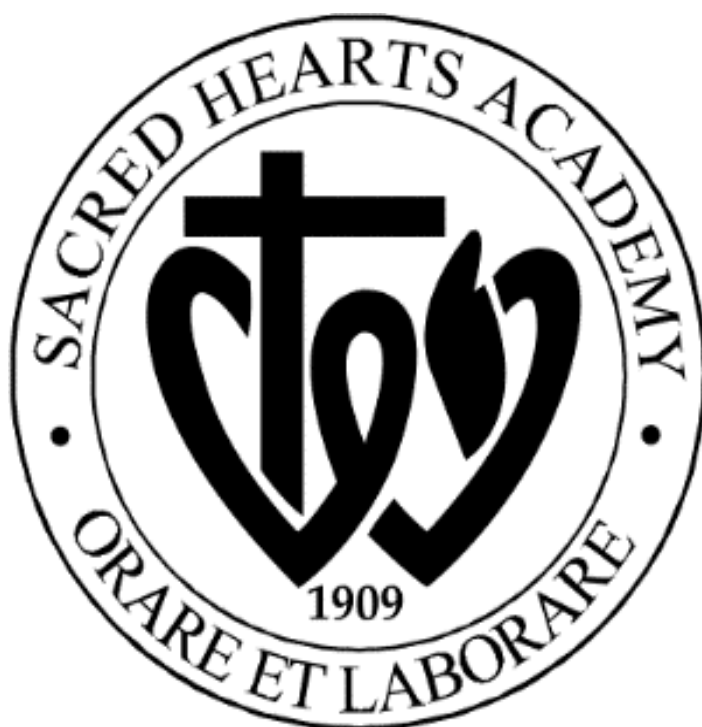


SACRED HEARTS ACADEMY



**STUDENT HANDBOOK GRADES 7–12
2024-2025**

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ALMA MATER

True children of the Sacred Hearts
Loving thee SHA
Our dear Alma Mater we fondly hail
With cheers of joy as we say:
“One heart, one soul, in all we do,
Grateful and loyal too,
Most proud of our colors with love we hold
Our cherished White and Gold!”

We love thee, dear Alma Mater;
All our lives we will endeavor
To uphold your lofty standards,
Thy motto will guide us forever.

Loving children then we will be,
Far and near surely you will see
Each of us striving most earnestly
In sorrow or joy to be, faithful to thee.

SCHOOL MOTTO

Orare et Laborare: To pray and to work

SCHOOL COLORS

White and Gold

HISTORY & PHILOSOPHY

Congregation of the Sacred Hearts Pacific Province

The Congregation of the Sacred Hearts of Jesus and Mary, a religious order of men and women ministering together, was founded by Pierre Coudrin and Henriette Aymer de la Chevalerie in Poitiers, France on Christmas Eve, 1800.

Born in 1768, Pierre Coudrin attended the University of Poitiers. By the time Coudrin was ordained in 1792, the French government decreed that all religious orders be suppressed and all seminaries closed, forcing the religious to minister in secret. Coudrin went into hiding for six months. During this time he had a vision to found a Congregation where men and women worked for education, reparation and renewal in light of the Gospel.

Henriette Aymer was born in France in the late 18th century. She and her mother had been imprisoned and sentenced to death for harboring fugitive priests during the time of the French Revolution but were released.

In 1825, the Congregation responded to a request of Pope Leo XII for missionaries to Oceania. In 1827, the Priests and Brothers went to Hawaii and later to other Pacific islands. The first group of ten Sisters destined for the islands were lost at sea aboard the *Marie Joseph* together with fifteen other Brothers and Priests of the Congregation. The Sisters arrived in Hawaii in 1859.

Today, through the missionary zeal of its members, of which a noteworthy exemplar Blessed Damien de Veuster, the Brothers and Sisters of the Congregation of the Sacred Hearts of Jesus and Mary are present in 40 countries and on all continents. The headquarters of the Sisters in Hawaii is the administrative center of the Pacific Province serving communities of the Sisters in Hawaii, New Mexico, and Massachusetts.

History of the Academy

Sacred Hearts Academy is the educational center of the Sisters of the Sacred Hearts. The Sisters arrived in the islands on May 4, 1859 and on July 9 of the same year opened Sacred Hearts Convent, a boarding and day school for young women, at the Catholic mission on Fort Street.

In 1909, Bishop Libert Boeynaems, SS.CC., asked the Sisters to establish a Catholic secondary school for women in Kaimuki. Sacred Hearts Academy welcomed its first 75 students and 19 boarders on September 12, 1909. Within a short time, the school expanded to include young women from kindergarten to the twelfth grade.

In addition to the Convent and the Academy, the Sisters opened an orphanage, St. Anthony's Home, in 1909. They began St. Patrick School, Kaimuki, in 1930; St. Theresa School, Liliha, in 1931; Our Lady of Peace School, Nuuanu, in 1933; and Immaculate Conception School, Lihue, in 1951. All of these institutions have provided Excellent Catholic education to thousands of young people.

For various reasons throughout the years, the Sisters have passed on the administration of most of these schools to others. In 1986, they made a decision to consolidate their educational efforts at Sacred Hearts Academy which continues a commitment to quality Catholic education for women.

Mission

Sacred Hearts Academy is a Catholic college preparatory school which provides girls and young women an exceptional education, the experience of God's compassionate love revealed in the Hearts of Jesus and Mary and the inspiration to become leaders for the communities and the world.

Philosophy

The Academy is committed to the student whose growth as a person is central to all its endeavors. It is an independent Catholic elementary and high school for girls from preschool to grade 12. It offers a college preparatory education to students with varied academic abilities, needs, religious traditions and socioeconomic backgrounds. As a Catholic school, the Academy is rooted in the teachings and traditions of the Catholic Church.

As a Sacred Hearts school, the Academy promotes the ideal of living in and loving the world as Jesus and Mary did.

The Eucharist in all its dimensions is a vital part of the educational process and is best expressed in respect for people and the building of community.

