2015 - 2016 Student Handbook

Country Day School of the Sacred Heart
480 Bryn Mawr Avenue
Bryn Mawr, Pennsylvania, 19010

Phone: 610-527-3915
Website: www.cdssh.org

Administrators

Head of School	Sr. Matthew Anita MacDonald, S.S.J.
Director of Finance	Sr. Elaine Cullen, S.S.J.
Director of the Upper School	Theresa McCoy
Director of the Middle School	Suzanne Robinson
Director of the Lower School	Beth Porter
Director of Studies	Eileen Wilkinson
Director of Institutional Advancement	Kathy Gallagher
Director of Admissions	Mary Lee FitzPatrick
Director of Athletics	Cindy Shay
Chaplain	Rev. Thomas Gillin

School Administrative Staff

Assistant to Head of School	Betsy Moore
Dooley Secretary	Jeanne Perretta
School House Secretary	Caroline Gagliardi

Schedule Options

Schedule A
Daily
40 minute classes

HR	8:20 – 8:30
1	8:35 – 9:15
2	9:20 – 10:00
QR	10:00 – 10:05
3	10:10 – 10:50
4	10:55 – 11:35
5	11:40 – 12:20
6	12:25 – 1:05
7	1:10 – 1:50
8	1:55 – 2:35
9	2:40 - 3:20

Schedule B
70 minute am assembly
30 & 35 minute classes

HR	8:20 – 8:30
1	8:35 – 9:05
Assembly	9:10 – 10:20
2	10:25 – 10:55
QR	10:55 – 11:00
3	11:05 – 11:35
4	11:40 – 12:15
5	12:20 – 12:55
6	1:00 – 1:35
7	1:40 – 2:10
8	2:15 – 2:45
9	2:50 – 3:20

Schedule C
40 minute AM Assembly
35 minute classes

HR	8:20 – 8:30
1	8:35 – 9:10
Assembly	9:15 – 9:55
2	10:00 – 10:35
QR	10:35 – 10:40
3	10:45 – 11:20
4	11:25 – 12:00
5	12:05 – 12:40
6	12:45 – 1:20
7	1:25 – 2:00
8	2:05 – 2:40
9	2:45 - 3:20

Schedule D
Mass of the Holy Spirit
25 - 40 minute classes

HR	8:20 – 8:30
Mass	8:35 – 9:30
1	9:35 – 10:05
2	10:10 – 10:40
QR	10:40 – 10:45
3	10:50 – 11:20
4	11:25 – 12:05
5	12:10 – 12:50
6	12:55 – 1:35
7	1:40 – 2:10
8	2:15 – 2:45
9	2:50 – 3:20

Schedule E
70 minute pm assembly
30 & 35 minute classes

HR	8:20 – 8:30
9	8:35 – 9:05
1	9:10 – 9:40
2	9:45 – 10:15
QR	10:15 – 10:20
3	10:25 – 10:55
4	11:00 – 11:35
5	11:40 – 12:15
6	12:20 – 12:55
7	1:00 – 1:30
8	1:35 – 2:05
Assembly	2:10 – 3:20

Schedule F
40 minutes PM Assembly
35 minute classes

HR	8:20 – 8:30
1	8:35 – 9:10
2	9:15 – 9:50
QR	9:50 – 9:55
3	10:00-10:35
4	10:40 – 11:15
5	11:20–11:55
6	12:00-12:35
7	12:40– 1:15
8	1:20 – 1:55
9	2:00 – 2:35
Assembly	2:40 – 3:20

Schedule G Weather
25 & 30 minute classes

HR	10:20 – 10:25
2	10:30 – 11:00
3	11:05 – 11:35
4	11:40 – 12:10
5	12:15 – 12:45
6	12:50 – 1:20
1	1:25 – 1:50
7	1:55 – 2:20
8	2:25 – 2:50
9	2:55 – 3:20

Day 6 Schedule
35 & 40 minute classes

Meeting time	8:20 – 9:00
1	9:05 – 9:40
2	9:45 – 10:20
QR	10:20 – 10:25
3	10:30 – 11:05
4	11:10 – 11:50
5	11:55 – 12:35
6	12:40 – 1:20
7	1:25 – 2:00
8	2:05 – 2:40
9	2:45 – 3:20

August 2015

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Section I: SCHOOL STATEMENTS

History and Philosophy

The Country Day School of the Sacred Heart is a Catholic, independent college preparatory school for girls. Founded in 1865 by the Religious of the Sacred Heart, the school has been lay-owned and governed since 1969. Sacred Heart has a strong tradition of excellence in education as envisioned by St. Madeline Sophie Barat.

The Country Day School of the Sacred Heart is part of a national network of 24 independent schools located in North America which shared a common heritage and vision. There are over 120 Sacred Heart schools around the world providing an international campus for our students at Bryn Mawr, through exchange programs, summer workshops, and the Internet linking of the Sofie Network.

For more than four generations, the goals of the Sacred Heart's educational program have remained the same: to produce self-confident women, to provide a challenging intellectual education, to develop a love of God, and to create a desire to help others. A holistic approach to learning seeks to respond to the academic, athletic, aesthetic, spiritual, social, and emotional needs of each girl with a curriculum well grounded in basic and special courses. Sacred Heart offers a traditional approach to education taught in contemporary ways.

Sacred Heart is a Catholic school with a tradition of ecumenism, welcoming the enrichment that students and faculty of all faiths offer. By its religious education program, the school seeks to foster open-mindedness and reverence for differences.

In 1978, Sacred Heart moved from Overbrook to Bryn Mawr where it continues to root its academic program in the liberal arts and to empower young women to develop their potential as scholars and leaders.

Mission Statement

We educate college-bound women by cultivating their self-confidence, guiding them to realize their personal and scholastic potential and their responsibility to others, and by preparing them to meet life's challenges – all within an academic and religiously diverse community that focuses on spiritual values and the individual student.

As a member of the Network of Sacred Heart Schools, Country Day School of the Sacred Heart, Bryn Mawr, commits itself to educate to:

A personal and active faith in God
A deep respect for intellectual values
A social awareness which impels action
The building of community as a Christian value
Personal growth in an atmosphere of wise freedom

SCHOOL TRADITIONS

Since the year 1800 when Saint Madeleine Sophie Barat founded the Society of the Sacred Heart in France, special ceremonies and traditions have been enjoyed by the Sacred Heart Schools. These events provide opportunities for transmitting values and perpetuating familial ties as well as fostering school spirit. Many of the traditions fostered at Bryn Mawr are a source of fond memories for a lifetime.

CONGE:
A surprise in-school holiday held once a year when faculty and students join together in a day of fun.

COMMEMORATION OF JANET ERSKINE STUART, RSCJ:
Celebrated on the day of the National Honor Society Induction in honor of a British religious of the Sacred Heart after whom our Chapters of the NHS and NJHS are named.

FAMILY RED/WHITE PICNIC:
Faculty and Students celebrate the start of a new year by joining together for a picnic and to applaud new students and faculty for their placement on the Red or White team.

FEAST OF MATER ADMIRABILIS:
Celebrated on October 20th in honor of "Our Lady of Lilies" to whom the Sacred Heart schools in Philadelphia are dedicated.

FEAST OF SAINT ROSE PHILIPPINE DUCHESNE, RSCJ:
Celebrated on November 18th for the religious of the Sacred Heart who brought the Society of the Sacred Heart to the United States in the 1800's.

FEAST OF SAINT MADELEINE SOPHIE BARAT, RSCJ:
Celebrated on May 25th in honor of the foundress of the religious of the Sacred Heart.

FIELD DAY:
Each school has a day of athletic events that ends the yearlong competition between the Red and White teams.

GOUTER:
A surprise sweet snack. Gouter means "to taste" from the French.

HONORS ASSEMBLY:
A formal presentation of awards held after the completion of each quarter in the Middle and Upper Schools.

LILY PROCESSION:
Lower School commemorates the Feast of the Immaculate Conception.

LITURGIES:
Mass is celebrated on First Fridays and Special Feasts encouraging participation by the whole school. Class Masses and Reconciliation Services also take place throughout the year.

MAY PROCESSION:
Lower School honors the Blessed Mother on a day in May.

PRIMES:
A formal presentation of effort, achievement and courtesy awards is held once a week for Lower School students.

PRIZE DAY:
Held on the last day of their school year, the Lower, Middle and Upper Schools gather for formal presentations of achievement and effort awards.

RING CEREMONY:
Held in December, students in the Junior class are presented with their school rings after a special Mass. A semi-formal dance is held to celebrate the occasion.

Section II: RULES AND REGULATIONS

Attendance:

Middle School Hours:	Monday - Friday:	8:15 AM - 3:20 PM
Upper School Hours:	Monday - Friday:	8:15 AM - 3:20 PM

Dismissal procedures:

- Classes end at 3:20 p.m. so you should plan on picking up between 3:25 and 3:45p.m.
- If you have a daughter in the Lower and/or Middle School also, please try to arrive between 3:30 and 3:45 p.m.

First and foremost, please <u>DO NOT PASS</u> a school bus or another car. Please limit cell phone conversations while on the driveway and abide by the directions of the dismissal moderators. Your cooperation and patience are greatly appreciated.

Upper School Students should be picked up and dropped off **in the Lower Parking Lot**. Cars should enter the bottom of the drive of the parking lot and exit out the top. Please drive slowly when proceeding through the lot and watch for other cars backing out. In the morning, if you are going to drive up the hill, you must pull into a parking space to drop your daughter off. Please do not stop on the hill and hold up traffic. Please use caution when pulling in and out of the spaces. If you drive up the hill in the afternoon you must wait in the car line. No U Turns on the driveway or driving against designated traffic patterns are allowed. **Do Not Go** into the left lane behind the Mansion, this is the **Bus Lane ONLY**.

Upper School students that ride a bus should exit the Dooley Building and wait at the cross walk by the stop sign. The Dismissal Moderator will announce the buses and hold traffic to allow the students to cross and get on their bus when it comes around the driveway. The students are responsible for paying attention to the Dismissal Moderator and for being outside on time.

Upper School Students that drive to school must fill out a permission to drive form and turn it in to the Upper School Office on the first day of school. Student drivers are to enter the upper end of the lot and exit the lower end. Cars are not to enter the Lower Parking Lot from the bottom end! Student drivers are to park in the designated student spaces (red and white) with the seniors parking near the top in the red spaces and the underclassmen parking in the white spaces. The yellow spaces are reserved for Faculty and Staff. Students are not allowed to park on the hill at any time.

Dismissal Procedure for the Lower and Middle School Students:

Dismissal moderators will be using walkie-talkies to facilitate the dismissal process. Students gather in the Dining Room for dismissal. The outside moderator will announce cars and bus companies to the moderator in the Dining Room who will in turn direct the students to the Red Doors.

CAR WINDSHIELD NAME TAGS ARE VITALLY IMPORTANT.
Family name tags have been provided by the school for Lower School and Middle School families. These should be prominently displayed on the passenger side window shield so that the outside dismissal moderator can announce the name to the moderator inside the building.

Early Dismissal Procedure: Upper School students will only be dismissed when a note from a parent or guardian is turned in during homeroom AND a phone call is received from the parent or guardian by 8:15am.

Snow Days:

- **All families will be notified by Constant Contact, our rapid communication system, with news related to snow delay or school closure**
- **Our school website, www.cdssh.org, will be updated**
- **Check KYW 1060 and local television stations for broadcasting our school number #530**

Inclement Weather School Opening

Country Day School of the Sacred Heart is served by over 18 school districts, the train and student/parent drivers for transportation to and from school each day.

1. School will open at the regular time each day.
2. If your school district runs a delayed schedule Sacred Heart will accommodate your daughter.
3. Please make the decision that best suits your situation.

Inclement Weather Early Dismissal Procedure

1. Bus Transportation

A. When a school district notifies the school of an early dismissal, the students from that district will call their parents or an emergency contact to tell them their approximate time of departure.

B. The students are to use the following phones:

i. **Dooley: Mrs. Perretta's phone**
ii. **School House: Mrs. Robinson's phone**
iii. **Lower School: Miss Porter's phone**

C. Students remain in class until an announcement has been made that their bus has arrived.

2. Car Transportation

A. Student drivers will call their parents for permission to leave when the districts begin to dismiss.

B. Once all the bus riders and student drivers have been accommodated a message will be sent via Global Connect informing all school families of the time school will close. All families are required to submit a Global Connect form with their emergency contact phone numbers before the start of each school year.

Mrs. Gagliardi's phone is reserved for incoming calls and announcements.

No student driver or Pre-K through 6th grade student will be dismissed unless a parent or emergency contact has been reached.

There is no Extended Day when school closes early.

The website will be updated with bus and early dismissal times throughout the day.

No student may contact a parent without permission from her respective director.

The following information may be useful if parents want to determine whether buses will operate during or after snowfalls.

SNOW NUMBER	SCHOOL DISTRICT	PHONE NUMBER
305	Colonial	610-834-1670
455	Haverford Township	610-853-5929
855	Great Valley	610-889-2133
450	Interboro	610-237-6410
302	Lower Merion	610-645-1940
454	Marple Newtown	610-359-4265
316	Methacton	610-409-1914
	Philadelphia	215-400-4350
457	Radnor Township	610-293-1947
453	Ridley	610-534-1900
542	Rose Tree-Media Schools	610-627-6475
526	Springfield	610-938-6085
854	Tredyffrin-Easttown	610-240-1680
452	Upper Darby	610-352-7112
307	Upper Merion	610-205-6484
460	Wallingford-Swarthmore	610-892-3416
851	West Chester	484-266-1000
467	William Penn	610-284-8005
530	**Sacred Heart**	**610-527-3915**

Lateness to School:

1. All students are expected to **be in homeroom by 8:20 AM** where their homeroom moderators will check attendance. Students must be in school before **8:35 AM** to be able to participate in any extra-curricular activities or athletic events.

2. Upper School students arriving after 8:20 AM should report directly to their homeroom where a demerit will be issued. Parent phone calls prior to 8:20 explaining the lateness, OR parental notes with the student are necessary. A demerit will be issued if a student does not have a telephone call or note. Middle School students should report to the Schoolhouse Office. No student will be admitted to homeroom or class late without a late slip.

3. An excused lateness (i.e. doctor's, dentist's appointment, funeral) requires a note in advance or directly upon return to school. Doctor's and dentist's appointments should be made outside of school hours. If it is absolutely necessary to be absent due to a doctor's appointment, 24-hour notice should be given. No demerit is issued for an excused lateness.

3. Any student who is late due to a teacher conference should get a note from that teacher and present it to the teacher of the next scheduled class.

4. If an Upper School student misses a quiz or test due to late arrival to school, **she must take the quiz or test on that day**. Faculty will supply a copy of the quiz or test to the appropriate schoolhouse secretary at the end of their class period.

5. If a student is late 5 times, she will receive a detention and the parent must come in for a meeting within one week. Student drivers who continue to be late may lose their driving privileges.

Absence from School:

1. When it is necessary for a student to be absent for any reason, **a parent must call the school before 8:15 AM**.

2. Daily attendance is critical to learning. Attendance in school on a consistent basis and for the duration of the school day impacts significantly on a student's grades and on a teacher's ability to maintain an organized, meaningful learning environment. Late arrivals and early dismissals also impact directly on a student's ability to succeed academically.

