Every student's tuition is subsidized by the generosity of parishioners and alumni. Fundraising for the school is a necessity and we ask all families to try and do their share. The FACTS monthly payment plan is an agreement between the FACTS Management Company and the party responsible for tuition payments. FACTS make automatic withdrawals for the monthly payment directly from a specified

checking or savings account. Please contact the school office for more information about FACTS. When registering online every family must complete a FACTS agreement.

UNIFORMS AND DRESS CODE

Sacred Heart has a student uniform dress code to discourage dress fads. Any fad deemed inappropriate by the principal will not be permitted. Clogs, open-toed shoes, high-top sneakers (can only be worn on gym days), bandanas, hair wraps, nail polish, artificial nails, excessive jewelry (such as earrings longer 1") are not allowed. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. No body piercing, except pierced ears (in girls). Boys may not wear earrings of any type. The uniforms should be clean and pressed with the buttons attached. Belts should be worn, and shirttails should be tucked in.

The basic school uniform may be ordered from **STUDENT STYLES** in Latham, NY (518-220-9244 or www.yourstudentstyles.com). In addition, there is an inventory of "used" uniforms stored within the school which are available upon request.

Standard Uniform:

***UPK/ECP and Kindergarten:** Students wear the gym uniform of Sacred Heart T-shirt or sweatshirt, navy blue sweat shorts/pants, ankle/knee length socks and sneakers.

***Girls in grades 1-3:** White Peter-pan collared blouse, red Sacred Heart sweater, navy blue jumper, red knee socks and black or blue shoes.

***Girls in grades 4-6:** White oxford cloth blouses, red Sacred Heart sweater, navy blue pleated skirt, white ankle or knee socks and black or blue shoes.

***Boys in grades 1-6:** White, button-down collar oxford cloth shirt, red Sacred Heart sweater, regulation uniform, tie, navy blue twill/chino pants, and belt. Sneakers may be worn with the uniform only if they are black, low-top with no logos, stripes, lights or other novel features. Work boots may not be worn.

Physical Education/Gym Uniform:

***Boys and girls in all grades (ECP to grade 6):** All students are required to wear the official gym uniform on their gym day, which includes a red Sacred Heart sweatshirt or T-shirt, navy blue sweatpants or sweat shorts, white ankle length socks and sneakers.

Summer Uniform:

The **OPTIONAL summer uniform**, ordered from our uniform company, may be worn from the first day of school through Columbus Day, and again on May 1st through the end of the school year.

***UPK/ECP and Kindergarten:** Gym uniform Sacred Heart t-shirt/sweatshirt, navy blue sweatpants/shorts, white socks and sneakers.

***Girls in grades 1-6:** Regulation navy twill shorts (with cuffs), red polo shirt with Sacred Heart logo and white socks. Sneakers may be worn but no open-toe shoes or sandals.

***Boys in grades 1-6:** Regulation navy blue twill short, red polo shirt with Sacred Heart logo and white socks. Sneakers may be worn but no open-toed shoes or sandals.

VISITORS

Upon arrival, school visitors (volunteers, parents, guardians, etc.) must come to the main school office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building. Complete the COVID Checklist Form and have their temperature checked. Everyone must also sign out at the time of departure.

VOLUNTEERS: VIRTUS TRAINING AND BACKGROUND CHECK

*Due to COVID guidelines, there will be no volunteers allowed until further notice.

All individuals (including parents/guardians) who volunteer in the school must complete the Diocesan mandated VIRTUS training and background check. VIRTUS training is now completed online and renewed every 5 years.

APPENDIX

VIRTUS/Charter Compliance

Internet Safety/Computer Use for Students

Photo Permission

Walking Permission Slip

Distance Learning

Handbook Signature Page

Safe Environment Charter Compliance-Protecting Children and Young People

The Diocese of Albany is committed to meeting its responsibility of ensuring that our children and young people are safe from harm, especially that of sexual abuse. We uphold the principles contained in the Charter for the Protection of Children and Young People, as adopted by the Bishops of the United States, by establishing standards and procedures for our parishes, school and Diocesan offices. The Human Resources Director of the Roman Catholic Diocese of Albany serves as the Diocesan Safe Environment Coordinator and works with parishes and schools, to maintain compliance with the Charter.

Charter Compliance Requirements:

All individuals (over the age of 18) who are either paid parish, school or diocesan personnel, regardless of position, or volunteers who have regular contact with children and youth must:

1. Receive Virtus training
2. Undergo a background check prior to commencing their work or service.
3. Sign the Standard Code of Conduct as a condition of their employment or volunteer participation

Examples of volunteers who must meet these requirements are catechists, CYO coaches, boy/girl scout troop volunteers, field trip/retreat chaperones, etc. No one who has admitted to and/or been convicted of sexual misconduct or abuse involving a minor may serve in the Diocese of Albany as a professional or volunteer in any capacity with children or youth. Older teens who work or volunteer and who are under the age of 18 are not required to undergo a background check or to attend Virtus training, but must sign a Youth Code of Conduct.