Parents are partners in the education of their children and, together with faculty, staff, students, administrators and alumni, are encouraged to work to build a community which witnesses God's love in the world.

Through its educational programs, the Academy challenges students to grow in understanding and appreciation of their human worth, to take responsibility for their own development, and to care for the world in which they live.

LICENSING AND ACCREDITATION

Licensing

Sacred Hearts Academy is fully licensed by the Hawaii Council of Private Schools and Hawaii Catholic Schools to operate as a private institution of learning in the state of Hawaii. It is also licensed by the Department of Human Services to operate an Early Learning Center and an After School Care Center.

Accreditation

Sacred Hearts Academy is fully accredited by the Western Association of Schools and Colleges (WASC), the Western Catholic Education Association (WCEA) and the Hawaii Association of Independent Schools (HAIS).

ACADEMIC INFORMATION

Student Learning Expectations

Sacred Hearts Academy expects that a graduate will be a:

Compassionate and morally upright individual who:

- Implements Christian values in her life
- Is accountable for her actions
- Respects and accepts others as they are
- Deals honestly, fairly, civilly and humbly with others
- Understands the teachings of the Catholic Church
- Demonstrates understanding of the school's philosophy

Responsible citizen who:

- Respects the individuality of others and appreciates cultural diversity
- Fulfills her obligations to family, school, work and the larger community by setting appropriate goals, working diligently, fulfilling commitments and giving of her talents in service to others.
- Cares for all living things and the environment
- Demonstrates self-discipline, determination and perseverance
- Recognizes her God-given talents and cooperates and collaborates with others
- Shows initiative by taking leadership roles
- Believes in and promotes a just and peaceful society

Lifelong and self-directed learner who:

- Has mastered the critical thinking and academic discipline skills needed to succeed in higher education and life.
- Reads, writes and speaks with clarity.
- Embraces technology as a useful tool to locate, analyze and communicate information.
- Understands that learning involves a willingness to take risks.
- Recognizes and appreciates the value of performing and visual arts.

Bell Schedule – SY2024-2025

School Starts at 7:40am

TIME	Monday	MIN	TIME	Tuesday	MIN	TIME	Wednesday	MIN	TIME	Thursday	MIN	TIME	Friday	MIN
7:40-8:00 a.m.	FLAG	15	7:40-8:00 a.m.	FLAG	15	7:40-8:00 a.m.	FLAG	15	7:40-8:00 a.m.	FLAG	15	7:40-8:00 a.m.	FLAG	15
8:00 - 9:00 a.m.	Advisory	60	8:00 - 9:25 a.m.	5	85	8:00 - 8:45 a.m.	Advisory	45	8:00 - 9:25 a.m.	5	85	8:00 - 9:00 a.m.	Advisory	60
9:05 - 10:05 a.m.	1	60	9:25 - 9:45 a.m.	BREAK	20	8:45 - 9:00 a.m.	BREAK	15	9:25 - 9:45 a.m.	BREAK	20	9:05 - 10:05 a.m.	1	60
10:05-10:25 a.m.	BREAK	20	9:50 - 10:50 a.m.	ACP	60	9:05 - 10:05 a.m.	1	60	9:50 - 10:50 a.m.	ACP	60	10:05-10:25 a.m.	BREAK	20
10:30 - 11:30 a.m.	2	60	10:55-12:20 p.m.	6	85	10:10-11:10 a.m.	2	60	10:55-12:20 p.m.	6	85	10:30 - 11:30 a.m.	2	60
11:35 a.m.-12:35 p.m.	3	60	12:20 - 1:00 p.m.	LUNCH	40	11:10 - 11:30 a.m.	BREAK	20	12:20 - 1:00 p.m.	LUNCH	40	11:35 a.m.-12:35 p.m.	3	60
12:35-1:25 p.m.	LUNCH	50	1:05-2:30 p.m.	7	85	11:35-12:35 p.m.	3	60	1:05-2:30 p.m.	7	85	12:35-1:25 p.m.	LUNCH	50
1:30-2:30 p.m.	4	60				12:40-1:30 p.m.	4	50				1:30-2:30 p.m.	4	60

High School Graduation Requirements

Semester Course = ½ Credit

Year Course= 1 Credit

Technology	0.5	1 Semester
English	4.0	8 Semesters
Visual or Performing Arts	1.0	2 Semesters
World Language	2.0	4 Semesters
Mathematics	3.0	6 Semesters
Physical Education	1.0	2 Semesters
Theology	4.0	8 Semesters
Science	3.0	6 Semesters
Social Studies	3.5	7 Semesters
Electives	2.0	4 Semesters
Total Credits	24.0	

Grading System

The grading system is as follows:

Grade	College Prep	Honors	AP	Percentage
A	4.0	4.5	5.0	100- 93
A-	3.7	4.2	4.7	90-92
B+	3.3	3.8	4.3	89-87
B	3.0	3.5	4.0	86-83
B-	2.7	3.2	3.7	82-80
C+	2.3	2.8	3.3	79-77
C	2.0	2.5	3.0	76-73
C-	1.7	2.2	2.7	72-70
D+	1.3	1.8	2.3	69-67
D	1.0	1.5	2.0	66-63
D-	0.7	1.2	1.7	62-60
F	0.0	0.0	0.0	59-0

Honors Status

The minimum Grade Point Average required for:

- The President's List is 4.00.
- The Honor Roll is 3.80 – 3.99.

Honors at graduation is a 3.8 cumulative GPA or higher or membership in the National Honor Society

Assignment of Grades

Normally, the assignment of a grade by a teacher is final. In those instances where the student or the parents dispute a grade, a meeting will be held with the student, parents, subject teacher, and the Upper School Principal so that the student's work can be thoroughly reviewed. Upon completion of the meeting, the Upper School Principal and the teacher will make a final decision regarding the

grade.

