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I. INTRODUCTION

This Student Planner is designed to serve several important purposes:

- It provides a convenient source for all the basic information the student needs for planning and carrying out daily assignments.
- It serves as an official source of school policies and requirements.
- It is especially important that parents read and become familiar with the material contained within this booklet, so as to support their child's efforts.

MISSION STATEMENT

The Mission of Sacred Heart High School is to provide a quality Catholic education for young men and women of various backgrounds and abilities. Each individual is empowered through a values-oriented curriculum that stimulates religious, intellectual, social, and cultural development to recognize his or her gifts and talents and to use them to promote justice and respect for the dignity of all people.

PHILOSOPHY OF EDUCATION

Sacred Heart High School is a Catholic parish secondary institute of co-educational learning. It provides an environment that stimulates the total spiritual, intellectual, moral, emotional, social, and cultural development of every student. By discovering God's teachings and His Church, the student is given a foundation which will guide him/her to function effectively as a mature Christian in today's world. Quality education is promoted and encouraged through motivation, creative teaching, and a meaningful learning environment. True education is a work of a lifetime. In participating in the education of a young person, the school acts as a bridge between the home and the Church.

HISTORY

Sacred Heart High School opened in 1923-24. In 1925, Rev. Cyprian Abler, O.F.M. Cap, completed the high school by adding four rooms to the building which then served as a preparatory Capuchin Seminary. He and the Sisters of St. Agnes received full State accreditation in 1926. Affiliation with the University of New York and accreditation by the Board of Regents were achieved on April 30, 1930.

Our school began to grow and in the late 40's and early 50's we were able to accommodate a little over 200 students. In 1954, the Archdiocese gave Father Finian Sullivan permission to expand the facilities. Through his efforts, two wings were added to the school. Upon completion, there were 16 additional classrooms, cafeteria, and a library.

The DeLaSalle Brothers of the Christian Schools came to Sacred Heart in September, 1965. Their arrival coincided with Sacred Heart changing from a co-institutional to a co-educational school. By 1967 the circular building was completed for occupancy, containing science laboratories with the latest in modern equipment, carpeted classrooms, and a 2,178 square foot gymnasium.

ARCHDIOCESAN NON-DISCRIMINATION POLICY

Catholic schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all people rooted in the fatherhood of God and Christ's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in the Archdiocese have not and shall not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, scholarship programs, and athletic and other school administered programs.

II. TUITION AND FEES

In order for Sacred Heart High School to operate effectively and maintain high standards, it is essential for all parents to understand and comply with the school policy regarding the payment of tuition, fees and enrollment contracts. Families are informed in the early spring regarding the cost of tuition.

TUITION POLICY 2007-2008

Families are encouraged to register or re-register students for the upcoming school year before June 1. Families must commit to one of the four tuition payment plans at the time of registration.

Tuition Payment Plans:

All tuition payments are made directly to Sacred Heart High School

Tuition for the 2007-2008 school year is \$6,200.00

- Payment in Full: Payment is due by July 1, 2007. (3% discount rebate check)
- Semi-Annual Payment: Due by July 1st and December 1st.
- Ten (10) Monthly Payments, beginning July 1st and due the FIRST of each month by electronic withdrawal from a checking or savings account.
- Payment by Credit Card – VISA or MASTERCARD.

School Fees

New Student Registration Fee: \$150.00
This one time fee is not part of the tuition.

General Student Fee: \$550.00
Graduation Fee: \$200.00

General Fee Payment Schedule

All fees are non-refundable

Incoming Freshmen: Due on Registration Day
Upperclassmen: Due on May 1, 2008
Graduation: Due on April 1, 2008

Delinquent Tuition/Fees

- Tuition payments are due the first of the month, a late fee of \$25.00 will be billed.
- For a failed electronic payment due to insufficient funds or check returned by the bank, a fee of \$30.00 will be billed.
- For delinquent tuition payments: bank check, money order or cash are required - no personal checks.
- Delinquent tuition will result in immediate suspension. The student will not be accepted back into school until delinquent tuition is paid and minimally one month pre-paid tuition is received.
- There will be no admittance to mid-term or final exams or a subsequent marking period.
- School documentation (i.e. report cards, transcripts, diploma, etc.) will not be issued until all delinquent tuition and fees have been paid.
- Graduation candidates will not be permitted to attend or participate in graduation traditions (e.g. prom or graduation ceremonies).