Background Screening

Employment and volunteer applicants who are subject to Charter compliance mandates must complete an application form, which requires references and acknowledgement of any prior conviction of a crime. They must also undergo a Social Security verification and criminal background check, which includes a check of the National Sex Offender Registry.

Virtus Training for Adults

Adults who are subject to Charter compliance mandates are required to receive training in child sexual abuse awareness and prevention. Our Diocese uses a program entitled VIRTUS* "Protecting God's Children", a training presentation which teaches adults the five basic steps of child sexual abuse protection. The Diocese trains volunteer Virtus facilitators each year who are available to provide this training at parishes and schools.

An important aspect of creating a safe environment for children is ensuring responsible use of the computer. The Diocesan Technology Policy should be distributed to employees and volunteers authorized to use the computer. They should sign the Review and Acceptance section which should be kept on file.

Parishes advise parents each year that Safe Environment training will be presented. They encourage parental involvement in reinforcing what their children learn by providing information and material that parents may fulfill their role as the "primary educators" of their children. Parishes should also provide the opportunity for parents to "opt-out" of this training for their children, and keep a written record of these opt-outs.

SCHOOLS OF THE ROMAN CATHOLIC DIOCESE OF ALBANY

Internet Safety/Computer Use Policy Students

Please read this document carefully before signing.

Computer use and Internet access is now available to students in the schools of the Roman Catholic Diocese of Albany as we believe it offers valuable, diverse, and unique resources to students. Our goal in providing this service is to promote educational excellence in the Diocese by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging message with users throughout the globe. The system will also assist us in sharing information with the local community, including students, parents, businesses, service and governmental agencies.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are illegal defamatory, inaccurate, or potentially offensive. For this reason and as required by the **Children's Internet Protection Act** (Pub. L. No. 106-554 and 47 USC 254(h)), technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information at school. The filter will also prohibit access to any commercial social networking website (a website that allows users to create web pages or profiles that provide information about themselves and are available to other users; and offers a mechanism for communication with other users, such as a forum, chat room, email, or instant messenger) or chat room (website through which a number of users can communicate in real time via text and that allow messages to be almost immediately visible to all other users or to a designed segment of all other users) through which minors may easily access or be presented with obscene or indecent material; may easily be subject to unlawful sexual advances, unlawful requests for sexual favors, or repeated offensive comments of a sexual nature from adults; or may easily access other material that is harmful to minors.

The purpose of this policy is to ensure that use of computers and Internet resources is consistent with our stated mission, goals and objectives. The smooth operation of computer resources relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided here so that you aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her computer privileges will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signatures at the end of this policy are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) being significance.

Terms and Conditions

1. Users are responsible for good behavior when using school computers, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
2. Technology resources are provided for students to conduct research and communicate with others. Access to Internet/network services is conditionally given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The principal and technology coordinator will deem what is appropriate use and their decision is final. Also, the administrators may terminate access at any time as required. The

administration, faculty, and the staff may request the technology coordinator to deny, revoke, or suspend specific user access and/or accounts.

3. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

4. Users are not permitted to use the computing resource for product advertising, political lobbying, political campaigning or commercial purposes, including any sort of solicitation, absent prior written permission of the school. Unauthorized commercial uses of school computing resources jeopardize the school's relationship with network service providers and computer equipment and software vendors.

5. Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the school, inconsistent with the mission of the school, or likely to subject the school to liability, impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

*Harassment *Libel or slander *Fraud or misrepresentation *Destruction of or damage to equipment, software or data belonging to the school or others *Disruption or unauthorized monitoring of electronic communications *Unauthorized copying or transmission copyright-protected material *Violation of computer security *Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including email addresses) assigned to others *Unauthorized online access, including "hacking" and other unlawful activities *Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities and so forth) *Development or use of unapproved mailing lists *Use of computing facilities for private business purposes unrelated to the mission of the school *Academic dishonesty *Violation of software license agreements *Violation of network usage, policies and regulations *Violation of privacy *Posting or sending obscene, pornographic, sexually explicit or offensive material *Posting or sending material that is contrary to the mission or values of the Diocesan School System *Intentional or negligent distribution of computer viruses

6. Security on any computer system is high priority, especially when the system involves many users. The school will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail in its present form is generally not secure and is extremely vulnerable to unauthorized access and modification. If you feel you can identify a security problem in the school's computers, network, or Internet connection you must notify the principal or technology coordinator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet or a network as anyone but yourself may result in cancellation of user privileges.

7. **Schools of the Roman Catholic Diocese of Albany** make no warranties of any kind, whether expressed or implied, for the service the user is accessing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service

interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Privacy and Confidentiality

The school reserves the right to inspect and examine any school owned or operated communications system, computing resource and/or files or information contained therein at any time. When sources outside the school request an inspection and/or examination of any school owned or operated communications system, computing resource and/or files or information contained therein, the school will treat information as confidential unless any one or more of the following conditions exist:

*When approved by the appropriate school official(s) to which the request is directed *When authorized by the owner(s) of the information *When required by federal, state or local law *When required by a valid subpoena or court order

Note: When notice is required by law, court order or subpoena, computer users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).