    - Sacred Heart's academic calendar provides natural break times that are suitable for family vacations. We encourage parents to use scheduled school holidays, vacations, and in-service days (not days when school is in session) for family trips, college visits, and personal time. Teachers are not required to administer tests in advance or distribute work prior to family trips.
    - A maximum of sixteen days of absence during the school year is permitted.
    - Students absent for four or more consecutive days of school are required to submit a doctor's note on the day they return to school. Failure to submit the required note on the day it is due will result in "Unexcused Absence" (see below) and demerit.
    - Students with chronic illnesses must submit a note from their doctor each semester.

Unexcused Absences:

- Failure to submit a doctor's note on the day that student returns to class will result in an "unexcused absence".
- Any day of absence (regardless of reason) beyond the sixteen maximum days will require a doctor's note. Failure to do so will result in an "unexcused absence."
- Teachers are not required to grant deadline extensions, provide extra-help sessions, re-teach missed lessons or administer missed tests to students with an "unexcused absence."

3. If it is necessary for a student to schedule a medical appointment during the school day, a note from the parent must be submitted 24 hours in advance. Upper School students must submit their note to the Upper School Office. Middle School students must submit their note to the Middle School Office. The student is responsible for all work missed.

4. If a US student plans to be absent from school for one or more days, the student should submit the "Permission to Miss Class" form one week before the scheduled absence and must have each of her teachers sign the form. The form is located in the school office. The student

bears the responsibility for the implications of her absence. For MS students, a letter from the parents must be submitted as soon as possible to the MS Director and not later than one week prior to the absence. Failure to meet this requirement could affect the student's ability to make up work.

5. It is the responsibility of the student to meet with her teachers on the day of her return to discuss the work she has missed. Upper School students are fully responsible for gathering and making up any notes, homework and tests given during an absence. Middle School students must see the Director to receive their make-up folder, which will instruct them towards make-up of class work and homework in each subject. All assignments must be completed to the teachers' satisfaction within three days of the absence. Major four-week assignments will be due on the date due regardless of absence. **When a student is absent only on the day a test or quiz is being given, that test or quiz must be made up on the next day the student is at school, either during lunch, study hall, before or after school at the teachers' discretion. If a student is absent two or more days, all tests and quizzes must be made-up within five days of the absence. This includes classes that meet only once a week. Failure to do so may result in a failing grade for the assignment.**

6. No student may participate in any extra-curricular activity, drama production, concert or athletic event/practice during the day unless she is present in school **by 8:35 AM.** This includes special class presentations and team or club practices. Official excuses may be obtained from the Upper/Middle School Director at least 24 hours in advance.

7. Students absent for semester or final examinations must call their respective School Director as well as the Director of Studies (ext 224) **by 9:00 AM** on the day of the exam and, upon return, present a doctor's note, detailing each date of absence, in order to take the make-up exam.

8. **Juniors and Seniors who schedule college visits outside of school holidays must turn in a completed PERMISSION TO MISS CLASS FORM to the Upper School Office. This form must be filed in the Upper School Office one week before the scheduled visit. Students are encouraged to use school holidays and weekends for their college visits. Students must limit times away from classes to three days total. More than three days taken for college visits will be counted as unexcused absences. Sophomores who wish to schedule a college visit during a school day must request permission from the Director of the Upper School at least three weeks prior to the intended visit.**

9. A student who accumulates seventeen or more absences during the year may be subject to a loss of academic credit in the courses missed. Parents are encouraged to monitor their daughter's attendance record. The quarterly report card reflects Days Absent, Late Arrivals and Early Dismissals.

Discipline:
The purpose of all discipline is to encourage students to self-discipline through set guidelines and parameters.

Offenses Warranting A DEMERIT:

1. Uniform infraction including: no polo shirt, inappropriate shoes, layering, wearing shoes improperly and wearing a non-Sacred Heart sweatshirt.
2. Not in perfect uniform on designated days
3. Food or drink outside designated area
4. Not cleaning lunch table
4. Lateness to school or class 1-5 minutes
5. Failure to hand in an absentee note upon return to school from an absence
6. No electronic key
8. Deadline violation forforms

Each offense results in one demerit. Students will receive a copy of each demerit, and this copy will be kept on record in the student binder. Demerits are cumulative; after five demerits a detention is given. At the end of first semester, demerits are filed. Second semester begins with a "clean slate" for all students. However, Prize Day Good Conduct Awards at the end of the year reflect conduct for the entire year.

Offenses Warranting A DETENTION:

1. Accumulation of five demerits
2. Disrespectful, disruptive or potentially harmful behavior
3. Possession of a cell phone during the school day by students in grades 5 through 11.
4. Seniors who use their cell phones during class
5. Possession of over the counter medications
6. Violation of the Acceptable Use and Technology Policy
7. Throwing of anything, anytime “even in fun”
8. Leaving the campus without properly signing out

Middle School and Upper School detentions will be held every Wednesday afternoon during the first semester and every Thursday afternoon during the second semester from 3:30 p.m. to 4:30 p.m. in a room designated by the proctor for all students who have received detentions from the previous week. Students will be notified when they are given a detention slip, which must be signed by parents and returned to the homeroom teacher on the following morning. Failure to return the form will result in a phone call to parents from the appropriate director.

The detention slip is to be signed by the detention moderator and returned to the Upper School office by 8:30AM the next morning to remove the student’s name from the detention list. Administration reserves the right to change the day and time of detention if necessary.

Offenses warranting administrative action (possible suspension/expulsion) and Parental Notification:

1. Actions opposed to the philosophy of the school and Catholic Church
2. Drugs, including Alcohol, on or off campus at school-related functions or when in uniform
3. Smoking on campus or at school-related functions or off- campus while in uniform.
4. Stealing
5. Weapons

Offenses Warranting an In-School Suspension

1. When the 4th detention is issued within a semester
2. If detentions are not served
3. Or if a very serious violation of school policy occurs**.**

Middle School Suspension:

1. Once a student has been issued a suspension, the date of the suspension will be determined by the Director.
2. Parents and student will be notified of the suspension date, not more than two days after the violation.
3. Student will report to the Middle School Office at 8:20AM and will not attend any class, lab or activity.
4. Student will bring a lunch and drink, as the student is not permitted to go to the Dining Room.
5. Student will spend the day reflecting on the violation and doing enrichment or service activities.
6. Homework and missed class assignments are not assigned as part of the suspension. The student is responsible for making up all missed class and homework assignments.
7. Any school, class or club officer involved in a suspension will lose her office.
8. Any student who receives an in-school suspension will be placed on disciplinary probation.

Upper School Saturday Detention:

1. When the fourth detention is earned, or if the detentions are not served, or if a very serious violation of school policy occurs, a Saturday detention will be given. Detentions are scheduled for Saturdays from 9:00 am to noon.
2. Parents and student will be notified of the detention date, not more than two days after the violation.
3. Any school, class or club officer involved in a suspension will lose her office.
4. Any student who receives an in-school suspension will be placed on disciplinary probation.

Items not permitted on campus for grades 5 to l2

The following items will be confiscated if seen during the day, and returned at the discretion of the teacher.

-Hats, including baseball caps
-Loud, gaudy jewelry, nose rings, and triple or more earrings
-Portable, personal music devices
-Sunglasses
-Sweatpants (worn outside of gym class)

Cell Phones

ONLY seniors are allowed to use cell phones in the dining room and on the sun porch during their assigned lunch period and outside of the buildings between classes. NO students are allowed to use their cell phones in the classrooms or in the buildings at any time during the school day. Cell phones should never be visible. Cell phones should be turned off during class time.

Cell phone use in undesignated areas or during class time will result in an automatic detention and confiscation of the phone. The phones will be turned over to the respective office for the students to pick up at the end of the school day.

Drug, Alcohol and Tobacco Policy:
The Country Day School of the Sacred Heart is committed to providing a caring family atmosphere for our students. The increased use of alcohol, drugs and tobacco among adolescents in the United States is a concern that has made us look more closely at our system of intervention. Because we care so much for our students, we sometimes have to make difficult decisions in order to guide them to become responsible individuals making positive life choices. When positive choices are not made, it is our role to intervene in the best interest of the student. It is for these reasons that we have instituted the following policy on drug/alcohol/tobacco usage:

The possession, sale, purchase or use of illegal drugs, alcoholic beverages or tobacco by minors has a detrimental effect upon the physical, psychological, and spiritual health of students and violates the laws of the Commonwealth of Pennsylvania. Therefore, Sacred Heart practices "zero tolerance."

The Drug, Alcohol and Tobacco Policy for Sacred Heart will not condone, accept, overlook or excuse any possession, sale, consumption or transport of alcohol, tobacco products or drugs including but not limited to prescription drugs, on Sacred Heart school property or at any school-sponsored function or event on or off the Sacred Heart campus.

Sacred Heart believes parents have a particular responsibility in this critical area. It should be expressly understood by all Sacred Heart parents that providing alcoholic beverages or controlled substances to their daughters or other minors violates the laws of the Commonwealth of Pennsylvania and is unacceptable.

Definitions:
Drugs: shall be defined as any substance, prescription or non-prescription, whose possession or sale would be deemed illegal by the laws and statues of Pennsylvania. Such drugs may include but not be limited to prescription drugs or pills not registered with the school office, annotated on the student's health form, and given in accordance with the school policy for the administration of medication to students in school.**

Alcohol: shall be defined as any intoxicating beverage whose sale is prohibited to minors (persons under the age of 21), under the laws of Pennsylvania, or any other beverage otherwise defined as illegal for a minor to possess, sell, consume, or transport under the laws and statutes of Pennsylvania. Such beverages shall include but not be limited to beer, wine and liquor.

Tobacco Products: can consist of rolled tobacco that is already in cigarette form or lump tobacco used for rolling cigarettes or for chewing.

Possession: A person shall be deemed to be in possession when drugs and/or alcohol is found upon the person of the student. A person is also considered to be in possession when she has the power or intent to control the alcohol or drugs, or the drugs or alcohol is in or about the property of the person who had the intent to control. A student who has drugs or alcohol in her locker or book bag is considered to have the intent to control.

Use/Abuse: The ingestion and/or internalizing in any way of any drug or alcohol as defined by this policy, not prescribed by a physician and/or not used in accordance with the physician's direction is considered use/abuse.

Assessment: Assessment is the determination of a student's involvement with chemicals by a school approved, state licensed drug and alcohol facility/agency.

Intervention: Any confrontation of the student with data concerning her problem/behavior. A confrontation is designed to motivate the student and/or her parents to accept available help.

As administrators and teachers, our goal is to help any student who needs assistance in this area. However, we recognize that we are not qualified as objective observers or as experts in recognizing substance abuse. Therefore, students who have violated a policy regarding substance use may be required to have an assessment with professionals who are able to determine the needs of that child and make recommendations for her education and/or healing. All cost and fees will be the parents' responsibility.

If there is an alleged violation of the Drug and/or Alcohol Policy by a student, a review will be made by the Head of School and Director of Upper or Middle school (as appropriate) to consider the facts. It will then be determined whether the student has violated the rules and regulations of the school policy and determine the appropriate sanctions.

Sanctions may include:

1. A Drug and Alcohol evaluation performed by a licensed Drug and Alcohol facility. All costs and fees will be parents' responsibility.
2. Participation in extra-curricular and co-curricular activities, loss of offices held, memberships, etc. will be at the discretion of the Administration.
3. Detentions
4. Suspension
5. Expulsion

**Please Note
Students are not permitted to possess, distribute or ingest any over the counter drug including but not limited to Advil, Tylenol, Midol, etc. If these medications are necessary, they are available in the appropriate school office and can only be administered if the student's health form indicates. If a student is found possessing, distributing, or ingesting an over the counter drug, she will receive a detention. During athletic events, which may occur during non-school hours, over the counter medications may only be administered by an appropriate school official, most likely the team trainer or coach.

Sacred Heart administration, faculty and staff may not administer medication to any student unless a permission form is received from a parent or guardian. (This includes Tylenol, aspirin, and ibuprofen.) If a prescription or non-prescription medication is required during the school day, the medication must be kept in the Upper/Middle School Office, and given according to the physician's directions. Students may not carry prescription or non-prescription drugs while on campus.

No students are allowed to have prescription drugs on their person. All prescription drugs must be turned into the schoolhouse or Dooley Office where they will be dispensed. A doctor's note must accompany the prescription. The only exception is students with asthma who may carry inhalants and students with extreme allergies that must carry an epi-pen with them at all times.

BULLYING/CYBERBULLYING POLICY

CDSSH is committed to providing all students with a safe school environment in which all members of the school community are treated with dignity and respect in accordance with the Goals and Criteria of the Network of Sacred Heart Schools.
Bullying like other disruptive or violent behavior is conduct that disrupts both a student's ability to learn and a school's ability to educate. Therefore no form of bullying will be tolerated in school or during school sponsored events.

Bullying as defined in PA Act #61 is an intentional electronic, written, verbal or physical act directed at another student in a school setting that is severe, persistent or pervasive, and has the effect of substantially interfering with education, creating a threatening environment or disrupting the orderly operation of the school. A school setting includes but is not limited to: the school grounds, school buses, bus stops as well as all school sponsored activities. Bullying that occurs outside the school setting but impacts student learning or causes the disruption of the school operations may also be subject to the same consequences school setting occurrences.

Reporting
Any student who feels she is being bullied is encouraged to report the situation to a teacher, counselor, school director or Head of School. If any member of the Sacred Heart community is aware of an incident of bullying, he/she should report the bullying to the counselor, school director or Head of School.

Consequences

All reports of bullying shall be promptly and thoroughly investigated and corrective action will be taken in accordance with the discipline code. Continued bullying behavior may result in suspension or expulsion.

NO-HARASSMENT POLICY
Country Day School of the Sacred Heart will not tolerate unlawful harassment of employees or students. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability.

The Equal Opportunity Commission (EEOC) affirms that sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit – it can be implied from the conduct, circumstances and relationships of the individual involved.

Sexual harassment can consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. It can range from unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault and rape.

Examples of sexual harassment include, but are not limited to, unwelcome sexual advances, repeated sexual oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working.

No faculty, staff, department chair, director or other member of the administration is authorized to make any employment decision for advancement or retention based in any way on an employee's submission to or rejection of a sexual or personal relationship. In addition, no faculty member or other employee is authorized to make any academic or disciplinary decision regarding continued attendance or future advancement based in any way on a student's submission to or rejection of any form of sexual or other personal relationship with a faculty member or other employee.

Violations of this policy will subject an employee or student to disciplinary action up to and including immediate dismissal.

You will not be penalized in any way for reporting improper conduct.

Grievance Procedure regarding the No-Harassment Policy
Please do not assume that the School is aware of your situation. If anyone suspects that she is a victim of harassment of any kind, she is encouraged to report such suspicions to the Director of the School, the School Counselor, the Director of Studies, or the Head of School. Procedures of an informal and formal nature will be shared with the victim.

The usual process will be to attempt an informal resolution first, but if that fails, a formal resolution will be employed. The strictest confidentiality will bind both parties in both procedures.