Previous Years' Delinquent Tuition/Fees

- Students with delinquent tuition or fees from a previous year will not be allowed to re-enter the school in September.
- If a student leaves the school with an outstanding tuition balance, the family will be liable for collection through a collection agency, a lawyer or an appearance in court. Sacred Heart High School will have the right to require payment for court costs, reasonable attorney's fees, interest and other collection costs related to the delinquency to the extent permitted by the laws of the State of New York.

Late Registrants

- All fees are payable at the time of registration.
- Students beginning school at any time in the second semester will be required to pay half the general fees.
- The tuition is pro-rated according to the number of months remaining in the school year.
- Those registering after July 1st will not be able to take advantage of the 3% discount for full payment. However, the full and semi-annual payment plan may be utilized.
- Monthly payment plan: tuition payments must be made two months in advance of attending classes, e.g. registration in August, 20% of the annual tuition is due; registration in September, 30% of the annual tuition is due.

Students Leaving During the School Year

- If applicable a tuition rebate will be given for the months paid and for which student will not be attending classes.
- A full month's tuition will be required for a student attending classes during any part of the month.

Tuition Board

- Any questions regarding tuition should be addressed in writing to: The Tuition Board. Sacred Heart High School, 34 Convent Avenue, Yonkers, NY 10703.

III. ACADEMIC INFORMATION

CURRICULUM

Sacred Heart High School prides itself upon its high academic standards. Our academic curriculum surpasses the New York State Board of Regents requirements.

REQUIRED COURSES

English	4 units
Social Studies/History	4 units
Religion	4 units
Mathematics	3 units
Science	3 units
Foreign Language	3 units
Art	1 unit
Health Education	1 unit
Computer Technology	1 unit
Physical Education	2 units

ADDITIONAL COURSE OFFERINGS

Advanced Placement Courses

AP English Literature
AP U.S. History
AP U.S. Government
AP Calculus
AP Biology
AP Spanish Language

College Level Courses

English
Psychology

Senior Electives

Chemistry
Physics
Forensic Science
Sports Medicine/Anatomy
Psychology
Creative Writing
Desktop Publishing
Computer Graphics
Ceramics
Drawing and Painting
Stained Glass
Making It Work
(Internship)

New York State Diploma Requirements (Class of 2008)

<u>Local*</u>	<u>Regents**</u>	<u>Advanced Regents Diploma**</u>
Math A	Math A	Math A and Math B
Lab Science	Lab Science	Two Lab Sciences
English	English	English
Global Studies	Global Studies	Global Studies
U.S. History	U.S. History	U.S History
		Foreign Language

*In order to receive a Local Diploma a student must receive a minimum score of 55 on each of these Regents exams.

**In order to receive a Regents or Regents Diploma with Advanced Distinction a student must receive a minimum score of 65 on each of these Regents exams.

HONOR ROLL

Students meeting the following criteria are eligible for the Honor Roll. Honor Roll certificates are awarded quarterly.

High Honors:	95% average or better with no failing grades
First Honors:	90% average or better with no failing grades
Second Honors:	85% average or better with no failing grades

NATIONAL HONOR SOCIETY

To be eligible for the National Honor Society, students must:

- be members of the sophomore, junior or senior class.
- maintain an average of 88% or better in regents or honors classes.
- exhibit leadership and positive character.
- have spent at least one full semester at Sacred Heart High School.
- complete the required service hours prior to induction.

ACADEMIC FAILURE

Students are considered to have failed a subject if a grade **less than 65%** is received for the year as a final average in a course. **A student who fails any subject must attend summer school at Sacred Heart High School. If he/she fails again in summer school, the Principal will review their academic record.** A student may not graduate until he/she has made up any failures they have incurred regardless of credits they may have.

Failure of three subjects for the year may result in dismissal from Sacred Heart High School. If a student has several failures in January he/she may be dismissed pending an administrative review.

A student who **fails four or more courses** for the year will be dismissed from Sacred Heart High School.

HOMEWORK

Homework is a vital part of learning and is required of all Sacred Heart students. Students not completing these assignments will be held accountable by their teachers. Academic growth is the responsibility of the teacher, the student and the parents.

Homework requests will be honored when a student has been absent a minimum of three consecutive days due to an illness. Sacred Heart High School must be contacted by 8:30 AM on the day a homework request is being made. Requests made after 8:30 AM cannot be guaranteed to be honored. Any student who is absent one or two consecutive days is expected to contact a classmate directly regarding homework.