Sanctions

Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state and/or federal authorities.

STUDENT SECTION

I have read the **Diocesan Internet Safety/Computer Use Policy**. I agree to follow the rules contained in this Agreement. I understand that if I violate the rules my internet/access privileges can be terminated and I may face other disciplinary measures.

User Name (please print) _____ Grade _____

School _____

User's Signature _____ Date _____

PARENT/GUARDIAN SECTION

As the parent or legal guardian of the student signing above, I have read this **Internet Safety/Computer Use Policy** and have explained it to my child. I grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that it is impossible for **schools of the Roman Catholic Diocese** to restrict access to all controversial materials and I **agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I may have against the school and its employees, representatives and volunteers or any claims of damages resulting from the use by my child of these services.** I understand that individuals and families may be held liable for violation. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent Signature _____ Date _____

Parent Name (please print) _____

Home Address _____ Phone _____

PHOTO RELEASE PERMISSION SLIP

As a parent or guardian of this student/these students, I hereby consent to the use of photographs taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

____ Yes, I give consent for Sacred Heart School to photograph my child/children for school purposes and/or at school events.

____ No, I do not authorize Sacred Heart School to photograph my child/children for any event or purpose.

Parent/Guardian Signature: _____ Date: _____

Student's Name(s): _____

WALKING TRIP PERMISSION SLIP

I desire to have my child/children:

to go with proper faculty and staff supervision on all walking trips the class/school may take from September, 2020 to June 2021. This may include walking down to Kinloch Park for recess and/or physical education class.

I shall be responsible for his/her/their actions while the class is taking the trip.

Parent Signature: _____

Date: _____

SACRED HEART SCHOOL K-6 REMOTE LEARNING EXPECTATIONS

Remote learning will only be available to students who are in quarantine due to a positive COVID case or exposure to a positive COVID case.

Teacher Expectations:

Curriculum will be NYS Standards based and will be assessed and graded using appropriate rubrics (K-2) and numeric grading grades (3-6).

Teachers will use their instructional time to focus on academic knowledge and skills to ensure students are prepared for the next grade level.

Google Classroom will be Sacred Heart's online learning platform. Teachers will invite parents/guardians to join the classroom, allowing for parents to monitor their child's assignments and school expectations.

Teachers (including special area teachers) will record lessons and post them to the teacher's Google Classroom for students to review (if necessary) and parents/guardians to view to help their child.

Teachers are to engage students both at home and in person with meaningful assignments.

Student Expectations:

Students who are remote learning will be held to a high academic standard.

Students are expected to join their live classes on time and be in their dress uniform or gym uniforms for their school day.

Students will not be allowed to eat during their live sessions unless the teacher has announced snack time. Students may have a water bottle available, just like they would in the classroom.

Students must be seated at a table or desk, similar to the seating arrangements in a classroom for their school day.

Students must be an active participant in distance learning, just as is the expectation in the classroom.

Students will submit work to their teacher through their Google Classroom. Teachers will post due dates and times for each assignment.

Communication Devices:

Students are encouraged to ask questions during their live sessions.

Students may email their teacher with questions while completing independent work. Teachers will respond to a student email before the end of their school day (3:05 pm). Teachers may also use the time between dismissal and 3:05 pm to virtually meet with a student if necessary.

Students that are learning from home must adhere to the policies outlined in the Sacred Heart School Parent Student Handbook. In addition, those who are using their Sacred Heart School issued Chromebook must adhere to sacred Heart's Chromebook Policies.

Teachers are expected to communicate with parents/guardians on a weekly basis through email.

Teachers in school hours are 7:30 am -3:05 pm. All parent/guardian electronic communication should be answered within 24 hours (if communication is sent after 3:05 pm on Friday the expectation is that an answer is relieved on Monday).

Parent/Guardians are encouraged to support the efforts of their child's teachers and stay on top of their child's progress.

From time to time, parents/guardians may need to stop by Sacred Heart School for a material pick up. These pick ups will be during school hours at the main office and arranged through your child's teacher.

Failure to meet the above expectations will result in a conversation with the parent/guardian, teacher, and principal. These expectations may be amended and will require all parties to be notified of an amendment.

By signing below, I agree to the terms outlined above. Any questions or concerns throughout the year regarding these terms should be directed to my child's teacher first and then to the principal.

Student Signature: _____

Parent/Guardian Signature: _____

Teacher Signature: _____

Date: _____

RECEIPT OF HANDBOOK SIGNATURE PAGE

I have read the Parent/Student Handbook and agree to follow the school policies and procedure as stated.

Family Name (please print): _____

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Student Signature: _____ Date _____

Student Signature: _____ Date _____

Student Signature: _____ Date _____

****Parents/Guardians and students must both sign.**

Please complete and return this form to the school office by the first full week of school.