Semester Grades

Only the semester grades are recorded on the official transcripts, and they are based on:

- 80% on the 1st or 2nd semester grades
- 20% on the final exam/project grade for 1st or 2nd semester

Course Credit Policies

1. Any withdrawals must be made during the designated course withdrawal period of the first 10 days of the semester and the Schedule Change Request form with all the signatures must be completed.

Students who withdraw from a course after the first 10 days of the semester will need approval from the Upper School Principal and a signature from the parent/guardian. The student will receive a “W” for the course on their transcript.

2. A student will not receive credit in World Language, English, Math and/or Science if an F grade was received in the 2nd semester. An F grade for the 2nd semester results in a failure for the year and will need to repeat the course. Some courses require a grade of C or better to advance to the next level.
3. Any student who fails at least one **required** credit in her senior year will not receive her diploma until the course is satisfactorily completed. The course must be taken and passed during the current year’s summer session. However, the student may be allowed to participate in the graduation ceremonies if she lacks no more than one of the 24 required credits. If a graduation requirement is not completed by July 31st, the transcript will clearly reflect “non-completion” of course and a diploma will not be issued, nor will a transcript be generated.

Final Course Assessments

Final assessments are given at the end of each semester, in December and in May. The last three days of the semester are designated exam days. Some classes may have final performances and/or projects that count as the final exam.

Students are required to attend their scheduled exams. Due to the importance of final exams, parents are asked not to schedule vacations and trips during the published exam dates. Requests for exams to be taken before the published exam dates cannot be accommodated. Should a student not take the final exam, the student forfeits 20% of their semester grade.

Fall: December 18, 19, 20

Spring: May 19, 20, 21

Testing Programs

Sacred Hearts uses three testing programs to assist in college admissions and career counseling.

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and the PSAT 7-9 is used to familiarize students with the Scholastic Aptitude Test. The PSAT/NMSQT is a qualifying test for the National Merit Scholarship Program for juniors. The test is usually administered in October.

Scholastic Aptitude Test (SAT) and the American College Testing (ACT) are used for college admissions purposes by universities and colleges throughout the nation. They are administered at off-campus test sites to students. Students normally take the test in spring/summer of their junior year and Fall of their senior year. Due to the current pandemic, the Academy is able to schedule the SAT school-day test on campus.

Academic Support

Although FACTS allows for web-based access for assignments and current grades at any time for parents, guardians and students, the Academy monitors the academic progress of students every two weeks.

The Counselors check student grades to ensure that academic expectations are being met. If a student has multiple D's and/or F's the student will be monitored through the academic support process.

The school will assist in providing tutorial help for any individual student. Tutoring schedules are coordinated by the teachers and counselors and information is given to the students in each course. Tutoring is often available during ACP time, lunch and after school or during office hours of a specific teacher. Peer tutoring by National Honor Society members is also available by appointment only via counselors.

If necessary, parents are asked to confer with the counselor and/or the teacher for recommendations and help in securing private tutorial assistance with their daughter. Financial arrangements are to be made between the tutor and the parent. As a rule, teachers do not tutor their own students for remuneration.

Academic Collaboration Period (ACP)

Academic Collaboration Period (ACP) is for Upper School students on designated days and times. ACP is a designated study time for:

- **used for academics: making up work, tests, quizzes**
- **conferencing with teachers; tutoring, re-teaching (if applicable)**
- **conferencing with counselors: academic, behavioral, or social emotional discussions**
- **collaborating with peers: group work, project planning and execution**

The Student Center is not available for use.

Middle School and Grade 9 will report to advisory. Grades 10-12 will report to advisory to check in and let the teacher know where they will be going to study (Library, tech lab, classroom, etc). Faculty and staff will aid students who need help getting used to ACP. Attendance will be taken by advisory teachers.

Students on academic probation or students who need required tutoring times, will be given instructions and guidelines to follow.

No student is allowed off-campus during this period. Food/drink delivery will not be allowed to be picked up during ACP.

Advisory Program

The Sacred Hearts Advisory Program begins in 7th grade and continues through the students' senior year. Advisory nurtures compassion and moral responsibility; personal, social, and emotional development; community building; and academic skill development.

Advisory classes are led by faculty and counselors who serve as students' mentors and advocates. The faculty and counselors are called advisors. Students develop supportive relationships with these advisors and their peers within the advisory. Advisories become a safe space where students can try out new ideas and explore their own identities. In the process, they cultivate a sense of self--academically, emotionally, and socially.

The advisor is not expected to be an expert on adolescent development or mental health. Administrators and school counselors are all available for consultation and support. The Director of Student Activities provides oversight for the Advisory Program.

Early College/Dual Enrollment Program

A partnership with Chaminade University of Honolulu

Structure of Early College (EC) program.

The EC program is a cohort based program that begins in the summer prior to the start of a student's junior year. Students take dual-credit courses concurrently with their Sacred Hearts courses to fulfill both their high school graduation requirements and an Associate of Arts degree from Chaminade University.

Prospective Early College Student

The next opening for the early college program is for the Class of 2027 cohort. Eligibility includes but is not limited to a student's current math sequence, citizenship grade, and academic history. All students are encouraged to speak with their grade level counselor to see if the program could be a good fit for her.

Students interested in the Early College program and their parents/guardians should attend the Fall

2024 informational session to learn about the program, its benefits, and requirements.

Admission to the program is determined by a committee of faculty and staff. Students will be notified if admitted or waitlisted. If accepted, students are required to meet with their counselor to go over their four year plan and post-secondary goals prior to accepting their place in the program.

Financial Impact

Currently, participation in the EC program is at no additional cost to students with the exception of books and fees.

Completion of the program may result in cost savings. Students may utilize the credits earned in the program to continue their education at Chaminade University or transfer to another institution. This may result in graduating early from their selected school. Transfer policies will vary, so it is important for students and families to thoroughly discuss with a counselor if this program is the best fit for a student's goals.

Beginning college courses in high school may impact a student's future federal financial aid. Students and families are encouraged to speak with the college counselor to understand how this may affect their personal circumstances.