Upon a student's return to school from a legal absence, the student will have the same number of days to make up any missed work as days absent. For example:

1 missed day = 1 day for make up work
3 missed days = 3 days for make up work

MISSED EXAMS

Upon a student's return to school from a legal absence, the student will have two days to make up any missed exams or tests. The principal must clear any variance from this policy. **If a student is absent from a Mid-Term or Final Exam, a physician's note explaining the absence is required.**

CONFERENCES

A regular parent-teacher conference is scheduled after the first and second marking periods. If a parent wishes to consult with a teacher at other times, he/she may call the school office for an appointment. In this way, a meeting can be arranged for the convenience of all concerned.

LIBRARY

The library is open school days from 7:30 AM to 3:30 PM. Students may use the library before school, after school or at lunch by obtaining a pass from the technology coordinator. The library/media center provides an organized and curriculum based book collection that is updated on an ongoing basis. Other services include: access to print and online periodicals and computers with Internet access.

WEBSITE

The Sacred Heart High School website was created to provide access to the "life" of the school in a quick and easy fashion. Under the direction of the technology coordinator it is updated and maintained regularly. It contains links to information about school programs, admissions, homework, sports, activities, faculty, school publications and the school year calendar. The school's website address is www.sacredhearths.net.

IV. SACRED HEART HIGH SCHOOL INTERNET AGREEMENT AND ACCEPTABLE USE POLICY

Internet access is available to students and teachers at Sacred Heart High School. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Public domain software and shareware of all kinds;
2. Discussion groups on thousands of diverse topics ranging from culture to the environment to music to politics;
3. Many university library catalogs, the Library of Congress, government documents, and thousands of databases.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. Sacred Heart High School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and a user may discover controversial information. Sacred Heart High School firmly believes that the valuable information and interaction available on the network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Sacred Heart High School.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical and legal utilization of the network resources. If a Sacred Heart student violates any of these provisions, his/her account will be terminated and future access could possibly be denied. In addition, cases of gross Internet misuse will be referred to the Principal.

INTERNET-TERMS AND CONDITIONS

1. Acceptable Use: The Purpose of using the Internet in Sacred Heart High School is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education research and be consistent with the educational objectives of Sacred Heart High School. Transmission of any material in violation of Sacred Heart policy or any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets.

2. Privileges: The use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Sacred Heart High School faculty member pertaining to the proper use of the Internet.) The Sacred Heart High School Administration will deem what is inappropriate use and their decision is final. Also, the administration may close an account at any time. The faculty and the staff at of Sacred Heart High School may request the administration to deny, revoke or suspend specific user accounts.

V. REGULATIONS AND POLICIES

3. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number to students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

4. Sacred Heart High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart High School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors of omissions. Use of any information obtained via the Internet is at your own risk. Sacred Heart High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security on any computer system is a high priority, especially when the system involves many users. **If you feel you can identify a security problem on the Internet, you must notify a teacher or administrator.** Do not demonstrate the problem to other users. **Do not use another's account. Do not give your account number to anyone.** Attempts to log on the Internet as anyone, but you, will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet.

6. Vandalism will result in cancellation of privileges. **Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any agencies or other networks that are connected to the Internet.** This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

7. The final determination of what constitutes a violation of this policy is the responsibility of the Sacred Heart High School Administration and the Computer Network Administrator.

STUDENT TARDINESS, ABSENCE AND EARLY DISMISSAL

When a student is late for school, he/she must report to the school office before being admitted to class. A student arriving after 8:20 a.m. is late for school. A phone call before 10:00 a.m. or a note of explanation must accompany the student. An unexcused lateness will result in an automatic detention. **Parent excuses for lateness will not be honored for students who have been late to school more than three times in the course of a marking period.** In situations involving extenuating circumstances, the implementation of this rule is under the discretion of the Assistant Principal. **Students who have been excessively late to school will be required to serve a Saturday detention.**

Absence from school is excused for sickness or as designated by the Board of Regents of the State of New York. Extended family vacation of any type will be noted as an illegal absence and therefore, unexcused. Sacred Heart High School strongly discourages such absences. Teachers are neither responsible for nor held liable to give special assignments for make-up work during an illegal absence, and a zero is given to any student who misses a test. Authorized times for students' vacations are indicated on the school calendar and should be followed.

Each day a student is absent, the parent or guardian must notify the school office between the hours of 8:30 a.m. and 10:00 a.m. with the reason for his/her absence. The school should be notified of the potential for a prolonged illness. A student, upon his/her return to school, must present a written note to his/her homeroom teacher stating the reason for the absence. These notes are forwarded to the school office.

Parents are strongly discouraged from taking their child out of school for any reason. Appointments for dental and medical reasons should be made after school hours or during school holidays. If it is necessary to have your child excused during school hours, a note must be sent to the main office and a phone call made from a parent or guardian, stating the reason for early dismissal. A parent or guardian must sign the release form at the school before the student can be dismissed.