MIDDLE AND UPPER SCHOOL UNIFORM CODE

Blazer:	Red
Kilt:	Grades 5 – 11: Plaid kilt hemmed to four inches above the knee or longer Seniors: gray kilt hemmed to four inches above the knee or longer
Shirt:	Middle School: **Lands' End** white polo with SH logo or turtleneck Upper School: **Lands' End** white, navy or red polo with SH logo or white turtleneck One shirt, no layering, shirt must be tucked in unless it has a banded bottom
Sweater:	Middle School: red sweatshirt with SH logo **purchased at Lands' End** Upper School: red or navy V-neck pullover or crew neck cardigan **purchased only at Flynn & O'Hara** or Sacred Heart crew neck sweatshirt (no hooded sweatshirts)
Socks:	White quarter crew socks, no colored rims Black footed tights or black crew/knee socks
Shoes:	Black or brown loafers, oxfords, Sperrys or Merrells with 1inch heels or less. Sperrys must be black, brown or tan. Gold, silver, other colors and sparkles are not permitted. The sides may have a pattern. No clogs - all shoes must have closed backs and closed toes No Uggs, Toms, moccasins, ballet slippers, or black sneaker like shoes

Perfect Uniform

Blazer:	Red
Kilt:	Grades 5 - 11: Plaid kilt hemmed to four inches above the knee or longer Seniors: gray kilt hemmed to four inches above the knee or longer
Shirt:	Lands' End white polo with SH logo or white turtleneck
Socks:	Black footed tights or black crew/knee socks

Gym Uniform

Tee Shirt:	Red or White Sacred Heart team tee shirt **purchased in the Heart Mart**
Shorts:	Red, white, black or grey shorts - no logos unless Sacred Heart
Sweats:	Red, white, black or grey plain sweats or Sacred Heart and Sacred Heart team sweats
Sneakers:	Any
Socks:	White

Note: Gym uniforms may not be worn to school. Students will change before and after gym class.

June 2015

Senior Uniform Privilege for 2015-2016

Red Blazer and Gray Kilt

Shirts:	Short or long sleeved polo/golf or oxford shirts of a solid color
Sweaters:	Sweaters of a solid color – must be in good condition, no holes, etc.
Sweatshirts:	College sweatshirts may be worn during second semester.
Tights/Socks:	Any solid color or white crew socks (both feet with the same style and color sock) Black spandex (to ankle) worn with black socks, no ankle/skin showing Black socks for perfect uniform
Shoes:	Black or brown shoes with closed toes and backs with 1 inch heel or less No clogs, Toms, Ugg type shoes, ballet slippers or black sneaker like shoes are permitted. No boots allowed.
Lanyards:	May wear the plain black SH lanyard or any colorful lanyard **without SH logos**

All Uniform Notes Apply for grades five through twelve:

1. Kilts may be worn up to four inches above the knee. Solid black or navy boxers or bikers may be worn. Students will be asked to remove boxers or bikers if they are evident under the kilt. Shirts must be tucked into the kilt. Students will be required to lengthen kilt if necessary.
2. Socks may be worn over tights if they are the same color as the tights.
3. No sheer or designed tights and/or stockings may be worn.
4. No black or brown sneakers, ballet slippers, fur-lined moccasins, Uggs, Toms or boots are permitted, closed shoes only--no clogs.
5. Team uniforms may be worn on game days. School uniform sock and shoe requirements still apply. Sneakers may not be worn.
6. Team jackets are not blazers and may not be worn in the classroom with the school uniform.
7. Seniors have uniform privileges as outlined in the section entitled "Senior Privileges."
8. Loud, gaudy jewelry, nose rings, and triple or more earrings, or any visible body piercing are not permitted.
9. No sweatpants or other long pants may be worn.
10. Layering shirts is not be permitted.

Tag Days:
Tag Days are days when students are permitted to wear clothing other than the school uniform. The sponsor of the Tag Day is responsible for securing the date with the Student Council and the Upper/Middle School Director, and for collecting and depositing all money. Tag Days are determined at the discretion of the Administration.

School wide activities may be supported by fundraising events. Individual class projects are not usually supported by fundraising events. A class may, however, submit a request for consideration.

Clothing worn on Tag Days must be clean, neat and appropriate for school. Ripped jeans, ripped shirts, cutoffs with frays, spandex with shorts and shirts revealing midriffs are not appropriate and may not be worn. Discretion should be used on the length of skirts and shorts. Yoga pants and sweatpants may be worn.

The Head of School and Director of Upper/Middle School reserve the right to ask a student to change clothing if necessary. Tag Day is a privilege and this privilege may be revoked when students are not in compliance with the appropriate guidelines.

Dress for Exams:
Dress for exams will follow the Tag Day dress code. In the spring, tank tops and short shorts may not be worn. Students who fail to conform will be required to wear Perfect Uniform for the next scheduled exam period.

Senior Privileges:
Senior Privileges include uniform privileges, the privilege of unproctored studies, and the extended access privilege. Since these are privileges, it is understood that they must be earned and, therefore, may be suspended if not deserved. Senior privileges will be reviewed each year and revised as necessary. Seniors are granted uniform and unproctored study privileges at the beginning of senior year. At the end of the junior year, the class writes a letter to the Head of School requesting specific uniform privileges. The Head of School and the Director of the Upper School review these requests and notify the incoming Seniors of the approved uniform privileges for the coming year.

Studies:
Unproctored studies are granted to seniors provided they remain in good academic standing. Failure to do so will result in the suspension of this privilege and the senior will be required to report to an assigned study. During unproctored studies, Seniors may go to the Multi-Media Center in Dooley, the Sunporch near the Dining Room, the Computer Lab or the Library in the Schoolhouse. Seniors are required to notify the Upper School of their study location at the beginning of the study period. Failure to do so carries the consequences of cutting a class and losing senior privileges for five days.

Senior Access Privilege:
During the first semester Seniors will be allowed to leave campus at the end of the day after their last scheduled class, club, sport and/or activity. Seniors must sign out in the Upper School Office. Failure to sign out will result in an automatic detention and revoking of the privilege until the detention is served. Likewise, if a Senior receives a detention for any reason, their access privilege is revoked until the detention is served.

Senior Extended Access Privileges:
At the beginning of Second Semester, Seniors may request extended access privilege. The Director of the Upper School will send a letter to the Senior parents outlining the guidelines of this privilege. This letter will include a parental permission slip, which must be signed and returned to the Upper School Office prior to the enactment of this privilege.

Extended Access Guidelines:
Seniors who have a free double period have permission to leave campus under the following conditions:

1. Seniors are required to fill out a form, which includes their license number and emergency phone numbers to be kept in the Sign-Out Book.

2. Seniors must sign-out in the Upper School Office. They are to give the following information:
    a. Date, time, destination, number of passengers if any and who they are.
    b. Students must sign-in immediately upon their return, which should be at least five minutes before their next class begins.

3. Seniors must be present and on time for all commitments, such as homeroom, classes, activities, assemblies, meetings, clubs and appointments. This includes make-up work and extra help sessions.

4. Seniors have permission to leave twice a week. Schedule demands will determine which days are available and students may choose based on which days have double study period slots or lunch/study slots.

5. Seniors must obey school rules. A senior who receives a detention will have her privileges revoked for one week.

6. Members of the faculty may request review of eligibility for any senior whose classroom performance is not acceptable.

7. Participating seniors must have parental permission, which may be withdrawn by parents at any time. The Upper School Director must be notified immediately if that occurs.

8. A student must be free of detentions to obtain the right to leave campus.

Revocation of Senior Privileges:

The privilege will normally be revoked only for students who abuse it, but the administration reserves the right to revoke it when circumstances warrant this action. Any infraction of the school code requiring detention will also include suspension of senior privileges for five days. More than two offenses in one week, repeated violation or a serious infraction would suspend privileges indefinitely.

The school does not condone Senior Prank or Cut Day. Consequences of participation in a Senior Prank may be forfeiting of all senior privileges, a mandatory meeting with students' parents, and forfeiture of participation in Prize Day and/or consequences as determined by the Administration. It will also include restitution where necessary.

Section III: GENERAL INFORMATION

School Office Hours

Schoolhouse:	Monday-Friday	8:00 AM - 4:00 PM
Mansion:	Monday-Friday	8:00 AM - 5:00 PM
Dooley:	Monday-Friday	8:00 AM - 4:00 PM

Building Use: Bell access is not available after 4:00 PM in the Dooley Building

Illness at School:

1. Students who become ill at school must notify their classroom teacher for permission to go to the Upper/Middle School Office.

2. If it is determined by the School Secretary or nurse that the student is too ill to attend class, the parent will be notified and asked to take the student home.

3. A student may go to the infirmary only with permission from the Upper/Middle School Director. The student will receive an infirmary pass and must notify the secretary of the Dooley Building or the Schoolhouse Building.

4. Sacred Heart administration, faculty and staff may not administer medication to any student unless a permission form is received from a parent or guardian. (This includes Tylenol, Aspirin, and Ibuprofen.) If a prescription or non-prescription medication is required during the school day, the medication must be kept in the Upper/Middle School Office, and given according to the physician's directions. Students may not carry prescription or non-prescription drugs while on campus. No students are allowed to have prescription drugs on their person. All prescription drugs must be turned in at the Schoolhouse and Dooley Offices. A doctor's note must accompany the prescription. The only exception is for students with asthma, who may carry inhalants and students with allergies that require them to carry an epi-pen as stated on the prescription form that must be signed by their physician and kept on file in their respective school office.

Phone Use:

Students are permitted to use the phones in the Upper/Middle School Offices when they have received permission from an adult.

Incident Response Team

In the event of an emergency, on or off campus, an Incident Response Team will put an action plan into motion that they feel will best serve the school community. Each member has a specific assignment if the team is called upon, and will work with a “partner” to establish the best response with his or her specific assignment.

School House Fire Exits:
If you are in the School House or Mansion, use nearest exit and proceed to the Upper Hockey Field.

Dooley Building Fire Exits:
Faculty will escort the students to their homeroom lineups on the Upper Hockey field. Homeroom/class moderators will take attendance.
If you are on the ground floor in the following rooms, use front lobby exit and proceed to the Upper Hockey field: Gymnasium, Computer Lab, Senior Locker area

If you are in the following rooms, use exit nearest driveway and proceed to Upper Hockey Field:
D11, Upper School Office, D21, D22, D31

If you are in the following rooms, exit through the back stairway and proceed to Upper Hockey field:
D13, D14, Faculty Room, D24, D25, D32

Acceptable Use
Acceptable use is any use that is consistent with the educational objectives of CDSSH. It includes classroom assignments, research activities, and the exchange of project related ideas, artwork, opinion and questions via such methods as e-mail and message boards. All posted materials will be restricted to school- related work under the supervision of a teacher. All communication should be polite. Users are expected to use appropriate language, obey copyright laws (copies of these laws are posted in both labs), respect privacy of others (do not trespass into another person's folder, work, files or email), and limit searches to those that will yield appropriate results.

Acceptable Use of Technology
This AUP is a contract specifying what an account holder can and cannot do while using technology services provided by the school. When in doubt, the burden of responsibility is on the account holder to inquire concerning the permissibility of an action or use, prior to execution.

1. Use of all CDSSH computer facilities must be in support of education and research. Members of the school community model and teach ethical and respectful use of technology. To protect the integrity of CDSSH's computer system and themselves, Users agree to abide by the following policies and protocols.

2. Use of the CDSSH Network and Internet is a privilege, not a right, and the purpose of this policy is to define acceptable and unacceptable use of the computers by the CDSSH community. Unacceptable use may result in serious consequences including restriction or loss of network and Internet access privileges and/or further school disciplinary action (demerits, detention, suspension, etc).

3. Digital information is a form of property and electronic mail (e-mail and Instant Messaging) is a form of speech.

4. During the academic year, the school is a student's primary resource to access information using the schools network and Internet. Account holders (and Parents of account holders, if the student is younger than age 18) must understand that CDSSH cannot control the content of information available. There is educational information as well as information that go against the teachings of the school's mission statement and morals. Understanding this, the school feels that the valuable information and interaction accessible on this worldwide network outweigh the possibility the account holder may find inappropriate material accessible on this worldwide network.

5. CDSSH does not condone the use of such materials and takes reasonable precautions to filter access to these materials.

Examples of unacceptable use include, but are not limited to, the following:

- Any activity not consistent with the educational objectives of CDSSH. This includes access to tunnels, proxies, chat rooms, social networks (such as Facebook, Twitter, snapchat or Instagram), sending instant messages, peer-to-peer file sharing, accessing personal e-mail accounts other than the one provided to you.
- Any illegal, offensive or obscene activity.
- Use of profane, obscene, threatening, inflammatory, disrespectful or offensive language in communication personal attacks, false information or harassment will not be tolerated between students at any time. Occurrences of bullying and harassment during school hours have been an issue that affects learning and will be addressed.
- Commercial purposes (buying, selling or trading anything)
- Any action that may cause damage to computers, networks or files (all hardware or software)
- Users may not use another person's name, account or password.
- To avoid viruses and other potential problems, students may not download, copy or store material on school computers without permission from a staff member.
- Moving, modifying or reconfiguring equipment without permission from the network administrators.
- Inappropriate representation of Country Day School of the Sacred Heart or members of its community in any web posting, blog, or other electronic communication
- Cyber bullying and Text bullying
- **The use of any wearable technology, including but not limited to, the Apple Watch, Google Glasses, etc. They are not permitted in school at anytime.**

<u>Unacceptable uses of the network will result in the suspension or revoking of network privileges.</u>

Social Networking

- Social networking websites such as, but not limited to Facebook, Instagram and Twitter, MAY NOT be accessed on school property at any time.
- At no time should a current student "friend" a member of CDSSH's faculty/staff nor should a member of CDSSH's faculty/staff "friend" a current student on a social networking website. All communications should be kept to email or within the homework portal.
- Students MAY NOT use their school email address to register for a social network nor should their school email address appear on their "page".
- Coaches are encouraged to use the school CDSSH email as a vehicle for communication with players. In the event that a time sensitive message must be sent coaches may text the entire team. The Athletic Director must be included on all text messages to players. Coaches may not text an individual player at anytime. Players must include the Athletic Director on any texts to the coach. In addition, parents and coaches should also communicate via email unless it is a time-sensitive nature and texting is most appropriate.

Cyberbullying

Cyber bullying in any form will NOT be tolerated. This applies to the school's network and the broader Internet, whether accessed on campus or off campus, either during or after school hours. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by e-mail messages, instant messages, text messages, digital pictures or images, tweeting, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Anyone who believes they have been the victim of cyber bullying should not erase the offending material from the system. She should print a copy of the offending material and immediately report the incident to the Director of your school. All reports of cyber bullying will be investigated fully.

Email

The purpose of school email is to communicate with teachers and other peers for educational purposes such as, assignments, project work, reminders, and announcements. Students while on campus are allowed to check ONLY CDSSH's email system. No other **email systems are allowed to be accessed unless you have permission from the Director of your School or Technology Director.**

- E-mail accounts will be provided to students for academic purposes only.
- E-mail account will be revoked for any violation of the AUP.
- The account holder is ultimately responsible for any e-mails originating from their account even though she might not be the actual sender.
- A user must recognize that e-mail messages and other information transferred though the CDSSH network and the World Wide Web may contain thoughts and biases that were never intended for publication. Account holder may be held liable for false and/or disparaging remarks about other students, faculty, staff and administration, or any other third party. This type of communication is strictly prohibited.

Provisions of Service
Students are provided an **academic** e-mail account and network access under the following conditions:

- Their student handbook contract has been signed by all parties and returned to school.
- New student signs-up for a class (if not currently taking a computer class at CDSSH) that instructs her in accessing the network and e-mail (This class may be held during lunch periods and after school).
- The student passes a test, administered after the class, with a minimum score of 75%.
- The student understands that all computer access must be obtained through her account only!
- The student will only access her e-mail during her free time or after receiving the permission of a teacher.