Academic Expectations

Students in the early college program are both high school students and college students simultaneously. Thus, a mature attitude and sense of responsibility is required. College courses may demand additional time for completing assignments or preparing for assessments than what students are accustomed to. Students should practice good time management and study skills and reach out to support available if needed. The program demands a high level of commitment. Students and families should consider the time required for additional extracurricular activities as well when applying to the program.

Dual credit grades affect both high school graduation requirements and college degree requirements. A grade of "F" may affect a student's graduation status. In addition, it can affect future college admissions and future federal financial aid eligibility.

Conduct Expectations

Students are required to adhere to ALL Sacred Hearts Academy and Chaminade policies. Conduct violations may result in consequences as outlined in the student handbook and can include dismissal from the Early College program.

Attendance

Students and families are encouraged to review both the Academy and Chaminade university calendar. Early College courses may occur during a scheduled Academy break and attendance is required. Students can check their course syllabi or talk to their professor about any conflicts that arise.

Although the Chaminade semester ends prior to the Academy semester, daily attendance is still required. Students will be given instructions by the Early College coordinator as necessary.

Parents are still required to notify the Academy attendance office if their child will be absent.

NCAA Eligibility

Current student's college athletic eligibility is not affected by their enrollment in the Early College program.

STUDENT ACADEMIC RECORDS

Student Records Policy

Privacy rights of parents and students require care in the keeping of student records and caution in the use of them. For this reason, the Academy has established procedures to guarantee confidentiality while providing reasonable access to authorized persons.

Student records are those containing information on the individual students that are kept for second party review. Most important is the transcript which has academic grades and standardized test scores.

Student records are personal and confidential and shall be available only to the student, her parents and authorized persons of the school as indicated by Administration. Student record information shall at no time be given on the telephone.

Parents must make arrangements with the Registrar for the transfer of records to other secondary schools, colleges or to prospective employers.

Report Cards Procedures

Teachers maintain records of tests, quizzes, semester examinations, daily class participation, assignments, special projects, and attendance. Parents who have concerns should contact the teacher first and then the counselor.

The report card is a record of the student's progress in the different subject areas. It also records absences and tardies per subject class. Report cards are available online via the FACTS portal.

1. Grades are live and available to view daily via the FACTS portal. Grade checks occur every two weeks after the first month of the semester.
2. An "Incomplete" is given only in cases of sickness or other emergencies which justify non-completion of the course at the usual time. Arrangements are made between the student, teacher and counselor. The Upper School Principal is informed and must approve. An "Incomplete" grade will become an F if the work is not made up within a two-week period.
3. Consistent D, F or Incomplete grades mid-way through the semester will result in a scheduled parent meeting with the respective teachers and counselor.
4. Students who have a current GPA below 2.0 will be placed on academic probation the following semester.

Parent-Teacher-Student Conferences

Parent-Teacher-Student conferences take place in both the fall and spring semesters. Parents of students who receive D, F or Incomplete grades in two or more classes will be scheduled for a parent-teacher-student conference involving all her subject teachers, counselor and the Upper School Principal. Conferences will be held in-person during a scheduled appointment.

Fall Semester: Wednesday October 16, 2024

Spring Semester: Wednesday March 26, 2025

Parents wanting to schedule a conference with a specific subject teacher or counselor anytime during the school year may do so by appointment only. Please email the counselors and teachers directly to make an appointment.

Academic Probation

A student will be placed on academic probation when she is not achieving sufficient academic success to warrant continued matriculation. In such cases, a period of time will be established, and an academic plan will be created whereby the student must demonstrate significant improvement. No improvement may result in dismissal from the Academy. The student and her parents will be notified in writing by the Upper School Principal when the student is placed on academic probation.

Although each student will always be evaluated on an individual basis, the basic guidelines governing academic probation are as follows:

1. A student who has failed one or more subjects or whose GPA is below 2.0 can expect to be placed on academic probation. A student who has been placed on academic probation must obtain a 2.0 the following semester. A parent/teacher/student conference will be set up should a student fail to make a semester GPA of 2.0 to discuss options which may include dismissal.
2. A plan must be established with the counselor to discuss failing grade(s) in any semester during the academic year. Grades must be made up before the students readmitted the following August.
3. If a student is dismissed for academic reasons, consideration for re-admission to the Academy may be given by the administration after one academic year at another school, unless otherwise specified at the time of dismissal. Consideration for readmission is based on the student satisfactorily demonstrating, in another school environment, improvement in her academics.
4. Students on academic probation are restricted from holding leadership positions in any school organization or activity, to include participating in athletics (practice and play).

Release and Transfer

When a student transfers from the Academy to another school, a complete transcript of her grades,

test scores and health record are forwarded as soon as requested by the new school. The Registrar processes the release of the student.

ATTENDANCE AND TARDINESS

Absences

The Academy is responsible for students during school hours; however, it is the responsibility of the parents to see that their children are faithful in attendance and that they arrive to school on time. The school depends upon the cooperation of parents and guardians in the matter of attendance and expects that they will schedule medical and dental appointments, activities and other commitments during non- school hours.

The Academy emphasizes the importance of being in school every day. **Students who miss more than 10 school days per subject class per semester for non-emergency, non-school related affiliated events will not receive credit for the course.**

At the 6th absence of a subject class in the semester, parents and student may receive a letter of warning from the Upper School Principal.

On the 10th absence of a subject class in the semester, parents may be required to meet with the Upper School Principal to determine a plan of action if the student is to remain at the Academy.

Absentee Policy

Should it be necessary for a student to be absent, it is the responsibility of the parent to call the Attendance Office by **7:40 a.m at 808-734-5058, ext. 248**. Parents may also email the School Health Coordinator at **attendance@faculty.sacredhearts.org**. Voice mail or email messages may be left 24 hours a day.

If a student is absent on consecutive days, the parent must **call each day**. If a student is absent **3 or more consecutive school days for all class periods due to poor health**, she must present a **doctor's note** supporting the absence to the Upper School office when she returns to school. It will be routed to the School Health Coordinator.