In all cases, students will be responsible for any assignments given during the course of their absence.

CODE OF CONDUCT

Sacred Heart High School is a Catholic community committed to fostering respect and mutual support in recognition of each person's uniqueness and giftedness. Enrollment in Sacred Heart High School indicates a willingness by students, parents, and staff to fully participate in creating a non-violent environment where creativity of expression and learning can take place. This obligation is extended to each member of the school community.

The traditions of Sacred Heart call for the highest standards of behavior and deportment. Sacred Heart students are to be courteous and respectful at all times to adults and to each other. The privilege to attend Sacred Heart High School and the responsibilities of this code apply not only to functions on the campus, but to all school sponsored activities.

Parents' pivotal role as co-educators of their children, with the help of the school's dedicated staff, must be seen by the students as collaborative and consistent. Parent-teacher communication is an essential element in the growth of each student. Sacred Heart High School is a conduit in broadening and reinforcing parental values. Parents and teachers can best serve the students by working together, discussing any misunderstanding or confusion, and mutually supporting one another.

Since teachers of Sacred Heart High School are dedicated to finding the best means of guiding and teaching students, classroom order and discipline are consistent with the school's code of conduct. Rules and regulations are necessary for the safety and well being of the students. It is the obligation of all students to be familiar with this code of conduct.

- 1. Once a student arrives on campus, he/she is not permitted to leave the building** (this includes the parking lot).
- 2. High School students are to use only the main entrance of the school when entering and exiting the building.**
- 3. Students who drive to school are required to drive with caution in the parking lot** and keep the volume of car radios at a respectful level.

4. Students are expected to be courteous and respectful when entering, riding or leaving public vehicles. Disciplinary referrals received by Sacred Heart High School from bus companies will result in disciplinary action against the student. The Principal can revoke any student's privilege to ride a bus to or from school for misbehavior.

5. Students are to follow the school schedule and be present in the designated location. Students are not permitted to miss a class, be in any unsupervised location, or leave the building and campus without the administration's permission.

6. Quiet and orderly behavior is expected in all areas of the school especially classrooms, hallways, lavatories, cafeteria, library, locker room, chapel, as well as on the buses. Running, horseplay, and "play" fighting are not permitted.

7. Students are not permitted to leave the cafeteria for any reason during lunchtime without the approval of a lunch monitor.

8. Respect for personal and school property is most important. Ownership and pride in the school and its property is the responsibility of each student. Proper care is to be taken of all books, supplies and school equipment. Any damage must be reported immediately. The student responsible will be held liable for the cost incurred.

9. Any item that would promote a distraction and disruption to the learning environment such as radios, ipods and electronic devices are not permitted on campus. Such items will be confiscated and a \$25.00 fine will be imposed as well as a detention.

10. Cell phones are not permitted during the school day. If confiscated, a \$15.00 fine will be paid and a detention will be served before it is returned.

11. Students are not permitted to chew gum in school.

12. Students are not permitted to eat or drink in classrooms.

13. Students are expected to be honest at all times. Cheating, lying, plagiarizing and stealing are totally inappropriate and will not be tolerated.

14. Inappropriate language is not acceptable in or around the school building.

15. **Smoking anywhere on or around campus is not permitted.** Students will be issued a detention and a \$25.00 fine. Parents will be notified. Repeat offenses of this policy will result in suspension.

16. **Gambling of any sort is strictly prohibited.**

17. **Verbal, physical or emotional bullying will not be tolerated.** Cases of bullying are referred to the Assistant Principal.

18. **Fighting will result in immediate suspension or expulsion.**

19. **The use of illegal drugs including alcohol is unlawful and dangerous.** Any student found possessing or using any unlawful substance anywhere on or around school grounds, or while involved in any school weekday or weekend activity is subject to immediate suspension or expulsion.

CONSEQUENCES

The administration and faculty, along with the essential support of the parents, will always expect appropriate behavior of the highest standards befitting Sacred Heart students. If expectations are clearly articulated to all members of the school community, so also must the consequences. Students will be held accountable for inappropriate behavior. Misconduct at Sacred Heart High School may result in a verbal reprimand, a constructive writing assignment, a service-oriented project, a formal discipline report, confiscation of property, detention, probation, suspension or expulsion. The administration of the school reserves the right to institute, amend, or change the policies of Sacred Heart High School to meet the specific needs of a situation.

Detention

Detention is the first step in the disciplinary process. Detentions are given for minor infractions. These might include, but are not limited to:

- Tardiness to school
- Dress code violations
- Vulgarity
- Disruption in the classroom
- Disrespectful behavior toward an authority figure, etc.