Personal Laptops and Devices

- Adults and students in Grades 11 and 12 with a personal laptop who wish to bring them to school must register them with the Network Administrators.
- Personal laptops are allowed to be brought to school by students in grades 11 & 12 and used for educational purpose only. This is considered a privilege and the same AUP is applied. Faculty members will refer a student violating the AUP to the appropriate director. If the student is found in violation the student will not be able to bring her laptop to school for a period of time to be determined by the School administrators.
- Students are not permitted to use a faculty member's laptop without permission.
- The school is not responsible for any personal laptops brought to school. It is solely the student's or staff member's responsibility.
- **Any wearable devices such as a smart watch, any technology such as a wireless access point or Hotspot are not to be brought to school**

Cameras: Photos or video taken on campus or on school sponsored events must be appropriate in nature. If there is any question about publicly posting any content please see the Director of your school or the Head of School

Respect for Privacy. You will have respect for another's right to privacy as well as your right to privacy should be respected at all times. Your right to privacy may be constrained by information that is in your account. This information will not be accessed without reasonable cause.

Liability
Sacred Heart makes no warranties of any kind; whether expressed or implied, for the service it is providing. The school will not be held responsible for any damages suffered including loss of data nor will the School be responsible for the accuracy, content, or the quality of information obtained on the Internet connection. CDSSH reserves the right to change this AUP at the sole discretion without prior notice. Any changes to the AUP will be given in hard copy.

Copyright Policy
The internet has many published, copyrighted works; it is in your best interest to understand copyright and fair use and use copyrighted materials according to federal copyright laws and school policy. Violations of either are subject to the academic disciplinary committee and/or the technology disciplinary committee.

What Is Copyright?
According to the U.S. Copyright Office it is: "A form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works." The U.S. Copyright office has also stated that, "It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. One major limitation is the doctrine of 'fair use,' which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a 'compulsory license' under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the Copyright Office."

What Is Fair Use As Stated In Section 107?
"Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —

1. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. the nature of the copyrighted work
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. Each case of fair use is examined under these four factors. It is important to consider the key words of this act when deciding to use a copyrighted work; purpose, nature, amount and effect. A violation occurs when any one is improperly used. It is import to remember that a work does not need to include the copyright symbol to be protected by copyright laws. The creation of almost any original work in and of itself, in a material form, is copyrighted automatically upon its creation.

Copy Machine Use:
Students are only permitted to use the copy machines with permission from a faculty member. A copy machine is available in the library (fee charged).

Supplies:
Students are not permitted to use supplies stored in the Art Room, Classrooms, Faculty Room and Offices. These supplies are for use in teacher's classes. Students should purchase their own supplies for class or club projects and posters.

Messages for Students/Emergency Messages:
In case of emergency, parents are asked to notify the Schoolhouse or Dooley Secretary. Other messages received during the day will be posted on the student bulletin board or whiteboard outside the Upper School/Middle School Offices.

Parking:

1. Students driving to school must file a "Parental Permission To Drive" form in the Upper School Office.

2. Students are permitted to park ONLY in the Lower Parking Lot.

3. Student parking is not allowed in the assigned faculty spaces. Seniors will be granted reserved spaces. Underclassmen are allowed to park in the remaining spaces according to a lottery system.

4. Students are not allowed to go to their cars during the school day.

5. Students are not permitted to park on the driveway at any time.

Food, Beverages and Lunchtime:

1. Food and drink purchased from the food service, from the vending machines or brought from home can only be eaten in the dining room and outdoors.

2. Eating or drinking outside of the designated areas warrants a demerit.

3. Students must take responsibility for proper clean up, making sure trash is properly disposed and eating areas left in good order. Proper disposal of trash is important to the environment. Appropriate receptacles for aluminum cans and paper should be used.

4. After eating, students may remain in the dining room, go to the computer lab, library, outdoors or assigned areas. Students may not lounge in the hallways or enter classrooms during lunch. Middle School students must sign out with the lunchroom proctor.

5. Eating is not permitted during the instruction time of any class. The school Director must clear special functions.

Money and Valuables:
Students should not bring excessive amounts of money to school or leave valuable items unprotected. The school is not responsible for lost money or valuables carried by the students. If, for any reason, a student must bring a large sum of money to school, she should take it to the School Office at the beginning of the day for safekeeping until dismissal. It is very important to label clothing, books and personal items.

Lockers:

1. Students assigned a locker are required to have a combination lock placed on the locker and the combination placed on file in the Upper/Middle School Office.

2. Middle School students, 5th – 7th grades, must store book bags in their lockers. Upper School and 8th grade students using book bags may carry them or store them in their lockers.

3. Students on a team should use gym lockers and designated receptacles to store equipment and use the locker room to change into team uniforms.

Field Trips:

Field trips are considered part of the academic program and students are required to participate. Parents must sign a permission slip for their child to go on a special trip. Parents should be prompt in picking up their child after a special outing or sports event. Failure to attend will be recorded as an unexcused absence unless a doctor's note is provided.

State Books:

Any books purchased with State Funds and loaned to the students must be treated with care. (No writing is permitted in books. Books must be covered to protect them.) Students sign for books at the beginning of the year and return the books to each respective teacher on the wrap up day at the end of the year. Faculty members are asked to report the state book count to the business/financial office and the appropriate school director immediately. Parents will be charged for any damaged books.

Financial Obligations:

All financial obligations, including tuition payment, must be current in order for students to participate in school socials such as proms, 8th Grade Dance, Exchange Program, etc. Records, transcripts and reports will be withheld until obligations are met.

CDSSH 2015 Library Information and Policies

1. The library is for quiet study and research, and is open during the school day.

2. Please do not bring food, drinks, water bottles, or lunch bags into the library.

3. Students coming to the library must sign in *online* with their ID number, using an iPad or the computer by the reference desk. Middle School students must sign out of the dining room and

sign in again *online* in the library during their lunch period. Upper School students must provide a teacher signed pass, except during lunch periods.

4. The CDSSH library catalog and databases can be accessed at school, by clicking the library icon on the desktop. You can also access the library catalog through the school website at the Library and Technology webpage; through the MOODLE library course page; or by going directly to the link: https://cdssh.follettdestiny.com

5. A student *Identification Card* (ID) should be used to check out books. ID cards will be issued at the beginning of the school year. There is a replacement fee for lost cards.

6. To check book **due dates,** or to **renew** or **reserve** a book through the catalog, students need to log in at the catalog Home tab, in the right hand corner with the same login in and password as student's NoodleTools account. The *log in* is student's 2-digit year of graduation, first initial, and last name. The *password* is the student's first initial, last initial, and the 4 digits of their ID number. (**There is no need to create a new account**. An account has already been created for you.) Example: **Login: 11cscholl Password: cs8314**

7. Database log in and passwords in most cases are: Log in: **cdssh** Password: **1865** (Please check the Home page of the library catalog for additional password information.)

8. Middle and Upper school students may borrow books for three weeks and may renew once, unless there is a hold/reserve placed on the book.

9. Overdrive fiction eBooks are available for students 7-12. Please check with librarian for log in and password to access Overdrive books from your computer or iPad.

10.Overdue fines of $0.05 per day, per book, will be charged to students in grades 5 -12.

11. If a book is not returned, it will be considered lost. Lost books must be paid for at current replacement cost. Additional books may not be borrowed until the lost book has been returned or paid for.

12. Damaged books will be repaired if the damage is minimal. If the damage renders the book unusable, a bill for the replacement cost will be given to the student.

13. Library computers are for research and word processing. Computer users must adhere to the Acceptable Use Policy (AUP) as outlined in the CDSSH Student Handbook.

14. Infringement of any library policies may result in loss of library privileges. Grades will not be released until student library accounts are settled.

******The CDSSH Moodle site contains additional information for student research projects under the lower, middle, and upper school *library* courses.**

Section IV: ACADEMIC PROGRAM
STUDENT ASSIGNMENTS AND ASSESSMENTS

Homework Policy

In Middle and Upper School, homework is usually assigned in every subject Monday through Friday. New assignments and projects are generally not given over holiday breaks. **Parents are strongly encouraged to schedule family vacations according to the school calendar so that your daughter may remain current with her school work.**

Written Assignments

All papers/projects and take-home tests/examinations must be handed in on the specified due date. Faculty may collect major papers and written assignments during class time or may require the assignment to be handed in during homeroom period. If the student is absent on the day the paper/project is due, arrangements must be made to deliver it to the appropriate school office--Upper School Office for Upper School students or the Middle School Office for Middle School students--during the homeroom period. Unless an extension has been granted to the student prior to the due date, late papers/projects will be penalized at the discretion of the faculty. All papers/projects should be typed.

Tests and Major Assignments

Middle School teachers sign up for a test date on the test calendar located on the third floor of the School House outside of room 301. Only two major tests/projects can be assigned for one day. At least one weeks notice must be given for tests. Quizzes can be given at the teacher's discretion.

Upper School teachers adhere to the test/project schedule that is published to students and teachers at the beginning of each school year. No more than two tests are scheduled on any day. At least three days notice is given for a major test; quizzes may be given at any time at the teacher's discretion.

Extended Time Testing

Only students with proper documentation on file with the Director of Studies will be granted a maximum of 50% Extended Time for in-house tests; Extended Time is not given for quizzes. The entire test must be completed by the student within the school day. Students should speak with their teacher at least a day prior to the test to map out times for test administration—during class, before school, study halls, lunch, after school. For students granted ETT, teachers should parcel the test into parts. A list of students eligible for ETT is provided to teachers in September and then up-dated throughout the year. For underclass exams, ETT students take their exams in a separate room; for senior exams, ETT seniors take their May exams with the other seniors.

Parents who wish to apply for Extended Time Testing for College Board exams (SAT, PSAT, AP) must: 1) have all required documentation on file with the school 2) contact the Counseling Office for the required College Board eligibility application forms 3) complete and submit the eligibility application forms to the Counseling Office; the counselor will complete her section of the form and mail it to the College Board. The College Board makes its own determination of ETT eligibility for their tests; Sacred Heart is not permitted to overwrite their decision. Please allow a minimum of twelve weeks when applying for College Board ETT.

Oral Presentation Rubric, Upper School/Middle School Revised: October, 2011

Oral Presentations will be graded on the following 5 categories:

1. **Appearance, Professionalism, Delivery, Language**

   The student will:
   Present a professional visual appearance/attire: uniform should be neat, hair combed, etc.
   Have a minimal use of words such as like, um, etc.
   Vary word usage
   Enunciate well enough to be understood by classmates (speed not too slow or fast)
   Convey a serious manner
   Make eye contact
   Demonstrate familiarity and ease with the material
   Exhibit excitement with the material
   Not read from notes

2. **Content**
   The student will:
   Cover required material
   Demonstrate knowledge of the material, and be able to answer questions about the material, etc.
   Understand all of the words and phrases that the student uses in her presentation
   Use reliable sources
   Include accurate bibliographic information/documentation; make appropriate citations
   Fill the required length of time

3. **Organization**
   The student will:
   Show a logical order to the argument and presentation
   Spend an appropriate amount of time on each portion of the presentation
   Be prepared and ready to start at the beginning of the presentation
   Prepare transitions between the various parts of the presentation
   Designate clearly who is presenting which portions of the presentation (for partner presentations)

4. **Creativity and Interactive Nature of the Presentation**
   The student will:
   Include questions for classmates and lead discussion in a discussion-related presentation
   Incorporate props, costumes, etc. when appropriate
   Be engaging and hold the classmates' attention by varying presentation techniques, tone of voice, etc.

5. Visual (Optional)

The student' visual will:
Relate to and enhance the content of the presentation; be visually appealing
Use PowerPoint and visuals effectively so as not to distract from the presentation
Not simply restate the material that the student will say during the presentation
Present PowerPoint/visuals at the appropriate time during the presentation
Be able to be viewed and seen by classmates from their seats
Not simply be read--as in the case of a power point
Have copies made of handouts ahead of time
Incorporate creative alternatives to standard PowerPoint/poster boards

Student Absence and Grades

It is the responsibility of the student to meet with her teachers on the day of her return to discuss the work she has missed. Upper School students are fully responsible for gathering and making up any notes, homework and tests given during an absence. Middle and Upper School students should rely on the homework portal for assignments missed. Upper School students will make up tests as directed by the faculty. Middle School students will make up tests during ninth period study hall.

When a student is absent only on the day a test or quiz is given, that test or quiz must be made up on the next day the student is in school. If a student is absent two or more days, all tests and quizzes must be arranged with the subject teacher but usually within five days of the absence; this includes classes that meet only once
a week. Failure to do so may result in a failing grade for the assignment. Long-term assignments, previously assigned, are due on the assigned date.

A student with an "Unexcused Absence" is not permitted to make-up tests nor make-up/submit assignments.

Incomplete Grade

An Incomplete Grade is given only for extended medical absence and at the discretion of the Director of Studies. If a student receives an Incomplete in any subject, all missing work must be satisfactorily completed within two weeks of the close of the previous quarter or as determined by the Director of Studies. If this date is not met, a failing grade will be assigned. An incomplete grade cannot be assigned at the end of the school year; all work must be completed by the conclusion of the school year.

STUDENT EVALUATION

Standardized Testing

Students in grades two through eight take the Educational Records Bureau (ERB) Comprehensive Testing Program (CTP) standardized test in February. The subtests measure achievement in the student's verbal ability (reading skills, comprehension, vocabulary development, and grammar) and quantitative ability (mathematics and problem solving), placing an emphasis on higher order reasoning skills. The testing days are noted on the school calendar. Parents are notified of their daughter's results. It is recommended that parents stress with their daughters the importance of the test so that her strengths and weaknesses can be identified accurately and addressed appropriately.

Progress Reports

At mid-quarter, the school mails Progress Reports for any student who has a C average or below in a course. Periodically throughout the quarter, parents are encouraged to use Net Classroom to access their daughter's grades. If a difficulty arises after the school has issued progress reports for the quarter, efforts are made to notify the parents by email, phone call, or report. If a decline in grades occurs at the end of the quarter, the teacher uses comments on the report card to provide details.

Reports Cards

Report Cards are not mailed to parents; they are available through Net Classroom at the end of each marking period. They may be printed directly from Net Classroom**.** A quarterly Letter grade is given in each course. Upper School teachers also provide a narrative comment for each student at least once a semester. All transfer students new to Sacred Heart, as well as students in Grades 5 and 9 receive narrative comments on the Quarter One report card. In addition to the four quarterly marking period grades, a first semester and second semester Letter grade is also given. In the Upper School and the Middle School, the semester grade is 40% each of the two respective quarters and 20% of the examination grade. The final grade in each subject is an average of the first semester and the second semester, each worth 50%.

Back-to-School Sessions

In September of each year, teachers are available on published dates to meet with parents in group settings. Teachers review with the parents the following information: 1) Course Content 2) Course Objectives and 3) Grading Procedures.

Parent Conferences

Parents may arrange conferences with individual teachers on one of the scheduled fall conference days. At all other points in the year, parents may request an appointment with a teacher or with an administrator at a time that is mutually convenient. All Sacred Heart teachers have email accounts and most rely upon this form of efficient and timely communication.

Grade Questions

If a parent or student wishes to question a grade (assignment, test, exam, or report card), the question must be brought to the attention of the teacher and if necessary, the Director of Studies, in a timely fashion. All questions must be submitted within 30 days of the Quarter ending date.

EXAMINATIONS

1. **REVIEW SHEETS:** Teachers distribute Exam Review Sheets to students approximately one month before exams, as indicated on the school calendar. Sacred Heart teachers invest much time and thought in the development of both comprehensive review sheets and the creation of challenging, meaningful exams. Parents are encouraged to see that their daughters set aside time prior to exams (late December and early May) to begin preparing for exams.