All absences are listed on the daily absentee list, and except for those authorized by the school office, appear on the student's report card and permanent records.

Extended Absences

For an extended absence, with the exception of illness, **notification in writing** must be given to the Upper School Principal **at least two weeks in advance**. The Upper School Principal will notify the counselor who will then notify the teachers in writing concerning the impending absence. Extended absences include sports travel not sponsored by the school, college tours not sponsored by the school, family vacations and recruitment trips. An extended absence will be considered an unexcused absence. It is highly recommended that a trip be scheduled well in advance and taken during days and/or months that school is not in session. The student will work with the teachers to complete make

up work.

Semester exams occur on the last three days of the semester (fall and spring).

Students who miss the semester exam due to an extended absence may receive a 0 (equivalent of 20% of the final semester grade). Semester exams scheduled for the last three days of the semester will not be given prior to that time. It is recommended that a trip be scheduled and taken after semester exams.

Permission to Leave School

A student feeling ill during the day must secure a pass from the classroom teacher and report to the Health Room. The School Health Coordinator will then call the student's parent or guardian and secure permission for her to leave school. If a student plans to leave school early for personal reasons, the Upper School Administrative Assistant must be notified by 8:00 a.m. by phone call or email (mlucas@sacredhearts.org). Appointments with doctors and dentists should be made during non-school hours. Parents must sign the student out of the health room or Upper School front office. If the student is a licensed driver, verbal permission from the parent or guardian must be obtained before the student is released to drive home.

Tardiness

A student is considered tardy **to school if she arrives on campus after 7:40 a.m.** If a student is tardy, she should report to the Upper School front office. She will receive a pass that she will turn in to the teacher. She is considered tardy **to her subject class** if she is not present and ready at the start time of the class. Students arriving after 20 minutes from the time the class has begun will be marked absent. Parents/guardians will be informed about six tardies in a subject class and may result in the ineligibility to participate in school-related activities including Athletics (the Athletic Director will be consulted and will dictate the duration of time the athlete will miss), concerts, performances and competitive activities.

Truancy

Truancy is the act of failing or refusing to attend school. Failure to report a student's absence will deem the absence as truancy.

Kaimuki Shopping Center, McDonald's and other neighboring businesses contact Honolulu Police Department and Sacred Hearts Academy when a student is roaming their business without school approval during school hours. Parents/guardians will be contacted if this occurs.

If it is evident that truancy is an issue, a meeting will occur with parents/guardians, counselor, and the Upper School Principal to resolve the issue. Habitual truancy may require the assistance of civil authorities (Honolulu Police Department). Consequences could be up to dismissal from the Academy.

HEALTH POLICY

Every student entering grades 7, 9 or 11 and any new student is required to have a physical and an updated immunization record. A tuberculosis test is required for all new students. The Department of Health requires that a student who has a communicable disease be excluded from school until notification from a physician is received allowing her to return to school.

The Department of Health requires that a student who contracts any of the following diseases be excluded from school:

<u>Disease</u>	<u>Exclusion from school:</u>
Chicken Pox	For 1 week after eruption first appears (or until lesions are crushed)
Conjunctivitis/"Pink Eye"	For duration of acute infection
COVID-19	Five-day isolation period
Hand, Foot, Mouth	Cleared of rash (skin is clean, dry, and not weeping) and signs of illness has been improved.
Influenza	For 3 days after onset of illness
Measles	For 4 days after rash appears
Mumps	For 9 days after salivary gland swelling begins
Rubella (German Measles)	For 7 days after rash appears
Scabies	For 1 day after treatment is completed
Strep throat/Scarlet Fever	For 2 days after the start of antibiotic treatment Active
Mono (Mononucleosis)	Until authorized to return by physician
Active Tuberculosis	Until authorized to return by the DOH
Ukus (Head lice)	Students will be allowed to finish the school day, receive appropriate treatment, and then return to school.

Parents should call the Department of Health regarding any problem involving communicable diseases.

Illness

Sick students should not report to school. The School Health Coordinator administers to the students who become ill during the school day. If it is determined that the student cannot stay in school, the health coordinator will contact parents. Once parents are contacted, they should come to pick up their child as soon as possible, no later than an hour from the time the health coordinator calls. Sick students may not leave campus without Health Room approval. The school must have verbal permission from the parent/guardian for a licensed student to drive home or for another adult to pick up the student.

If a child is sick, parents are instructed to keep her at home to prevent other children from getting sick. In order to return to school, the student must be fever-free for at least 24 hours without the usage of fever-reducing medication and symptoms have improved. An absence of three days or more requires a medical clearance to return to school. The medical clearance will need to be submitted to the health room.

Emergency Medical Care

If a student needs emergency medical care, the School Health Coordinator will call a parent. The school administrators will determine if an ambulance must be called. The student will be taken to the nearest medical treatment facility unless the student's parents have directed the medical personnel to do otherwise.

STUDENT BEHAVIOR AND CONDUCT

Expected Standards of Conduct

All Sacred Hearts Academy students are expected to uphold the mission of the Academy and be good representatives of the school **whether on campus or off campus**.

Student Behavior at Mass

The greatest action we can do on earth is to join in the prayer of Jesus, who offers himself to the Father at Mass. This is why as a Catholic school, all students are required to attend Mass. Our school liturgies are held every First Friday of the month. Special liturgies are also scheduled throughout the school year.

Students are expected to participate fully in the liturgy. The Academy has certain basic guidelines for behavior at our school liturgies which all students must follow.

- Come to school in complete uniform/attire (white skirts for First Friday Mass).
- Refrain from bringing any food, water bottles and cell phones to Mass.
- Be seated with their homeroom and division by the time Mass begins.
- Participate fully in the liturgy by singing and reciting the proper responses during the Mass.
- Upon entering, students should refrain from excessive talking and loud noises.
- Be respectful of other students, faculty and staff, and guests who attend the Mass.
- Follow the instructions given by the worship leaders and ushers during Mass.