Detention is held Monday through Friday from 2:35 PM to 3:15 PM in the Detention Room. Students must serve the detention on the assigned day. A student who does not report to detention may be required to serve two detentions.

Students are expected to report to detention on time and dressed in accordance with the Sacred Heart High School Uniform Dress Code Policy.

Saturday Detention is given to students who have chronic discipline problems or excessive detentions. Saturday Detention is held the first Saturday of each month from 8:00 AM to 12:00 PM.

In- School Suspension

In-School Suspension is the second step in the disciplinary process.

In-School Suspension is given to a student whose unacceptable behavior is deemed serious enough to warrant more than a detention. Behavior that warrants In-School Suspension might include, but is not limited to:

- Serious disrespect of any kind
- Repeated infractions
- Defacing school property
- Other violations at the discretion of the Principal

Probation

Probation is the third step in the disciplinary process.

Students who have accumulated multiple detentions will be placed on probation. A parent conference, to discuss the terms of the probation, is required before a student is placed on probation. Probation means that a student's behavior is monitored by the Administration. A student who continues to be a discipline problem can be suspended or expelled. Behavior that warrants probation might include, but is not limited to:

- Repeated infractions
- Multiple failures
- Lack of improvement – behavior and/or academic
- Serious violation of school rules

Suspension

Suspension is the fourth step in the disciplinary process.

Suspension is reserved for a student who has violated any of the school rules in a serious manner. A suspended student is removed from the school setting for a prescribed period of time. A suspended student is responsible for all material missed during the suspension. A suspended student and the student's parents must have a conference with the Administration to discuss the student's future status at Sacred Heart High School. Behavior that warrants suspension might include, but is not limited to:

- Repeated violations of school rules
- Violation of school rules while on Probation
- Behavior that is detrimental to the reputation of the school or to the well being of those in the school building.

Expulsion

Expulsion is the final and most dramatic step in the disciplinary process.

Expulsion refers to the immediate dismissal of a student who has violated a school rule or rules in such a grave manner that the student cannot be allowed to continue at Sacred Heart High School. Behavior that warrants expulsion might include, but is not limited to:

- Possession, use, or sale of alcohol or any controlled substance
- Possession of weapons
- Fighting
- Stealing

The school reserves the right, at any time, to suspend or request the withdrawal of any student whose conduct is deemed inappropriate or whose continued presence is considered detrimental to all concerned.

DRESS CODE

Students attending Sacred Heart High School understand upon registration that a uniform is required to be worn on each day during the academic year. Students entering the building are expected to be properly dressed. Detentions will be issued to students who are in violation of the uniform dress code and students may lose the privilege to participate in Casual Dress days. Continued violation of the uniform dress code will require a parent conference with the Assistant Principal who may place a student on disciplinary probation. A uniform dress code violation may be seen as a blatant disregard for the mission and purpose of Sacred Heart High School. All students are expected to abide by the uniform dress code and wear the uniform with pride and respect at all times.

Gentlemen

- Pants – Khaki dress pants are to be worn around the waist with a properly fitting belt. The belt must be visible at all times. Pants must be properly hemmed or cuffed; they cannot be frayed or too long. Pants cannot be oversized, ballooned, cargo, carpenter pants, jeans, work pants, shorts, or any other style that may be designated as inappropriate.
- Sweaters – The Sacred Heart High School sweater is to be worn at all times.
- Shirts – White oxford button down dress shirts are to be worn properly. Shirts must be worn tucked in at all times so that the belt is visible. No colored tee shirts are to be worn underneath the uniform shirt.
- Golf Shirts – During certain times of the academic year students will be permitted to wear the Sacred Heart High School golf shirt (**Green Only**). The shirt must fit properly and must be tucked into the pants so that the belt is visible.
- Ties – Ties must be worn with the white oxford dress shirts. Ties must be worn pulled up to the neck and the length of the tie is to be to the belt buckle.
- Shoes – Dress shoes either in black or brown must be worn at all times. Boots of any kind, sneakers, or sneaker-type shoes are not permitted.
- Boots – Students may wear black or brown boots only on days of inclement weather.
- Socks – Socks are to be worn at all times.
- Jewelry – No excessive jewelry may be worn. Earrings are not permitted under any circumstances. This includes, but is not limited to, casual dress days and formal school sponsored events. No body piercing jewelry is allowed. One chain may be worn; however, it must be worn inside the shirt. Only one ring of conventional size may be worn.
- Head Covers – A head cover of any kind is not permitted to be worn in the school building. This includes, but is not limited to, hats, headbands, sweatbands and do-rags.
- Hair and Facial Hair – Facial hair is not permitted. Students are to be clean shaven at all times. Sideburns are not to be worn below the middle of one's ears. Hair is to be neat and well groomed. Traditional haircuts are expected. Extreme hair styles and colors are not acceptable. The administration reserves the right to request students to change their haircut and/or hair color if it is deemed unacceptable for school.