2. **EXAM SCHEDULE:** Mid-term and Final exam dates are listed on the school calendar; a detailed exam schedule is distributed to students at least two weeks before exams begin. No more than two exams are scheduled on each day. Only students who miss an exam are to report to school on the designated Exam Make-up Day to complete their exams; all other students have the Make-up Day off. Of course, if a school closing necessitates that an exam be postponed, then the Make-up Day most likely will be utilized for all students.

3. **ABSENCE:** All students are required to be in attendance for scheduled exams. Absence from any exam, or portion of an exam (i.e. oral section of the language exam), requires a **doctor's note obtained the day of or the day preceding exams**. The note must include all dates of absence and is to be presented on the day the student returns to school for make-up exams. Make-up exams for illness (as documented by the doctor's note) are given on a specified day after all regularly scheduled exams are administered. In those rare cases, where a student may be too ill to make-up exams on the Make-Up Day, The Director of Studies may authorize an Incomplete. A student with an Incomplete is ineligible for Honors Assembly and Prize Day Awards until a revised report card is issued. Any other extenuating circumstance requires immediate notification to the Director of Studies who will make the final decision.

4. **ABSENCE NOTIFICATION:** Parents of students absent for mid-term or final examinations must call the US or MS office as well as the Director of Studies (ext 224) **by 9:00 AM** on the day of the exam.

5. **SCHOOL CLOSING: Students are instructed to take home all texts and notebooks on the Friday preceding Exam week.** If school is closed on an exam day (snow or other emergency closing), the "postponed" exams are ordinarily administered on the Make-Up day; generally, we adhere to the posted schedule for the remaining exams. For example, if school is closed on Tuesday, then the Tuesday exams usually will move to Friday; on Wednesday and Thursday, the originally scheduled exams will be given. Therefore, it is imperative that students have all books at home in the event that there is an emergency closing of school. It is also important that students/parents listen to and **follow the directives issued through the Constant Contact phone messaging system if school is closed. The phone directives take precedence over the information stated above.**

6. **DELAYED OPENING:** If there is a two-hour delayed opening, the two exams will still be given--MS at 10:15 AM and 12:15 PM and US at 10:15 AM and 1:15.
7. **CLASSES:** Classes are not in session on exam days; all students are to report promptly to the exam room ten minutes before the posted start time.

8. **CELL PHONES: Cell phones and all other electronic devices may not be brought into any exam room (including the Gym) during exam time**. Students found with any in their possession, regardless whether they are being accessed or not, will receive an automatic zero in the exam. We live in an age when technology can be used appropriately. With that in mind, schools, colleges, The College Board etc. are enacting stricter measures to guard against potential misuse. Calculators (unless authorized for Math and Science exams) are also not allowed in the exam room. Students may bring one book to the exam room in case they complete the exam before the allotted time is up. All other personal belongings are to be placed along the perimeter of the exam room.

9. **MATERIALS:** Students are to bring all required materials with them to the exam room—pens, sharpened pencils, erasers, calculators (for Math).

10. **LENGTH OF EXAMS:** Upper School (Grades 9 through 12) mid-term and final examinations are two hours in length. Middle School mid-term and final exams are one and one-half hours, with the exception of 8th grade Algebra (two hours) and MS French (one hour).

11. **EARLY DISMISSAL:** No early dismissal from any exam is permitted. Proctors collect exams as the student finishes; the "finish" time is noted on the top of the exam; therefore, students are encouraged to make productive use of the full time allotted.

12. **EXTRA TIME:** No student may receive extra time for any exam unless proper documentation for Extended Time Testing is on file in the Studies Office.

13. **CONTENT:** Exams are cumulative and cover material from two quarters (a full semester); however, some subjects are sequential and may build on topics covered earlier in the year.

14. **WEIGHT OF EXAMS:** A poor grade in an exam can lower a student's semester grade; conversely, a good grade can help offset a poor quarter grade. **US and MS exams count for 20% of the semester mark.** Semester grades appear on the four-year cumulative transcript; colleges see these marks. Parents are asked to help their daughter understand the importance of preparing fully for exams—especially if she is a freshman and unfamiliar with all the factors that colleges consider.

15. **BEHAVIOR**: No talking is permitted once the exam has begun.

16. **BREAKS:** No student is allowed to leave the exam room during the exam. In cases of "emergency", a proctor will accompany the student.

17. **DRESS:** Uniforms are not required on exam days. To avoid demerits, dress comfortably but appropriately. Halter tops, short shorts, pajama bottoms, ripped or frayed clothing, bare feet etc. are not permitted.

18. **SENIOR EXEMPTIONS:** At the discretion of the teacher, a senior who has earned an A- or above in each quarter and an A- in the mid-term exam of a full year course (not Religion courses or one-semester electives) may be exempt from the final May exam.

19. **AP COURSES:** Students in AP courses who opt to take the AP exam in May are exempt from the final exam; Their Sem Two grade is the average of Quarters Three and Four. Students in AP courses who do not take the AP exam in May take the SH final exam; their Sem Two grade is the average of Quarter Three, Quarter Four, and the Final Exam.

20. **FOOD:** Lunch or snacks may be purchased at school (or brought from home) on exam days; all food is to be eaten in the Dining Room area only during exam breaks. Food, drinks, and gum are not permitted in the exam rooms (including the Gym).

21. **SPORTS:** Efforts are made not to schedule extra-curricular activities during exam week.

22. **ARRIVAL TIME:** Middle School students have the usual arrival time. Upper School exams begin at 9:15; students are expected to arrive no later than 9:00 AM. Students who have secured transportation may leave at the conclusion of their exams each day, usually around 12:15 for the Middle School and 2:15 for the Upper School.

23. **GRADED EXAMS:** Any parent who wishes to review a student's graded exam to note her weaknesses, may contact the subject teacher to arrange an appointment. These exams are available for review by the student/parent/tutor but may not be removed from the Office nor copied.

24. **EXAM PREPARATION:** Students should not wait until the night before an exam to locate study materials, organize them, and begin to study. It is too daunting a task to get organized and study all in one evening. Therefore, students should prepare in advance by:

a. reading the information contained in the exam review sheets; advance preparation will help your daughter map out a plan
b. locating old tests, handouts, notes, key homework assignments
c. investing time in those subjects that cause the greatest anxiety
d. jotting down any questions that need to be posed to a teacher

25. **TRANSCRIPTS:** Exams are factored into the calculation of semester grades, as indicated above in Item #14. Only semester and final grades—not quarter grades--are reported on the official transcript sent to colleges.

GRADING SCALES AND HONORS

Grading Scales

Letter Grade	Numerical Equivalent	GPA	AP/College*
A+	97-100	4.33	4.83
A	93-96.99	4.00	4.50
A-	90-92.99	3.67	4.17
B+	87-89.99	3.33	3.83
B	83-86.99	3.00	3.50
B-	80-82.99	2.67	3.17
C+	77-79.99	2.33	2.83
C	73-76.99	2.00	2.50
C-	70-72.99	1.67	2.17
D	65-69.99	1.00	1.50
F	64.99 and below	0.00	0.00

.5 additional credit is given to AP and Diocesan Scholar College Courses

Grade Point Average (GPA)

A student's report card may reflect up to three types of GPA. The GPA is calculated on the letter grade for the marking period. A marking period may be one quarter, one semester, or one year.

GPA----This is the period-to-date GPA and represents the student's GPA for one individual marking period.

GPA (YTD)----This is the student's GPA for the year-to-date. Previous marking periods within the same year are included in the calculation.

GPA (CUM)----This is the student's cumulative GPA for all previous years. Depending on the software program, it may be updated only at the end of the year when final grades are assigned.

Sample GPA Semester Calculation
Calculation Procedure:

1. A numerical grade for Q1, Q2, and the midterm is calculated by the teacher.
2. Each numerical grade is converted to a letter grade (see chart above) and is shown on the Report Card.
3. A numerical semester grade is calculated by the computer using the appropriate formula; percentages are applied to the numerical grades of the marking period.
4. Middle and Upper Schools: 40% of Q1 + 40% of Q2 + 20% of the Exam
5. The numerical semester grade for each course is converted to a letter grade (see chart above) and is shown on the Report Card.
6. A GPA is assigned to each semester letter grade (see chart above).
7. The GPA is multiplied by the correct number of credits assigned to each course (see chart under Graduation Requirements).
8. The total credits and total points are calculated.
9. The total points are divided by the total credits to determine the GPA for the marking period.

Sample GPA Calculation: (Steps #6 and #7 above)

Art	A → 4.00	x	.5	credit	=	2.00		
AP English*	B+ → (3.33 +.5)	x	1	credit	=	3.83		
Health	A+ → 4.33	x	.25	credit	=	1.08		
History	C- → 1.67	x	1	credit	=	1.67		
Lang (Sp, Fr, Lat)	B- → 2.67	x	1	credit	=	2.67		
Math	C → 2.00	x	1	credit	=	2.00		
Phys Ed	A → 4.00	x	.25	credit	=	1.00		
Religion**	B → 3.00	x	.50	credit	=	1.50		
Science	C+ → 2.33	x	1	credit	=	2.33		
	Step #8		**6.5 credits**			**18.08**		
Step #9	**GPA on Rept Card**		**18.08 divided by 6.5 = 2.78**					

* .5 additional credit is assigned to Adv Placement and Diocesan Scholar college courses
** Religion classes are one semester each; each of the two Religion classes counts for .5 credit.

Academic Honors

The academic honor roll each quarter is determined by Grade Point Average.

To receive Highest Honors, a student must have a GPA of 4.00 or higher.
To receive High Honors, a student must have a GPA between 3.75 and 3.99
To receive Honors, a student must have a GPA between 3.50 and 3.74
A "D" or "F" in any subject disqualifies a student from the Honor Roll.
A student with an "Incomplete" in any subject is ineligible for Academic Honors until all Incompletes are converted to letter grades. At that time, a revised GPA will be calculated and Honors determined.

Middle School Effort Honors

The Upper School no longer awards Effort Honors. For Middle School, the effort honor roll each quarter is determined by effort ratings from each course. A student who receives all "1's" or

all "1's and not more than three 2's (no 3s, 4s or 5s)" receives Effort Honors. Middle School students on the effort honor roll, for each quarter, are eligible for the Overall Effort Award given at Prize Day.

Middle School Effort Ratings

Faculty may use the Effort rubric to determine the Effort ratings. On the report card, students in grades five to eight also receive a numerical representation of their effort in each course based on the following scale:

1 = Outstanding Effort	3 = Good	5 = Inconsistent
2 = Very Good	4 = Satisfactory	6 = Unsatisfactory

Criteria for Middle School Effort Ratings

Category	Attentiveness	Classroom Behavior	Homework	Preparedness
Outstanding (1)	Always pays attention in class	Always follows classroom rules and is always willing to help in the classroom	All assignments completed correctly and on time	Always prepared and on time for class
Very Good (2)	Consistently pays attention in class	Consistently follows classroom rules and is often willing to help in the classroom	One assignment missing, late or incomplete	Usually prepared and on time for class
Good (3)	Occasionally inattentive in class	Occasionally does not follow classroom rules	2 assignments missing, late or incomplete	Occasionally unprepared and/or late for class
Satisfactory (4)	Student is obtaining acceptable grades but without demonstrating superior effort, attentiveness, or preparedness.			
Inconsistent (5)	For the rating of inconsistent, there can be some categories where the student did well and some where she did not.			
Unsatisfactory (6)	Consistently does not pay attention in class	Consistently uncooperative and disruptive	3 or more assignments are missing, late or incomplete	Continually unprepared and/or late for class

Honors Assemblies

After each of the four quarters, an Honors Assembly is held to present:

1. Academic Honor Awards: Highest Honors, High Honors, Honors
2. Middle School Effort Honor Awards

Prize Day

At the conclusion of the school year, the following awards are presented along with the end of the year certificate containing the final grades:

1. **Silver Ribbon Certificate:** Conduct Award (No more than four demerits, five lateness and no detentions during the school year.)
2. **White Ribbon Certificate:** Highest Honors (based on Final grades)
3. **Blue Ribbon Certificate:** High Honors (based on Final grades)
4. **Red Ribbon Certificate:** Honors (based on Final grades)
5. **Purple Ribbon Certificate:** Effort Honors (Effort honors for all four Quarters; Middle School)
6. **Academic Achievement Certificates:** are awarded to the student with the highest Final average in each subject class period)
7. **Effort Certificates:** are awarded to one student per subject class period; based on teacher discretion)
8. **Tres Bien Awards:** are presented to the student in each grade with the highest overall academic average (YTD GPA).
9. **Overall Effort Awards:** are presented to one student in each grade who has demonstrated outstanding year-long Effort, as determined by faculty vote
10. **Presidential Academic Excellence and Achievement Awards:** are presented to the students in grades eight and twelve who meet the criteria established by the foundation.
11. **Perfect Attendance Awards:** Doctors' Appointments, Illness, Attendance at Funerals are counted as "Excused Absences" when the proper documentation is submitted. However, these "Excused Absences" count against Perfect Attendance. Attendance at approved, school-sponsored workshops or functions do not count against Perfect Attendance

GRADUATION

Graduation Requirements

1. Course Requirements, as outlined below
2. Cumulative GPA of 2.33 or greater
3. Required Community Service Hours, as described earlier
4. Satisfactory Completion of Independent Study
5. An acceptable Conduct record

Graduation Course Requirements

Subject	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Religion	1.00	1.00	1.00	1.00	1.00*	1.00*	1.00*	1.00*
English	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Foreign Lang	.25	.25	.50	.50	1.00	1.00	1.00	
History	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Mathematics	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Science	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Art	.25	.25	.25	.25	.50	.50	.50	
Health					.25			.25
Physical Ed	.25	.25	.25	.25	.25	.50	.50	.25
Computers	.25	.25	.25	.25	.25	.25	.25	
iPad					.25			
Music	.25	.25	.25	.25				
Sr Elective								1.00
Seminar	X	X	X	X	X	X	X	X
IndepStudy								X
Com Service	10events	10events	10events	10events	25hours	25hours	25hours	25hours
Total	6.25	6.25	6.50	6.50	7.50	7.25	7.25	6.50

*.5 credit is awarded for each one of the US Religion courses.

Graduation Awards: The Sacre Coeur and Kim Maddox Memorial Award are presented to an eighth grader as voted on by the faculty. Numerous outstanding Senior Awards are presented as voted on by the faculty.

Graduation Transcripts: The following information appears/does not appear on the student's transcript.

APPEARS:	DOES NOT APPEAR:
Course Title	Course Number and Section Number
Sem 1, Sem 2, Final Grades	Q1, Q2, Jan Exam, Q3, Q4, May Exam
Academic Honors for Sem 1, Sem 2, Final	Effort Ratings
GPAs for S1, S2, Final	Teacher Comments
Cumulative GPA at the end of each Year	Attendance Data
Credits Earned per Course and per Year	Conduct Data
Grad Date, Address, Birthdate, Gender	Community Service Hours

An "Official" Transcript is one sent directly from Sacred Heart to a college or prospective employer.

An "Unofficial" Transcript is one given to a parent or coach. All requests for transcripts must be in writing.