Infractions will be given if guidelines are broken.

Dress Code

Students are expected to be well groomed and neat at all times and should be proud of their uniform and how they look. Uniforms should be kept in good repair and should be washed, ironed and presentable.

Full Blue Uniform (everyday school attire)

- Blue uniform skirt no shorter than 2" above the knee
- White uniform blouse with collar and cuffs should be clean and pressed
- Tie with proper knot and only school-issued pins
- Closed toe black non-patterned shoes with white or black laces. Shoes must be lower than the

ankle bone. Shoes may have a minimum amount of colored trim. The back of the shoe **may not** be worn under the heel. No crocs like shoes.

- Academy logo or solid plain white socks must cover the ankle and may go as high as the student's knee. Socks must be visible.
- Optional Black or navy blue tights only with no patterns. No leggings.

Formal White Uniform (Mass and special functions)

- White uniform skirt no shorter than 2" above the knee - No bright colored shorts or under garment under the skirt. Academy logo bike shorts are acceptable.
- White uniform blouse with collar and cuffs should be clean and pressed
- Tie with the proper knot and only school-issued pins
- Closed toe black non-patterned shoes with white or black laces. Shoes must be lower than the ankle bone. Shoes may have a minimum amount of colored trim. The back of the shoe **may not** be worn under the heel. No crocs like shoes.
- Academy logo or solid plain white socks must cover the ankle and may go as high as the student's knee. Socks must be visible.

Optional Friday Attire

- Navy blue collared uniform polo shirt with Academy logo
- Khaki knee-length uniform school shorts or khaki uniform school pants
- Closed toe black or white non-patterned shoes with white or black laces. Shoes must be lower than the ankle bone. Shoes may have a minimum amount of colored trim. The back of the shoe **may not** be worn under the heel. No crocs like shoes.
- **This option is not available on first Friday Mass days.**

Optional Aloha Friday Attire

- Dresses at least 2" above the knee or Aloha print pants
- Minimum 2" straps (no low cut front/back) on blouses or dresses
- No crop tops, no midriff showing
- Closed toe shoes or sandals with back strap only, no crocs, slides,
- Maximum 2" pumps/wedges
- Slit no higher than 2" above the knee
- **This option is not available on first Friday Mass days.**

Optional Lancer Gear (last Friday of the month only)

- Lancer blouse (no Lancer tank tops) from the Lancer Locker; other Sacred Hearts Academy shirts are not acceptable as an option (students will be asked to change out of the shirt or will receive a consequence)
- Khaki knee-length uniform school shorts or pants or appropriate blue jeans
- Closed toe black non-patterned shoes with white or black laces. Shoes must be lower than the ankle bone. Shoes may have a minimum amount of colored trim. The back of the shoe **may not** be worn under the heel. No crocs like shoes.

Outerwear

- **Sweaters** – Navy blue or black button-down uniform cardigan with school logo.
- **Jackets** – Navy blue or black snap-down uniform jacket with school logo, or any school-related jacket that has been approved by the administration (ex. Sports, class and/or club). **No**

hoodies of any type.

- **Blankets** - Only school logo blankets are allowed in class.

Performing Arts and Physical Education attire

- Students may come to school in their dance uniform if their class is the first class of the day (Period 5). For all other periods, students should change before the start of the class. All students must change back into their school uniform. Only students whose Performing arts or P.E. class is at the end of the day, will not need to change and may wear their attire home.
- Performing Arts and P.E. attire will be specified by the teacher.

Uniform and Grooming Reminders

- Students will be asked to remove any non-school regulated uniform items to include jackets, hoodies, footwear, and blankets. If the student has been asked to remove the item but does not do so, she will receive a consequence and the item will be taken from the student. The student may pick up the item at the end of the school day. Habitual disregard of the school uniform expectations will result in a meeting with parents/guardians and administration.
- For the safety of all students, CROCS, rubber slippers, sandals or unapproved footwear is unacceptable. Students will be asked to change out of the footwear and will receive a consequence. Habitual disregard of the school uniform expectations will result in a meeting with parents/guardians and administration.
- If a student has a foot injury and must wear slippers, a doctor's note is required. She must submit her note to the School Health Coordinator who will then give her a slipper pass and will inform all teachers of the injury.
- Visible body piercings other than ears are not permitted and must be concealed or removed.
- Visible tattoos are not allowed.
- Hair color should not be outside of the natural color of her hair

Referral of Disciplinary Problems

Recurring disciplinary problems are referred to the Dean of Students and/or Upper School Principal. The Academy expects that student's actions at all times will reflect positively on the reputation and traditions of the school even when school is out of session.

Common Disciplinary Actions

1. **Infraction:** a censure of student behavior given by teachers or administration.
2. **Suspension:** a temporary exclusion from classes and school activities. Parents and guardians are notified immediately, and a conference is scheduled with the student, parents/guardians and appropriate school personnel to examine the problem and work out the conditions to ensure parental cooperation and the student's future well-being. A student may be asked to remain at home while charges or accusations against her are being investigated by school personnel.
3. **Expulsion:** a permanent exclusion from school. Dismissal of a student is so serious that it is never done without careful appraisal by the administration, teachers, student and parents in consultation. No dismissal is considered final until an opportunity for a conference is offered to the student and parents or legal guardian.

Incident Process

Our goals at the Academy include helping students learn to take responsibility for their own behavior and to become mutually-supportive community members. An allied goal is to have the Academy be a safe environment for all students.

Because our students are growing and maturing, under most circumstances we use a progressive discipline process designed to create awareness by the offending student (and family) of behavior that needs to change along with skill building where needed. Behavioral requirements are also addressed early on.

Administration contacts the parties involved, both students and parents, and will get their perspectives on the incident(s).