Ladies

- Skirts – The Sacred Heart High School skirt is to be properly worn around the waist. The length of the kilt skirt is to be no more than 3" above the knee.
- Sweaters – The Sacred Heart High School sweater is to be worn at all times.
- Shirts – The school golf shirt (**White Only**) is to be worn under the school sweater at all times. Shirts must be worn tucked in so that the top of the kilt skirt is visible. No colored tee shirts or undergarments are to be worn underneath the uniform shirt.
- Golf Shirts – During certain times of the academic year students will be permitted to wear the Sacred Heart High School golf shirt (**White Only**) without the sweater. The shirt must fit properly and must be tucked into the kilt skirt so that the top of the kilt skirt is visible.
- Shoes – Dress shoes either in black or navy must be worn at all times. Hushpuppies are preferred. Boots of any kind, sneakers, clogs, open-toe shoes, sandals, sneaker and/or slipper type shoes are not permitted.
- Boots – Students may wear black or brown boots only on days of inclement weather.
- Stockings – Black tights are to be worn at all times.
- Knee-socks – Knee-socks, not see through knee highs, may be worn during certain times of the school year.
- Jewelry – No excessive jewelry may be worn. Only one earring is allowed per ear. The size of the earrings cannot be excessive. No body piercing jewelry is allowed. One necklace may be worn; however, it must be worn inside the shirt. Only one ring of conventional size may be worn.
- Head Cover – A head cover of any kind is not permitted to be worn in the school building.
- Hair – Hair is to be neat and well groomed. Traditional haircuts are expected. Extreme hair styles and colors are not acceptable. The administration reserves the right to request students to change their haircut and/or hair color if it is deemed unacceptable for school.

CASUAL DRESS DAYS

During the academic year on appointed days, students will be allowed to wear casual clothing to school instead of the uniform. However, students should use proper judgment with regard to the clothing selected for these days. All policies regarding jewelry, head covers, and clothing styles are still in effect. Shorts are never permitted to be worn during the school day.

Any student dressed inappropriately will be sent home.

At no time is any kind of "Body Art" to be visible. This includes, but is not limited to, body painting, tattoos (whether temporary or permanent), piercings, scarring, burning, and/or self-mutilation of any kind.

Violations will result in detention or reprimand and will, if repeated or particularly egregious, result in expulsion.

CARE OF BOOKS, SCHOOL AND PERSONAL PROPERTY

Each student is expected to take proper care of their textbooks and workbooks. All textbooks, workbooks, and study materials are to be in school each day. Books should be covered and not defaced in any way. Workbooks, with the approval of the teachers, may be marked and kept by the pupils. School desks, property, and equipment are also to be handled with great care.

Students will be assigned corridor lockers for use during the school year. These lockers are the property of Sacred Heart High School and are subject to inspection by authorized school personnel at any time. Lockers may not be switched between students for any reason without permission from the administration. Combination locks for the lockers must be purchased through the school only. All other locks will be removed immediately. Lockers are to be kept clean and neat at all times. The custody and safekeeping of belongings are the responsibility of each student. The school is not responsible for lost or stolen items; however, it is recommended that a student report any loss to his/her teacher and the school office immediately. Under no circumstance should a student leave anything of value in the athletic area locker room.

VI. GUIDANCE DEPARTMENT

It is the mission of the Sacred Heart High School Guidance Department to provide the support services necessary for each student to successfully achieve academically, emotionally, and developmentally. Our comprehensive guidance program provides counseling in both group and individual modalities, classroom guidance sessions, enrichment presentations on a school wide basis, and evening workshops for parents/guardians.

The Guidance Department is comprised of three full-time school counselors. Every counselor provides both academic and personal counseling for all students, in addition to their own primary responsibilities. The Director of Guidance oversees the entire department and develops the programs needed for student success. The College Advisor services juniors and seniors and provides assistance regarding the college planning process to both students and their families. The freshman and sophomore counselor advises on numerous topics including transitional concerns, and career exploration. Additionally there is a part-time ADAPP counselor who counsels students regarding personal matters.