NET CLASSROOM—Electronic Accessing of Student Grades

General Information:

- **Purpose:** Parents and daughters have online access to academic information—homework assignments, grades, progress reports, and report cards. This information can be accessed electronically.
- **Links:** The home page of the Sacred Heart web-site provides a link that will take you directly to Blackbaud's NetClassroom software.
- **Log-in Information:** You will be issued a User ID and Password; you may change your password to one of your preference.
- **Security:** With your unique NetClassroom User ID and password, other users cannot access your daughter's information.
- **Hold Codes:** Please keep in mind that if a HOLD CODE is placed on your tuition account by the Business Office, then both you and your daughter will see a message indicating that the report card has been withheld for Business Office Transactions.
- **End-of-the Marking Period:** Net Classroom will be off-line at the end of each marking period as teachers enter grades and the Studies Office processes them. Net Classroom will go back on-line after processing is completed. A reminder will be given in the weekly Parent Newsletter.

NET CLASSROOM DIRECTIVES FOR MIDDLE SCHOOL AND UPPER SCHOOL

After you access your daughter's Net Classroom account (user IDs and passwords were mailed in late August), please follow these directives:

To set-up your Home Page, select "My Settings" on the green menu bar:

- Select "Customize Home."
- Change the "Show Averages Using" line **every quarter.** For example, at the start of the school year, set to First Quarter.
- Repeat this process in late October for Q2, late January for Q3, and early March for Q4.
- Make sure "Show Graded Student Work" as of Today is checked-off.
- Locate the section "Show Assignments Due in the next xxx days." Change from one to seven days so that you can view a week's worth of assignments.
- Save (bottom of the blue box).

To use the Home Page for a quick review, select "Home" on the green menu bar:

- The Home page shows the current average for each course.
- The Home page shows assignments due over the next week.

To view your daughter's current Grades, select "XXX's Grades" on the green menu bar:

- Select "Graded Student Work."
- In the left section, make sure you have selected the current year, Regular Session, and the appropriate marking column.
- Highlight one course at a time to review your daughter's grades.
- You may "expand" (top right corner) the various categories (tests, homework, quizzes, projects) to obtain specific grades.

To view the Report Card at that end of the marking period, select "XXX's Grades" on the green menu bar:

- Select "Report Card."
- You will not be able to view or print a report card if the Business Office has placed a Hold Code on your daughter's tuition account.
- It is recommended that **each quarter you print a copy of the Report Card** through your browser. Report cards are not available for previous years and often you may wish to refer to them.

Log-out (top right corner) after each session.

Net Classroom questions may be directed to Ms. Eileen Wilkinson, Director of Studies, at ewilkinson@cdssh.org.

Points to Keep in Mind after Grades have been processed and posted at the end of every Marking Period:

- The "numerical" quarter grades that a student earns are used to calculate the Semester and Final Grades.
- These "numerical" grades are then converted to LETTER grades at the end of the marking period.
- GPA is based solely on LETTER grades. For example, everyone who has a quarter grade between 97 and 100 earns an A+. All A+'s (regardless of numerical grade) are counted as 4.33 when the GPA is calculated.

Concussion/ Traumatic Brain Injury: Return to Learn

Country Day School of the Sacred Heart recognizes that children and teens can sustain concussions from incidents besides organized athletics. The goal of concussion management is to provide the student with the necessary supports in order that she is able to safely return to participation in activities and academics. The following broad guidelines are in place regarding concussion management.

Injuries sustained as a result of an athletic event sponsored by Country Day School of the Sacred Heart will be guided by the policy (See pp 64 – 65). Injuries sustained through non-athletic events, whether on or off campus, should be immediately referred to the Director of the appropriate Division.

These recommendations will be used to guide the student's academic progress while recovering from the injury.

Step 1: The student must be seen by a physician, if needed a Concussion Trained Specialist. Following the recommendation of the physician, the student will be placed on cognitive rest for a period to be determined.

Step 2: Light cognitive activity will be resumed. This will include activities that do not cause symptoms to get worse. Specific time limits for activity may be suggested by the physician.

Step 3: School- specific activity will be increased with time limits gradually increasing.

Step 4: The student will fully return to class and complete assignments.

Country Day School of the Sacred Heart recognizes that the severity and duration of each concussion may vary, and will implement the suggestions of the physician as best as we are able.

Source: Grady, M.D., M. (2014, April 23). Return to Learn After a Concussion. http://www.chop.edu/pages/return-learn-after-concussion#.Vd8qPvnlwxI. Retrieved August 27, 2015.

ACADEMIC ADVANCEMENT

Course Selection

In March of each year, students moving into Grades 10 through 12, receive a Course Selection Sheet which shows those courses SH expects to offer in the following year. Pre-requisites are listed and students need to meet the pre-requisite and then maintain it for the remainder of the year to be eligible for more advanced courses. During the designated days in March, each student is to present the CSS to her current teacher. The teacher checks-off and initials the course that is recommended for next year. Only after all teachers have completed the CSS form, is your daughter to obtain your signature and then return the CSS by the deadline indicated. Please do not sign the CSS until you have reviewed the teachers' recommendations; if you have a question or require a clarification, you may contact the subject teacher. After the CSS is submitted, any further changes must be requested by contacting the Director of Studies. During the summer, if the Director of Studies recommends a course change, parents are contacted.

Advanced Placement Courses

To be eligible for AP courses, a student must meet the course pre-requisites outlined in later pages of this Handbook. The AP exam is not mandatory but subject to teacher and student discretion as to whether or not a student should take the exam, based on the student's performance throughout the year. Students are also expected to meet with the teacher for extra time if they plan to take the exam. **Senior and underclass students in Advanced Placement courses who opt to take the College Board AP exam in May are exempt from the final SH exam provided they have a B- or above in both Quarter Three and Quarter Four.** For students who have the required B- average or above, the Sem 2 grade is the average of Q3 and Q4 grades. If they do not have the required B- in both quarters, they are required to take the SH May exam (they may still opt to take the AP exam). For students in AP courses who elect not to take the AP exam in May or who are required to take the final SH exam, the Sem 2 grade is the average of Q3, Q4, and the final exam.

Dates for the AP test are determined by the College Board years in advance and cannot be changed by school personnel. Students are expected to be in school the day before and the day of the AP examination. Students are excused from other classes the morning of an afternoon exam and are dismissed after a morning exam; they are responsible for any work missed in other classes. Students who are absent on the day the AP exam is administered must provide a doctor's note on the day they return to school. In some subjects, an alternate exam may be ordered (for an additional charge) and administered on a date determined by The College Board provided the school can obtain a proctor. No Independent Study AP courses will be offered for academic credit.

Students are prohibited from discussing any part of the exam (including the free-response questions) with anyone (including teachers) for 48 hours. Additionally, students may NOT bring prohibited devices—cell phones or other electronic devices (pagers, PDAs, I-Pods, MP3 players, etc.) into the exam room; nor may any of these devices be accessed during the breaks. Failure to comply with specific College Board directives will result in confiscation of banned materials, dismissal from testing, and cancellation of scores.

Upper School Course Offerings

	GRADE 9	GRADE 10	GRADE 11	GRADE 12
ENGLISH	1) Hon Literary Genres 2) Literary Genres	1) Hon British Literature 2) British Literature	1)AP English Language 2) American Literature	1)AP English Literature 2) World Literature
HISTORY	1) Hon World History 2) World History	1) AP European History 2) European History	1) AP US History 2) US History	1) AP Comparative Government 2) Comparative Government
LANGUAGES	1) French I* 2) Latin I* 3) Spanish I*	1) French II* 2) Latin II* 3) Spanish II*	1) French III* 2) Latin III* 3) Spanish III*	1) Hon French IV/V 2) Hon Spanish IV/V
MATHEMATICS	1) Honors Geometry 2) Advanced Algebra I 3) Algebra I	1) Honors Alg II/ Trigonometry 2) Advanced Geometry 3) Geometry	1) Honors Pre-Calculus 2) Alg II/ Trigonometry 3) Algebra II	1) AP Calculus AB 2) Honors Calculus 3) Pre-Calculus 4) Statistics
RELIGION	1) New Testament 2) Old Testament	1) New Testament 2) Church History	1) Social Justice 2) Christian Lifestyles	1) TBA 2) TBA
SCIENCE	1)Honors Biology 2) Biology	1) Honors Chemistry 2) Chemistry	1) Honors Physics 2) Physics 3) Conceptual Physics	1) Honors Organic Chemistry and Nanotechnology 2) Honors Anatomy and Physiology 3) Environmental Sci
ELECTIVES				1) Studio Art 2) Creative Writing 3) 20th Century Art History 4) History through Film 5) Computers
OTHERS	1) Phys Educ 2) Art 3) Health 4) Computers 5) Seminar	1) Phys Educ 2) Art 3) Seminar 4) Computers	1) Phys Educ 2) Art 3) Seminar 4) Computers	1) Phys Educ 2) Health 3) Seminar

*Qualified students may take the next level of language study.

Course Pre-requisites

<table>
<tr><td colspan="4">PRE-REQUISITES: For placement in Grade 10 AP European History and Honors British Literature (courses must be taken con-currently), two of the three requirements listed below, must be met at the time of course selection and then maintained for the duration of freshman year.</td></tr>
<tr><td></td><td>REPORT CARD GRADES</td><td>PSAT SCORES</td><td>TEACHER RECOMMENDATION</td></tr>
<tr><td>Student Currently in Honors World History and Honors Literary Genres</td><td>B+ or better in all Quarters and Exams in Honors History and a B or better in Honors English</td><td rowspan="2">Current freshmen must have scores in the 70th percentile or above in either the Critical Reading or Writing section of the PSAT.</td><td rowspan="2">YES (Because of the difficulty of the AP European History course, the History teacher's recommendation will take precedence over the English teacher's.)</td></tr>
<tr><td>Student Currently in World History and Literary Genres</td><td>A or better in all Quarters and Exams in both History and English</td></tr>
</table>

<table>
<tr><td colspan="4">PRE-REQUISITES: For placement in Grade 10 Honors Chemistry, all three of the requirements listed below, must be met at the time of course selection and then maintained for the duration of freshman year.</td></tr>
<tr><td></td><td>REPORT CARD SCIENCE GRADES</td><td>REPORT CARD MATH GRADES</td><td>TEACHER RECOMMENDATION</td></tr>
<tr><td>Student Currently in Honors Biology</td><td>B+ or better in all Honors Biology Quarters and Exams</td><td>B+ or better in Hon Geometry or Hon Algebra I/II</td><td rowspan="2">YES</td></tr>
<tr><td>Student currently in Biology</td><td>A or better in all Biology Quarters and Exams</td><td>A or better in Hon Geometry or Hon Algebra I/II</td></tr>
</table>

<table>
<tr><td colspan="4">PRE-REQUISITES: For placement in Grade 11 AP US History and AP English Language (courses must be taken con-currently), two of the three requirements listed below, must be met at the time of course selection and then maintained for the duration of sophomore year.</td></tr>
<tr><td></td><td>REPORT CARD GRADES</td><td>PSAT SCORES</td><td>TEACHER RECOMMENDATION</td></tr>
<tr><td>Student Currently in AP European History and Honors British Literature</td><td>B or better in all Quarters and Exams in AP History and a B+ or better in all Quarters and Exams in Honors English</td><td rowspan="2">Current sophomores must have scores in the 80th percentile or above in either the Critical Reading or Writing section of the PSAT.</td><td rowspan="2">YES</td></tr>
<tr><td>Student Currently in European History and British Literature</td><td>A or better in all Quarters and Exams in both History and English</td></tr>
</table>

PRE-REQUISITES: For placement in Grade 11 Honors Physics, all three of the requirements listed below, must be met at the time of course selection and then maintained for the duration of sophomore year. The following Math skills are also required.			
	REPORT CARD SCIENCE GRADES	**REPORT CARD MATH GRADES**	**TEACHER RECOMMENDATION**
Student Currently in Honors Chemistry	B+ or better in all Quarters and Exams	B+ or better in Honors Algebra II/ Trig is required for placement in Honors Physics.	YES
Student currently in Chemistry	A or better in all Quarters and Exams		

MATH SKILLS NEEDED FOR GRADE 11 PHYSICS COURSES

MATH SKILL (Presumes proficiency, not just exposure)	**Honors Physics**	**Physics**	**Conceptual Physics**
Skilled at word problems, application of formulas to abstract situations	X	X	
Quadratic equations, quadratic formula	X	X	
Basic trigonometry (sin, cos, tan)	X	X	
Graph of a straight line, slope formula	X	X	X
Algebra (able to comfortably change variables from one side of equation to another, knows when terms can be combined)	X	X	X
Multiplication and division of fractions, cancelation	X	X	X
Simple algebra (able to solve, can change variables from one side to other given time)	X	X	X

PRE-REQUISITES: For placement in Grade 12 AP English Literature, two of the three requirements listed below, must be met at the time of course selection and maintained for the duration of junior year.			
	REPORT CARD GRADES	**PSAT SCORES**	**TEACHER RECOMMENDATION**
Student Currently in AP US History and AP English Language	B or better in all Quarters and Exams in both AP History and AP Language	Current juniors must have scores in the 80th percentile or above in either the Critical Reading or Writing section of the PSAT	YES (Because of the difficulty of the AP Literature course, the English teacher's recommendation will take precedence.)
Student Currently in US History and American Literature	A or better in all Quarters and Exams in both History and English		

PRE-REQUISITES FOR GRADE 12 MATH COURSES			
Gr 12 Math Course	**Gr 11 Math Course**	**Math Grade**	**Teacher Rec**
AP Calculus	Honors Pre-Calculus	B+ or better	YES
Honors Calculus	Honors Pre-Calculus	B or better	YES
Pre-Calculus	Algebra II/Trig	B- or better	YES

PRE-REQUISITES FOR GRADE 12 AP Comparative Government
A “B+” in European History and US History; recommendation of the AP Govt teacher is also required

PRE-REQUISITES FOR GRADE 12 SCIENCE COURSES	
Honors Organic Chemistry	A "B+" or better in Honors Chemistry or an “A” or better in Chemistry or approval of the teacher
Honors Anatomy/Physiology	A "B+" or better in Honors Biology or an “A” or better in Biology or approval of the teacher

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Academic Promotion

All students in grades 5 through 12 must attain a grade point average of **2.33** to advance to the next grade. If a student does not have the required GPA of 2.33, she is required to obtain remediation through summer school courses or tutoring, as determined by the Director of Studies. Official documentation of summer school grades and tutoring is to be provided to the Director of Studies by August 20.

Academic Probation/Dismissal

If a student does not meet the minimum GPA requirement (2.33) at the end of the semester, the Director of Studies will review the student's status and make a recommendation to the student's parents. Summer school and/or tutoring are required to make-up GPA requirements.

For students in grades 9 to 11, two consecutive semesters on probation will result in dismissal, whether in January or June. Three non-consecutive semesters on probation will also result in dismissal. Students in grade 12 will be evaluated on an individual basis. On the basis of academic performance, social adjustment, or disciplinary standing, the School reserves the right to dismiss a student.