1. If one or more students is found to be in violation of school policy, the student/s will be spoken to.
2. A number of different consequences can result for the student. Possible consequences can include guidance being provided, a warning being issued, a suspension (in-school or out-of-school) being issued or dismissal from the Academy.
3. If, after resources have been offered, required behavior is stipulated and lesser sanctions have not resulted in reliable behavior change, the student may be dismissed from the Academy. Because there is constant communication with parents, it is clear what conditions must be met in order for the student to remain at the Academy.

Serious Offenses

Certain actions, because of their seriousness, are handled by the Upper School Principal and team. Methods of dealing with serious infractions, whether on or off-campus, include counseling with student and parents, referral for professional counseling, probation, loss of leadership positions, suspension, and/or expulsion.

These actions include but are not limited to:

- Impertinence and/or insubordination
- Bullying and excessive teasing of classmates (to include social media platforms)
- Leaving campus without authorization
- Cutting class and/or Mass or assembly-truancy
- Theft and willful damage to another's property
- Possession of and/or use of a dangerous weapon
- Possession or use of unauthorized drugs or chemicals of all categories
- Possession or drinking of alcoholic beverage
- Smoking/Vaping/e-Cigarettes
- Fighting
- Possession of pornographic material
- Excessive rowdiness in public
- Immodest behavior in public

- Lying
- Continued use of abusive or foul language
- Unwanted physical contact (hitting/striking/slapping/hair-pulling and more)
- Theft
- Truancy

Lesser Offenses

The following offenses usually incur the respective censures and are handled by the teacher. In cases of minor infractions or behavior disturbances, teachers and administrators may counsel, warn, admonish students, inform parents or issue infractions.

- Improper or incomplete uniform on or off campus
- Tardiness to class
- Chewing gum
- Eating/drinking in unauthorized areas and/or at unauthorized times
- Littering on campus (leaving trash from personal items)
- Disrupting class
- Use of inappropriate or offensive language
- Unauthorized use of cell phones during unauthorized times.
- Plagiarism or use of AI
- Picking up a non-approved delivery (e.g. Uber Eats, Grub hub, etc. not left at the Upper School front office or during class time)

Note: cell phones are not allowed during liturgies and other closed events. The school's media department will be filming these events.

Substance Abuse Policy

Sacred Hearts Academy is committed to providing a safe environment where learning can take place. The school is concerned about the health and well-being of students in the academic, social and psychological areas. For this reason, the school does not allow the use of tobacco, alcohol and other illicit substances.

Any student found in possession of any illegal drug paraphernalia or with or using alcohol or any illicit substance on or off campus will be subject to disciplinary action which could include suspension and expulsion as determined by Administration.

For a first offense:

1. At the conclusion of the investigation, the Upper School Principal shall notify the parents/guardians
2. The student may be suspended for multiple days
3. The student can be referred to a community assessment and treatment program, the cost of which will be borne by the parent
4. The student may be readmitted to school only upon the recommendation of the treatment evaluator and the submission of reports to the Upper School Principal

5. The student, upon readmittance to school, may be required to be monitored by the Upper School principal, counselor and teachers.

A **second offense** will result in immediate expulsion.

Any student who distributes and/or sells illicit substances will be expelled immediately.

Student self-referral regarding a substance abuse problem will be treated in confidence. The student will be referred to an appropriate treatment program after consultation with parents.

Plagiarism, AI and Cheating

Sacred Hearts Academy believes that all students should use the resources available to them. They must take pride in their own work, acknowledge the ideas of others used in their writing and be held accountable for their choices.

Plagiarism means that a student has presented others' ideas or work as their own. Papers, reports, term papers, art projects, outlines and any other type of written information may not be copied or transmitted in whole or in part from another person's work without a complete citation of the source.

Copyright infringement includes written, graphical, and audio materials. Games, films, visual and music videos, and other types of technology, including material on the Internet, are all covered by copyright law.

If an Academy student uses the work of others, they must correctly identify the source of their materials. At Sacred Hearts Academy plagiarism is not tolerated. If a student plagiarizes, parents will be notified. Additional appropriate consequences are determined by the Upper School Principal in collaboration with the subject teacher. The work that had been plagiarized must be resubmitted, graded according to regular guidelines, and receive a grade no higher than 60%.

Additionally, a student should not provide other students opportunities to copy work. If a student is being forced to share her work with others, she should report it to her teacher, counselor, or the Upper School Principal immediately.

Sacred Hearts Academy embraces and encourages the use of technology in all classrooms to enrich student learning. The proper use of technology comes with the responsibility to uphold the Academy's Mission Statement. The introduction of Artificial Intelligence (AI) challenges teachers and students to use technology within the proper realm of academic integrity. Students may engage in proper AI activities under the direction and guidance of their teachers. The misuse of AI technology; such as, reporting false information, plagiarism, cheating, breaking copyright laws will lead to immediate disciplinary consequences as stated in the student handbook.

Cheating is the possession, communication or use of information, materials, notes, study aids or other devices not authorized by the teacher in an academic exercise such as a test, quiz, or project.

Examples of cheating are:

- Copying another student's paper
- Using a calculator when not authorized by the teacher Consulting with another when not

- authorized by the teacher
- Using AI inappropriately

Citizenship Grade and Infractions

Another opportunity for Academy students to show growth and responsibility is through their citizenship grade. Citizenship grades reflect a student's willingness to learn, responsibility to their community and healthy positive interpersonal relationships with their peers and teachers. The citizenship grade is reflected on the report card and transcript but is not averaged into the student's GPA.

Infractions are reflected in the deduction of points from the citizenship grade. Though the citizenship grade is not averaged into the GPA, low citizenship grades may affect a teacher's willingness to write a letter of recommendation for college admissions or scholarship purposes.