Counselors advise students on numerous topics including:

- Academic advising for improving grades, enrolling in more challenging courses, etc.
- Personal counseling regarding issues such as peer relations, social concerns, family issues, substance abuse, etc.
- Developmental advising regarding post high school planning, career exploration, college planning, etc.

The College Planning Office provides programs regarding college planning and the college application process. Programs include a college fair for all high school students and their families, a financial aid workshop for junior and senior parents/guardians, a senior parent/guardian workshop that addresses graduation requirements and the college application process, and a junior parent/guardian college planning workshops.

Counselors check on the progress of students and meet with them as needed. Students are welcome to seek their counselor's assistance regarding any concerns. Counselors are also available to meet with parents/guardians and can be contacted from 8:00 a.m.-2:30 p.m. to set up appointments. Parents/guardians who wish to meet with three or more of their child's teachers can contact the appropriate counselor to arrange and facilitate the meeting. If a parent/guardian has a concern regarding one or two subject areas they are encouraged to contact that teacher directly.

VII. ATHLETIC DEPARTMENT

The Sacred Heart High School athletic program serves the purpose of offering important co-curricular activities to students. Athletic competition and participation provides students with a sense of commitment and camaraderie. Participants enjoy the physical, mental, and emotional expression that accompanies athletic participation.

All students are encouraged to try out for our teams. Participation in the athletic program is a privilege granted in return for compliance with school policies regarding attendance and academic achievement.

The Board of Education of the City of Yonkers, who maintains healthcare jurisdiction over Sacred Heart High School, requires that each year, in order for a student to participate in athletic competition, an athletic Health History Form must be completed and signed by a parent/guardian and a physical examination be done by the school doctor or their private care physician.

INTERSCHOLASTIC SPORTS

Students must pay an athletic fee for each sport they participate in. All fees must be paid before any uniform will be distributed. Students may also be denied this privilege if there is an academic or disciplinary problem.

Interscholastic (Boys):

Football	Fee= \$150.00
Basketball	Fee= \$75.00
Baseball	Fee= \$75.00
Track	Fee= \$50.00
Bowling	Fee= \$50.00

Interscholastic (Girls):

Volleyball	Fee= \$75.00
Basketball	Fee= \$75.00
Softball	Fee= \$75.00
Track	Fee= \$50.00
Bowling	Fee= \$50.00

ACADEMIC ELIGIBILITY

When a report card is issued, any student who has **two or more failures** is automatically suspended from participation in all extracurricular activities. **At the end of a two-week period the Assistant Principal will review** the student's academic progress with his/her teachers and determine whether reinstatement is warranted.

CO-CURRICULAR ATTENDANCE POLICY

The following policy applies to all students who participate in any co-curricular student activity or athletic event. Athletic coaches, moderators, and the Athletic Director work with the Assistant Principal in carrying out this policy.

If a student is absent on a Friday, he/she is ineligible to participate in co-curricular activities on Friday, Saturday and Sunday.

If a student is absent following a weekend co-curricular event, in the absence of a doctor's note, he/she is ineligible for the next game, match or contest.

If a student is absent on the day following a weekday co-curricular event, in the absence of a doctor's note, he/she is ineligible for the next game, match or contest.

If a student is absent from school on the day prior to a vacation, he/she is ineligible from practicing, playing or scrimmaging until school resumes.

If a student is absent on the day of a game, contest, scrimmage or practice, he/she is ineligible to participate that day.

If a student is late to school, (after 11:00 AM) he/she will be ineligible to participate in co-curricular events that day.

If a student leaves school before 1:00 PM, he/she will be ineligible to participate in co-curricular events that day.

SPECTATOR CONDUCT

Students are reminded that being a "Sacred Heart Student" requires appropriate behavior at all athletic events. Students and parents should cheer for Sacred Heart High School, never root against or mock opponents. Be considerate of opposing players, fans, coaches and officials. The behavior of opposing fans should never be used as an excuse for rude or obnoxious behavior. Remember all rules of conduct apply at athletic events on or off campus. Unacceptable sportsmanship or behavior will result in removal from the athletic event and a referral to the Assistant Principal's office.

VIII. HEALTH SERVICES, MEDICAL FORMS, AND EMERGENCY CARE

Forms for medical history, physical, and emergency care are provided by the school and must be returned to the school health office at the beginning of the school year. These forms are designed to provide information for the care of the student in case of illness or accident.

A physical examination is mandated by the State of New York for students in grades 9 and 10 and recommended for students in grades 11 and 12.

The school health services provide an annual check-up in the following areas: visual, auditory, weight, measurement, and screening for possible scoliosis (spinal curvature).