Summer School for a Failing Grade

Students who fail any course for the year must attend a summer school approved by the Director of Studies. Attendance at summer school is the only way a student can earn credit for a failed course. Failure to attend summer school and to achieve a minimum grade of “C” will result in dismissal from Sacred Heart. All documentation of summer school work must be received by August 20. Summer coursework does not adjust the GPA; it does satisfy course credit

Summer School and/or Tutoring for a Low GPA

If student needs to complete summer work for promotion to the next grade, the student is given the option to attend summer school for coursework recommended by the Director of Studies or to receive a predetermined number of tutorial hours in a recommended area of study:

1.50 – 1.69	45 hours
1.70 – 1.74	40 hours
1.75 – 1.79	35 hours
1.80 – 1.84	30 hours
1.85 – 1.89	25 hours
1.90 – 1.99	20 hours
2.00 – 2.32	15 hours

Tutoring

If at any time a special tutor is needed, parents are requested to discuss the arrangements with the Director of Studies and the Upper/Middle School Director. The expense incurred for special tutoring is the responsibility of the parent. Faculty members will talk with tutors as needed to insure continuity of instruction. National Honor Society members are also available for tutoring

National Honor Society and Junior National Honor Society

Criteria

The process for nominating students to membership in the National Honor Society or the National Junior Honor Society follows the guidelines suggested in the NHS Advisors' Handbook. A nomination is based upon four aspects of the student's school experience: scholarship, leadership, integrity, and service. The entire faculty votes upon nominations.

Sacred Heart's policy for election to membership gives equal consideration to all four requirements. Since our school's mission is to encourage young women to take leadership roles in the spirit of Christianity and to give back to the community from which they have derived a great deal of support, it is fitting that the ideal Sacred Heart student be a person whose moral code and acts of service, in addition to her academic dedication, serve as models for her peers. St. Madeleine Sophie's phrase, "to whom much is given, much is expected", is given careful consideration in the faculty's deliberations over election to membership.

Upper School Juniors and Middle School Seventh grade students are inducted as provisional members; if they maintain their academic averages and continue to serve as models of leadership, integrity, and service, they are inducted as permanent members in the fall of their Senior year.

NHS Academic Requirements

SENIORS	JUNIORS	Required Cum GPA
Seven or more AP/Honors Courses in the previous three years*	Five or more AP/Honors Courses in the previous two years*	3.50 CUM GPA
One to Six AP/Honors Courses in the previous three years*	One to Four AP/Honors Courses in the previous two years*	3.65 CUM GPA
No AP/Honors Courses in the previous three years	No AP/Honors Courses in the previous two years	3.80 CUM GPA

***NHS Qualifying AP/Honors Courses**

GRADE 9	GRADE 10	GRADE 11
Honors Literary Genres	Honors British Literature	Honors American Literature or AP English Language
Honors World History	AP European History	AP United States History
Honors Biology	Honors Chemistry	Honors Physics
Honors Geometry or Honors Algebra I/II	Honors Algebra II/Trig or Honors Algebra II/ Geometry	Honors Pre-Calculus
		Honors Spanish IV or Honors French IV

ACADEMIC HONESTY

Cheating

Students, who in the judgment of the teacher, cheat on tests, quizzes, projects, lab reports, home/class assignments, receive a failing grade (usually a zero); such penalties are determined by the teacher in consultation with the Director of Studies.

Plagiarism

Representing the words, ideas, organizing principles, or any part of the work of another as one's own is plagiarism. To do so is to lie and to steal intellectual property. Speakers and writers must avoid any hint of this practice. Careful note taking and scrupulous documentation need to be every student's habit whether she is quoting directly, paraphrasing or summarizing.

Cases of alleged plagiarism are brought by the teacher to the attention of the Director of Studies. The teacher will provide the Director of Studies with the plagiarized paper and the source from where it came. The Director of Studies, the teacher, and the student will meet to discuss the incident. Plagiarism results in a zero in the assignment. The zero grade will be averaged into the quarter grade in which the plagiarism occurred. Additionally, the student may be required to re-submit the assignment but for no additional credit. The teacher notifies the student's parent. Students who wish to appeal their case may request a second meeting with an Academic Policy Committee (composed of teachers) who will then render a judgment and make a recommendation to the Director of Studies and the Head of School. The request for the appeal process must be submitted to the Director of Studies within **ten** days of the initial meeting. Any additional violations of academic integrity during a student's four years at Sacred Heart will be grounds for dismissal.

RECORD KEEPING

Grade Questions

If a parent or student wishes to question a grade (assignment, test, exam, or report card), the question must be brought to the attention of the teacher and if necessary, the Director of Studies, in a timely fashion. All questions must be submitted within 30 days of the Quarter ending date.

Change of Course Policy

An Upper School student may petition to drop or change a course within the first full week of school. A student wishing to drop/add a course must have the approval of her parents, the course teacher and the department head. Final approval is made by the Director of Studies based on department recommendation. The Drop/Add Form is available in the Office of Studies or the Upper School Office.

Confidentiality and Security Policy

The Country Day School of the Sacred Heart maintains the confidentiality of all records kept by the school. All records are stored in secure locations.

Request for Student Records

To release any information regarding a student, a **written** request from parent or guardian must be submitted to the Director of Studies (grades 5 through 12 and Graduates). Request for Lower School records should be submitted to the Director of the Lower School. All accounts with the Business Office, the Lunch Program and the Athletic Department must be in good standing, and all library books and state-owned books must be returned, in order for records to be released.

Sacred Heart complies with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), which protects the privacy of educational records; gives parents the right to inspect and review these records; and provides guidelines for the correction of inaccuracies or misleading data that can be shown to exist. Students who have reached their eighteenth birthday are accorded these same rights. In some cases (such as to assure the confidentiality of recommendations to colleges by teachers and staff) students and parents may choose to waive these rights. Such information subsequently does not become part of the record for inspection.

SCHOLASTIC PROGRAMS

Independent Study—Seniors

During the spring of their senior year, the students are required to spend two weeks as interns working in an area related to their career interests. Their experience is presented to the student body as part of the senior curriculum. The Upper School Director supervises the Independent Study Program. Students must meet announced deadlines.

Diocesan Scholar Program—Seniors

Sacred Heart participates in the Diocesan Scholar Program sponsored by the Archdiocese in conjunction with area Catholic Colleges. A faculty committee interviews qualified candidates (based upon GPA and PSAT scores) and nominates two or three students to attend area colleges. The Archdiocesan Scholar Committee (not SH) determines the student's assignment to the local college. Each student takes two college courses in the fall semester and two college courses in the spring semester of her senior year. The student receives both high school and college credit for these courses. These courses appear on the SH transcript and are part of the student's GPA; the college also issues a formal transcript. Usually, a diocesan scholar's college courses are scheduled in the morning; she then returns during third period to SH for her high school classes. A diocesan scholar does not take the senior elective course or the Government course at SH. Students with an interest in continuing Language and History studies may continue to do so by electing these as their college courses. Students accepted to the Diocesan Scholar Program must realize they are responsible for balancing class work and time schedules of both the high school and college. The Director of Studies supervises the Diocesan Scholar Program. Students selected for Diocesan Scholar Program are not eligible to run for Student Council President.

Dual Enrollment

Most of the local public school districts offer Dual Enrollment courses to students who are residents of their school district. This program is offered with support from the PA Department of Education. The program offered by each school district can differ. In many cases these are college-level courses that students may take while enrolled in non-public schools. If the courses are taught by local university professors, there is often a cost. The courses are usually offered at the public high school during the school day. Students need to secure their own transportation between Sacred Heart and the public high school. Scheduling issues and graduation requirements between the public school and home school need to be considered. To be eligible, the student must meet the academic qualifications set forth by the school district and the college. Parents of Sacred Heart students interested in this program should contact their local public high school for additional information and then schedule an appointment with the Director of Studies for further discussion.

SophieConnect: Sacred Heart Network On-line Courses

The Network of Sacred Heart Schools is initiating an on-line course program to supplement each school's course offerings. The inaugural year is 2015-2016; it will launch in August, 2015 with limited course offerings. In subsequent years, additional courses will be added.

- **Desirable Student Qualities:** Students most likely to excel in on-line courses are often independent learners, self-motivated, self-disciplined, organized, have good time management skills, and are proactive in communicating with their teachers.

- **School Fee:** SH has paid an annual fee to participate in the Network's SophieConnect program.

- **Parent Cost**: $500 per full-year course; $300 for one one-semester course (fall or spring); $250 for a spring semester course if the student has taken a fall semester course.

- **Books, Supplemental Resources:** may be additional. A laptop (with internet access) is required.

- **Courses:** Course Descriptions are below.

Confirmed Courses	Likely Courses	Unconfirmed Courses
AP Computer Science—full year	AP Microeconomics—full year	AP Macroeconomics—full yr
AP Art History—full year	AP Music Theory—full year	Nutritional Chemistry and the Brain—full year
Principles of Journalism—full year	AP Psychology—full year	Cryptography—spring sem
Chinese Culture and Lang—full yr	Latin I—full year	
SH History Around the World—fall semester	Global Environmental Studies—spring semester	
World Religions—spring semester	Marine Biology—fall semester	
Ecology—full year	Game Theory—fall semester	

- **Teachers:** Courses are taught by SH educators from schools across the US. These teachers will have background checks and "boundary" training.

- **Class Size:** On-line courses are capped at eighteen students across the Network.
- **Eligibility:** In year one, the on-line course option is open to seniors only. A CUM GPA of 3.50 is required for admission to the on-line program.

- **Senior Electives:** Seniors may select from the electives that SH offers or from the on-line offerings (if the GPA requirement is met and at parent cost). Qualified seniors may opt for both an elective that SH offers as well as an on-line offering.

- **Course Load:** A qualified student is permitted to take one full-year on-line course or two semester courses, one per semester. The student may also match a semester on-line course with a SH semester elective.

- **GPA:** The on-line course grade (including any "D" or "F") will be calculated into the SH GPA; therefore students are expected to invest time and effort into the on-line course.

- **Transcripts:** The on-line course grade will appear on the SH transcript.

- **AP Exams:** AP exams will be administered here at SH in May, as determined by the College Board.

- **Registration/Payment:** Registration is possible only through the school and the Director of Studies. Official registration will occur after three requirements are met: 1) The student meets with the Director of Studies and discusses her reasons for selecting the course; CUM GPA is verified. 2) The student presents the Director of Studies with a parent note indicating the desired course. 3) A tuition check (payable to SH) for **confirmed** courses is given to the Director Studies. At the time of registration, tuition checks are not required for likely or unconfirmed courses. The parental note for **all** courses is required to reserve a spot.

- **Tuition Reimbursement:** If the student drops the course, tuition reimbursement is according to a set schedule:

▪ Prior to August 15	75% tuition refund
▪ August 15 to August 25	50% tuition refund
▪ After August 25	No tuition refund

- **Add/Drop:** The add/drop period ends September 16. If a student drops then adds an equivalent course (depending on availability) tuition will be transferred and applied to the new course without an additional fee. Add/Drops are handled through the Director of Studies. If the student drops an on-line course, without adding another, she will be required to take one of the SH electives. SH electives may not be added after September 16.

- **School Calendar:** On-line courses may be in session when SH is not in session; students are expected to comply with the on-line course calendar listed below.

June 5, 2015	Regular registration for courses closes
June 6 to August 15, 2015	Late registration period
August 15, 2015	Last day to withdraw with 75% refund for fall sem/full year courses
August 25, 2015	Last day to withdraw with 50% tuition refund
August 28, 2015	Login information and class invite sent to students
September 8, 2015	Fall semester orientation

September 9, 2015	All fall semester and full year courses begin
September 16, 2015	Add/drop period ends
September 21, 2015	Open House--meet your child's online teacher
October 12, 2015	Columbus Day--no school
November 25-29, 2015	Thanksgiving break—no school
Dec 19, 2015 to Jan 4, 2016	Christmas break—no school
January 5, 2016	Courses resume
January 15, 2016	Fall semester ends
January 19, 2016	Spring semester begins
February 12-15, 2016	Midwinter break--no school
February 16, 2016	Courses resume
February 16, 2016	Registration for 2016/17 courses begins
March 12 to 28, 2016	Spring break—no school
May	AP Exams—dates determined by College Board; AP courses end
May 27, 2016	Spring semester ends; all classes finished including finals

Sacred Heart Network Student Exchange Program

Aside from the local activities and opportunities peculiar to each school, certain Network programs are designed to help students profit from the National and International character of the Sacred Heart education. Country Day School of the Sacred Heart, Bryn Mawr, is one of twenty-one Sacred Heart Schools in the Network of Sacred Heart Schools. The Student Exchange Program gives each student enrolled in a Sacred Heart school the opportunity to spend several weeks to an academic quarter in another school within the Network and to savor first-hand another of the many cultures that make up the American reality.

The Director of Studies will coordinate the student's course schedule with the host school. Work for a course where the host school cannot meet the qualifications of the home school must be met by the student during the exchange period. Exchanges of a few weeks require the student to keep up with the coursework from her home school. This is accomplished through email and fax by the faculty of each school. Exchanges of an entire quarter usually work out best if the student does the work of the host school.

Students must be aware, however, that some courses (usually Math, Science and Languages) require independent work on their part while away.

There are guidelines and criteria for any student interested in exchange. A lengthy application, essays and teacher recommendations are required. A GPA of at least B+ and the endorsement of her teachers are necessary for consideration. The student must articulate to a committee of her own teachers and administrators clear educational and social goals to be accomplished during the exchange. She must have demonstrated responsibility and independence, the ability to mix well with other groups, have established a good rapport with her teachers and made a positive contribution to the school community. Upon return to her home school, the student must write an evaluation of her experiences and the exchange Coordinator at the host school follows up with an evaluation of the student.

Summer Network Service Projects and Other Network Opportunities

Shorter-term opportunities for interaction with students from Sacred Heart schools throughout the United States include national leadership conferences, summer service projects, and Sprout Creek Farm, an opportunity for communal living close to the soul.

Information regarding the Exchange Program and other Network opportunities is available from the Director of the Upper School who will coordinate with the Director of Studies.

THE COUNSELING OFFICE

Guidance Program

Guidance at Sacred Heart focuses on the social, educational and emotional development of students in relation to their school experience. The Counselors, Directors of each school, and faculty advisors act as professional educators to assist each student in reaching her potential.

The College Counselor helps students gain self-confidence, effective verbal communication skills, and enhanced self-esteem through the Junior and Senior guidance seminars. In addition, the Counselor aims to assist all students in acquiring the motivation, optimistic outlook, and responsibility necessary to become a successful learner. To assist parents and faculty members, the School Counselors act to coordinate and interpret test scores and information. The counselors also act as a resource to provide information regarding local agencies and organizations that can be of assistance to families.

College Guidance

College guidance is ongoing between a student and her faculty advisor. The Director of Studies is also available to meet with students to explore their academic interests. The College Counselor works with the individual student and her family through the college admissions process.

Mental Health Guidelines

Faculty members concerned about a student's mental health should report those concerns to the appropriate school director /counselor. To ensure the safety of the individual and the community, Sacred Heart may ask a student not return to school until mental health services have been engaged and after the director/counselor confirms the reentry date and establishes an appropriate reentry plan in consultation with the student's doctor. Sacred Heart may require the parent to give permission for director/counselor to speak to the doctor regarding workload and attendance guidelines for the student in treatment.

Confidentiality

"Confidentiality" is a term used in school counseling to describe the student's right to privacy. A student has the right to expect that what she discusses with the counselor (or any faculty or staff member) will remain confidential. Please be aware that the counselor reserves the right to consult with other professionals when necessary, but will maintain confidentiality unless the student authorizes the disclosure. If the counselor judges that a situation involves "clear and present danger" to the student or to other students, confidentiality may be broken.

Section V: STUDENT ORGANIZATIONS AND ACTIVITIES

Upper School and Middle School Student Council:

Election to a Student Organization is an honor and a privilege. Any student on academic or social probation is ineligible to run for any position.

The goal of the Student Council is to promote scholarship, fellowship, harmony and participation in the life of the school community. Members of the Student Council work towards helping the Upper School community function in an orderly, positive and effective manner.