The school nurse should be notified in writing of any physical impairments or problems that relate to the proper care of each child. Students who are required to take medications **MUST** leave all medication in the health office. No student is to carry or administer medication to themselves unless he or she has a signed self-medication release form from the family doctor and parent. Permission in writing is **REQUIRED** for medication to be administered by the school nurse from the parent as well as the family physician each year. No staff other than the school nurse or administration is allowed to administer medication of any kind.

Injuries suffered by a student on campus **MUST** be reported to the supervising teacher and nurse immediately. If any injury is serious, parents and/or their family doctor will be contacted prior to any professional treatment. Parents are required to provide the school with telephone numbers where they and their family doctor may be reached in case of any emergency.

IX. GENERAL INFORMATION

DAILY SCHEDULE

School Building Opens	-	-	-	7:30 a.m.
Homeroom Begins	-	-	-	8:20 a.m.
Classes Begin	-	-	-	8:30 a.m.
Dismissal	-	-	-	2:30 p.m.

SCHOOL OFFICE

The school office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. All telephone calls and requests for appointments with faculty members are to be made during these hours.

Office telephone number	(914) 965-3114
Office fax number	(914) 965-4510

SCHOOL CALENDAR

The official calendar of Sacred Heart High School lists all holidays, test days and events. Any changes will be noted in the monthly calendar.

SCHOOL CLOSING

On the web:	www.sacredhearths.net
On the radio:	WFAS 103.9, WCBS 880, WINS 1010, WFAS 1230, WWOR 710
On the TV:	WNBC – Channel 4 News 12 Westchester Fox News – Channel 5

Please do not call the school or rectory.

SCHOOL VISITORS AND TELEPHONE MESSAGES

All visitors must report to the school office. No parent or other visitor may go directly to the classrooms or cafeteria during school hours. Forgotten lunches, books, etc. are to be brought to the school office and your child will be notified. Students in their classrooms must not be disturbed.

Students may not use cell phones during school hours. Messages will be taken in the school office in cases of real emergencies. A student phone is located in the main office. Students may use the phone during school hours only with the permission of a teacher or administrator.

IDENTIFICATION CARDS

Each student is issued a picture identification card through the school. All freshmen and transfer students receive the I.D. card free of charge. If the original I.D. card is lost, a replacement card can be purchased for \$10.00. Identification cards are to be carried at all times. Failure to produce the I.D. card when requested may result in disciplinary action.

PARKING

Parking on school grounds is a privilege reserved for seniors who assume responsibility for compliance with parking regulations.

Violations will result in the immediate revocation of parking privileges.

1. All cars must have a school-parking sticker that can be purchased at the school for \$15.00.
2. All students must provide correct documentation when applying for parking.
3. All cars will be parked in the designated parking area. Parking in front of the school building is prohibited and subject to a fine from the Yonkers Police Department.
4. Entering and exiting regulations will be followed.
5. Students with parking rights MUST enter the school building through the main entrance.

FIRE DRILLS

The signal is the repeated ringing of the fire alarm bell. Quickly, silently, and in an orderly manner, students will leave the building by routes indicated by the teacher. Silence must be maintained at all times.

ASSEMBLIES AND LITURGIES

From time to time the student body assembles to mark special events. Honors/awards assemblies are held after each marking period when students who have achieved first and second honors as well as students who have shown extraordinary effort in their work are recognized. Other educational assemblies are held throughout the school year to help foster student learning.

Liturgies and prayer services are coordinated and celebrated by the Sacred Heart community and the school Pastor. The spiritual and religious nurturing of the students is an integral part of their development and ample opportunity is provided for them to participate in the Sacramental life of the Church.

X. THE SPIRIT OF SACRED HEART

We at Sacred Heart High School take pride in the many special events that are part of our school year. They allow students, parents, and the faculty to meet with one another on an informal basis.

The Back to School Barbecue is our traditional year-opener, followed by our Homecoming Football Game, Back to School Night, and the Annual Pep Rally. Our students participate in the Eucharistic Liturgy and Prayer Services at Thanksgiving, Christmas, Lent, and other times deemed appropriate by the administration. The generosity of Sacred Heart students cannot be exceeded! The students participate in the collection of gifts and food for less fortunate people during the holiday seasons.

Sacred Heart has been many things to many people. A student who graduated from Sacred Heart High School remarked: "Every building has a spirit, the spirit of people who have lived there and worked there. The spirit of our school is more significant than most - for what happens within a school's walls is likely to affect many of its students for the rest of their lives." The sights and faces of SACRED HEART will live on in our generations of alumni.