The Executive Council of the Student Council, elected each Spring by the students and faculty, serves as the governing body for the students. In order to be a member of the Executive Council, one must possess the following qualifications: leadership, scholarship, character and service. All students make up the legislative body and have class representatives to Student Council.

Election to Student Council is an honor, an opportunity to learn and practice the functions of democratic leadership, and a way to understand carrying out responsibility. Student Council representatives are the voices of each class. Class members may discuss their ideas and concerns with their elected representatives who should present the concerns to the Executive Council.

The most visible aspect of the Student Council is their involvement and dedication to planning, promoting and accomplishing activities and events for the student body. These may include assemblies for the entire school to enhance our sense of community, social events for the Middle and Upper School to strengthen their bond, work programs, "just for fun" events for the Upper School, and fundraisers to provide the money for these activities.

COMMUNITY SERVICE CORPS

PHILOSOPHY OF SERVICE COMMITMENT

As a member of the Network of Sacred Heart Schools, Country Day School of the Sacred Heart commits itself to educate to I) a personal and active faith in God, II) a deep respect for intellectual values, III) a social awareness which impels to action, IV) the building of community as a Christian value; and V) personal growth in an atmosphere of wise freedom. As students participate in community service activities, they work toward all of these goals, but most specifically toward Goal III- a social awareness which impels to action. Through the use of their time and talents, our students work to create a more just world where each person's dignity is respected. The work in which our students engage is diverse and meaningful, ranging from senior homes to urban food programs, from local events to national programs. It is the hope that students develop relationships with those whom they serve and therefore build community in new ways. Students engage in reflections on service throughout their religion courses, allowing them to grow in their understanding of the world and in their compassion to all.

PRACTICALITIES OF SERVICE COMMITMENT

All Upper School students commit to twenty-five hours of community service in each of the four academic years of high school, using June through May as an academic year. Although many students accrue more than twenty-five hours in one academic year, we expect volunteering to be a continual experience and hours do not carry over from one year to the next. We encourage direct service and offer events throughout the year, however we do value other types of service such as fundraising and advocacy. All service hours must benefit a group in need or an organization that specifically ministers to those in need. Many students use the summer vacation period to complete some or all of their service hours. In the event of a question, the community service coordinator should approve service events. Each grade level elects representatives to form the Community Service Corps (CSC), which organizes service events, as well as record the service hours of each student.

After completion of a service event, students submit an "Act from the Heart" form, which can be found on the CSC Moodle page. The completed form is given to the CSC homeroom rep, who will then file it into the student's community service record. On the quarterly report card, the student's current service hour total will appear. All hours must be summited for the academic year by May 15th.

CATEGORIES OF COMMUNITY SERVICE

- **Direct Service**
  - At least ten hours should be working with a population in need. Examples would be cooking at a soup kitchen, boxing food at a food pantry, volunteering at the Special Olympics, etc.

- **In-Direct Service**
  - This type of service includes events that raise funds or items for a foundation or cause. Examples include walks and runs. Only one event, totaling no more than two hours, may be counted per school year. Additionally, the student must meet the financial requirement of the event.

- **Advocacy**
  - In an advocacy related service, students work to raise awareness around a specific cause that works to advance social justice.

- **Donations**
  - Up to five hours of service may be counted annually. The school organizes collections of food, coats and other items throughout the year. Students may also donate clothes to various organizations. In order to earn hours through donations, students should complete the conversion form found on the CSC Moodle page.

- **Day of Service**
  - Once in the fall and once in the spring, CDSSH organizes a day of service for our students. On this day, students are bussed to local organizations to volunteer for the day (within school hours). These hours are direct service and count toward their twenty-five hour commitment.

EXCLUSIONS
There are several activities that do not count toward a student's service commitment. Helping teachers clean a classroom, while considerate and helpful, is not community service. Similarly, raking leaves or shoveling snow for a neighbor is simply being a good neighbor. If you are part of a club at CDSSH that requires you to work an event, it is not service because it is a requirement of that club. For example, singing at a choir event or tutoring for NHS are not service activities. If you have any questions, please ask the community service coordinator.

Overview CSC Requirements

Upper School Requirements

Each year, every Sacred Heart student (grades 9-12) is required to perform at least twenty-five hours of Community Service, fifteen of which must be done for a cause other than Sacred Heart. These twenty-five hours may be served during the summer and school year (June 1st through May 31st).

If a student has performed summer hours, she should submit a CSC "Act From the Heart" form, signed by her supervisor. These hours will be recorded and do count for the twenty-five hour requirement.

Please review your student handbook to determine what counts as service and what does not. If you are unsure, speak with Ms. Weber BEFORE submitting the hours.

No more than 5 hours per year can be earned through donating items/clothing for drives. How To Submit Hours

It is the responsibility of the student to submit her Community Service hours. If the proper paperwork has not been completed, the hours cannot be recorded.

<u>FOR EVERY EVENT (in-school or out), the process is as follows:</u>

1. Fill out a Community Service "Act From the Heart" form.

2. Get the form signed by an event organizer or volunteer coordinator. Parents cannot sign the form unless they are sponsors of the event.

3. Describe your work and write a reflection of your feelings concerning the activity in the space provided on the form.

4. Give the form to your CSC rep, a CSC officer or the CSC moderator.

5. The CSC rep files the form in your folder in the CSC file cabinet.

6. The CSC Secretary, with assistance from the CSC President, officers and class representatives records the hours on your summary form.

7. The CSC Moderator submits your hours to the Director of Studies to be recorded on your report card.

8. Final transcripts will read either "Community Service Successfully Completed" or "Community Service Requirement Not Fulfilled" for each school year.

Please Note: After each drive, you will be asked to sign the tabulation sheet that lists the items you have contributed. Please be sure that the information on the sheet is correct. Once you sign it, it will be recorded and will not be changed.

Middle School Requirements:

Middle School CSC Requirement: Middle School Students are required to participate in ten Community Service events during the school year. Each "event" is recorded on a separate "Act from the Heart" form which is signed by an adult who supervised the event. Events completed during each quarter of the school year must be submitted to a CSC representative or the CSC faculty moderator by the end of that quarter. Events submitted late will not be accepted. The number of CSC events completed will be reported on each report card. "Act from the Heart" forms can be found on the school website.

Definition of Community Service: Community Service is defined as "Actions performed by a student that benefit the School, church and broader community." (Article X, Section I of the CSC bylaws)

"Babysitting for free for relatives or family friends or working at a parent's office for free is NOT considered community service. Likewise, activities performed for family members, such as visiting sick grandparents or helping one's own parents or neighbors, are actions of a good family member and are not considered community service." (Article X, Section II of the bylaws)

"Activities performed for membership in clubs or organizations of Sacred Heart (such as National Honor Society tutoring or choir functions) are NOT considered community service as they are part of membership responsibilities in these organizations."(Article X, Section III of the bylaws)

Consequences of not completing ten events: Middle School Students who do not complete ten CSC events during the school year are not eligible to run for election to office of any organization and are not eligible for induction into the National Junior Honor Society.

Opportunities for Middle School students to perform Community Service at Sacred Heart:

Sacred Heart's Fall Day of Service- October
Peanut Butter and Jelly Drive – October

Admissions Open House – October and February
Thanksgiving Drive – November
Christmas "Mitten Tree" Drive – December
Christmas Toy Drive – December
Christmas Used Coat Drive – December
"Souper Bowl of Caring" Soup Drive – February
CSC canned meals and baby formula drive – March

Opportunities Middle School students to perform Community Service in your neighborhood:

Altar serving at your church
Singing in your church choir
Participating in fundraising "walks" such as the "Race for the Cure", "Jingle Bell Run", and "MS Walk"
Make meals for "Aid for Friends"

Committee of Games:
The Committee of Games is a school-wide organization consisting of the students, faculty and staff, which is run by an Executive Committee. The Executive Committee in both the Upper and Middle Schools is made up of a Red and a White Team Captain and a Red and a White Team Representative from each grade.
The traditional Red and White Team Picnic kicks off each year with an evening of fun, food and cheers. All new members of the Sacred Heart family chose their teams and begin a yearlong competition of academic, athletic and spiritual events which culminate with a Field Day at each school level.

The Field Days are held in May and include individual, dual and team events of varying point values. The days are concluded with Red and White Team songs and formations, an awards presentation and the announcement of the winning team for the year at each school level.

Clubs:
Clubs are an integral part of school life at Sacred Heart and are included in the school day whenever possible. Students choose clubs for first semester and may change for second semester. The following are lists of clubs that are subject to change each year:

Upper School Clubs:

Art Club
The Beat (Newspaper)
Chez Nous (Literary Magazine)
Drama Club
Fitness Club
Knitting Club
Mathletes
Multicultural Club
Photography
Rosary/Meditation Club
Science Club
Students for Life
Yearbook

Middle School Clubs:

Middle School Clubs meet once a cycle run for one semester with the exception of Study Hall which is offered both semesters. New students and 5th graders are required to take study skills during club period. Parents and teachers submit descriptions of the Club they would like to offer for the semester. Students submit their first three choices and are assigned to a Club by the Middle School Director. 8th grade students receive preference followed by the seventh, sixth and fifth grade students. Some of our favorites have been: Creative Writing Club, Dance Club, Italian Club, Knitting Club, Mosaic Club, Playing Card Club and Pocketbook Club.

Section VI: ATHLETICS

Physical Education:

1. All students are required to participate in their regularly scheduled Physical Education classes in proper uniform.

    a. The proper uniform consists of a white or red Sacred Heart tee shirt purchased from the Heart Mart, red or black shorts, white socks and any color sneakers. On cool days, a red, black, white and/or gray sweatshirt and sweatpants may be worn.

    b. All of these items are available for purchase in the school store.

2. Students unable to participate due to illness or injury must bring in a note from their parents or guardian.
*NO ONE WILL BE EXCUSED WITHOUT A NOTE. *

3. Students who must be excused for an extended period of time must bring in a doctor's note. They will be expected to complete a research paper on a topic chosen by the physical education teacher. The paper must be handed in before the quarter closes.

Field Day:
Field Day is a day of athletic events which end the yearlong competition between the Red and White Teams.
All faculty and students are required to attend.

Interscholastic Athletics:
The following sports are offered on the interscholastic level:

Cross Country	Varsity		
Field Hockey:	Varsity	Junior Varsity	Middle School (grades 5 – 8)
Softball:	Varsity		
Basketball:	Varsity	Junior Varsity	Middle School
Golf:	Varsity		
Tennis:	Varsity	Junior Varsity	
Lacrosse:	Varsity	Junior Varsity	Middle School
Track:	Varsity		
Volleyball:	Varsity	Junior Varsity	
Crew	Varsity	Novice	

** co-sponsored by parents

Being a member of a team is a privilege with many responsibilities accompanying that privilege.

Injury protocol
When a player is injured during a practice or home game and the injury requires follow up, a note will be sent home OR an email will be sent to the parents. The note will outline any instructions necessary for home. It is expected that the students follow up with the trainer everyday until released by the trainer. In the case of an emergency, every effort will be made to contact a parent by text/phone in addition to EMS as needed.
If a student sees a doctor for an injury and is removed from participation, a note from the doctor outlining restrictions AND when she may return to play is MANDATORY. When the doctor removes a player, the trainer can not allow an athlete to resume playing without permission. No note = no play.

Concussion Protocol
All Upper School students regardless of athletic status are IMPACT baseline assessed at the beginning of every other school year. We offer this service for free and will do follow up testing as needed if a concussion is sustained for any reason.
In keeping with Pennsylvania law, anyone who exhibits any signs of concussion will be removed from play. The athlete will be evaluated by the athletic trainer, who has been designated by the team physician, for potential return to play. The athletic trainer will determine if physician follow up is needed and will refer accordingly. Many times concussion symptoms can take over 48 hours to develop. Though an athlete may seem fine initially, without proper rest, more severe symptoms may appear. Students removed from play will most likely be given a return to play protocol to follow before resuming interscholastic competition. This can take anywhere from 5-10 days. Below is a sample protocol but some physicians will designate a specific protocol to be followed. In addition, accommodations to the academic program will be made as needed by the teachers and administration.

Sample Return to Play Protocol

Once a student is symptom free, she may progress the following day to the next step. Day 1 is the day following the first symptom-free day.

Day 1: NO activity, complete rest. Stay home from school and no school work or studying.

Day 2-3: Light aerobic exercise such as walking or stationary cycling. No resistance training.

Day 4-5: Sport specific exercise - e.g. Running and stick skills in field hockey or running and ball handling in basketball. An important portion in this step is the addition of one set of low resistance or simple resistance training.

Day 6-7: Resume non-contact training drills. This is more direct involvement in the team practice and less sideline independent exercises. Add additional sets and higher intensity resistance training.

Day 8-9: Full contact *practice* after receiving medical clearance. Do not skip this important step.

Day 10: Game play!

If any post concussion symptoms develop at any stage, drop back to the previous level and try to progress again after 24 hours. The student must check in with the athletic trainer every day PRIOR to practice!

Nutrition

Students may bring clear water bottles to school and drink water between classes. It is important that the athletes stay hydrated for peak performance. Athletes should refrain from drinking caffeinated beverages and sugary drinks. It is also very important to eat healthy lunches and bring a second small meal for after school. In many cases, lunch periods are four hours before the beginning of sports and many students are hungry after school and eat junk food decreasing their performance in sports. Karin Kennedy is happy to meet with athletes and review diets and create a sample meal plan that is appropriate. Oftentimes caloric intake is too low to sustain proper performance.

Equipment

Athletes are expected to have proper footwear for each sport. New shoes are usually required every season because of the wear and tear throughout the season. New shoes also help prevent shin splints. Mouth guards should be molded to fit the mouth. Athletes should make several at the beginning of the season and keep extras in athletic bag.

Student athletes must be in school by 8:35 AM if they wish to participate in an event on that day. The Athletic Director and the Upper/Middle School Director must approve any exceptions, in advance. Official excuses may be obtained from the Upper/Middle School Director at least twenty-four hours in advance.

- PIAA physicals must be on file before the first practice. Signed permission slips to go off campus for practices for some sports must also be on file in the athletic director's office before the first practice.

- Coaches are encouraged to use the school CDSSH email as a vehicle for communication with players. In the event that a time sensitive message must be sent coaches may text the entire team. The Athletic Director must be included on all text messages to players. Coaches may not text an individual player at anytime. Players must include the Athletic Director on any texts to the coach. In addition, parents and coaches should also communicate via email unless it is a time-sensitive nature and texting is most appropriate.

- Student athletes may wear their team uniforms on game days. School uniform sock and shoe regulations still apply. Sneakers may not be worn.

- Players are expected to attend all games and practices.

- If you must miss a practice or game you must notify the coach directly. Playing time will be left up to the coach's discretion.

- When a bus is provided all team members must ride the bus.

- Any player violating the school code, through use of alcohol, tobacco and illegal drugs will be suspended from the team pending a review by the Athletic Committee.

- Equipment (such as sticks, balls, gloves, shin guards, and knee pads) is the responsibility of each team member.

ALMA MATER

A song arises from our hearts
Ne'er to depart or fade
Forever true, its notes we sing joy-filled and free
Steadfast in its hope, unchanging in ideals
Loyal to Sacred Heart, may it ever prove.
Come, let your voices ring.
Alma Mater's glory sing.
Shout her honor to the sky in endless song abounding.
Staunch her children and true,
Avowing their complete allegiance,
Rise and proclaim the glorious name of the Sacred Heart.