Citizenship Grade Criteria

- **Level I (minus 1 points):**
Level I include discipline issues that the faculty/staff will handle without the assistance of an administrator. By using classroom rules, consequences and positive recognition, Level I infractions will normally not escalate to a higher level. Examples are but not limited to:
 - Disruption: calling out, off task, out of seat, restroom problem (not medically related)
 - Disrespect: rolling eyes, cursing
 - Preparedness: missing work/lack of materials and/or uniform, tardies, work study
- **Level II (minus 2 points and possible referral to the Administration):**
Level II does not require the immediate attention of an administrator. The faculty/staff will maintain the student in the classroom/zone and continue with the educational process. It will be noted on the infraction log that it is a Level II infraction, and the administrator will make every effort to see all Level II referrals before the end of the day they occurred, if not the following morning. Parents will be notified. Examples are but not limited to:
 - Disruption: outburst, teasing, bullying
 - Disrespect: vulgar language, extremely defiant behavior
 - Preparedness: chronic missing work/lack of materials and/or uniform
- **Level III (minus 3 or more points and referral to Administration, up to suspension and even dismissal):**
Level III infractions require the immediate attention of an administrator. The student involved will be sent or escorted to the office by the referring faculty/staff member or taken to the office by an administrator. Parents will be notified and called into a meeting. Examples are but not limited to:
 - Illegal: weapons, drugs, harassment of any form, firearm, vaping, alcohol
 - Physical: assault, fighting, throwing objects with intent to harm, bullying (even when warned to stop)

- Defiance: vandalism, theft

A total of seven Level I and Level II infraction points will result in an afternoon detention. After a detention has been served, the student will have a good standing to begin another cycle. However, the behavior grade will reflect the amount of infractions incurred. A meeting between families and the Upper School Principal will be required if a student consistently receives infractions.

RESOLVING PARENT/STUDENT CONCERNS WITH TEACHER

If a student, parent or guardian has a concern regarding a teacher or class, we encourage them to have a meeting with the teacher to discuss and resolve an issue. If a resolution is not reached, those involved should then contact the Department Chair and Upper School Principal.

After hearing the perspective of all involved, a mutually agreed upon resolution will be facilitated, ultimately based on consideration for the well-being of the student.

EXPECTED PARENTAL BEHAVIOR

Parents/guardians are expected to always exhibit appropriate behavior when they are on campus or involved in any school-related activity. At the Academy's discretion, the Academy reserves the right to suspend or expel a student or choose not to offer readmission based on the student's parent's/guardians' behavior.

Parents/guardians are the primary educators of their daughter. By enrolling their daughter at Sacred Hearts Academy, parents/guardians are choosing the programs and faith-based curriculum over those available at other schools. If parents/guardians lose confidence in Sacred Hearts Academy's programs and curriculum, or if they find themselves in dispute with its staff and administration, Sacred Hearts Academy respects the parents'/guardians' right to enroll their daughter elsewhere. In that event, parents/guardians should contact the Upper School Principal to discuss concerns before making a final decision. Similarly, if the administration of Sacred Hearts Academy concludes that the parents/guardians are not supportive of Sacred Hearts Academy's programs or curriculum, or that the parents/guardians have become antagonistic towards its staff or other members of the school community, the Upper School Principal, with prior agreement of the President, will contact the parents/guardians to discuss these concerns and, if they cannot be satisfactorily resolved, will encourage the family to make arrangements for the education of their daughter elsewhere.

RECONSIDERATION FOR READMISSION

If a student is dismissed from the Academy due to her academic performance or for other reasons, consideration for re-entry may be given after one academic year at another school, unless otherwise specified at the time of dismissal. Students and parents should clearly understand that reconsideration will be given only after a student has satisfactorily demonstrated, in another school environment, that she has overcome a deficiency and will become a productive member of the Academy's school community.

STUDENT ACTIVITIES

Student Services

Student activities are a vital part of the educational program. Extra-curricular activities provide many opportunities for developing leadership, responsibility, and cooperation. Various activities foster school pride and loyalty. Each student is urged to participate in at least one of the many activities available.

Campus Ministry

The Academy's Campus Ministry program provides opportunities to participate in liturgy, prayer services, retreats and service programs that help students grow as followers of Christ. Campus Ministry complements a theology program which provides a comprehensive study of the Catholic faith - its teachings, values and practices.

Each year students in grades 7-12 are required to complete a minimum of 25 hours of community service by the end of 3rd quarter. The coordination for this service program is handled by Theology teachers and Campus Ministry.

Athletics

Academy students in grades 7-12 participate in ILH sports including, but not limited to, volleyball, softball, basketball, swimming, golf, soccer, paddling, riflery, sailing, bowling and track. The sports program seeks to instill the principles of fair play and sportsmanship. While being instructed in the basic skills of the particular sport, the student athlete can experience the warmth of camaraderie, the challenge of competition and the rewards of determination and courage.

Counseling and Guidance

The counselors schedule testing programs which give students and teachers an evaluation of students' aptitudes, abilities, and general career interests. Counselors also help students to understand personal challenges and to gain confidence and skill in coping with everyday situations. Students are advised on course selection, college admission procedures and career decisions by their academic advisors.

Director of Counseling: Cleo Eubanks ceubanks@sacredhearts.org

Grade 7-9: Ululani Reyes ureyes@sacredhearts.org

Grade 10-11: Ashley Luke aluke@sacredhearts.org

Grade 12 and College Counseling: Sharleen Chock schock@sacredhearts.org

Student Council

The Student Council is composed of student leaders, who work under the guidance of the Director of Student Activities to organize a monthly calendar of events for the school year. These student officers work in conjunction with Division Council and Student Faculty Administration (SFA).

Student-Faculty-Administration (SFA) are class senators who are selected in each Advisory. They work under the guidance of the Student Council SFA Chair. They provide the student council with feedback from each Advisory. These young leaders promote better relationships among the students, faculty, and administration.

Student Leadership

A student leader must maintain:

- A cumulative 2.0 GPA with no F's and not more than two D's. The leader who does not fulfill this requirement at the end of the first semester will be asked to resign her position.
- A clear conduct record. A major offense committed while in office may require the student to forfeit the position for the current year.

Student Clubs and Organizations

Sacred Hearts Academy offers a wide variety of clubs so students can pursue their interests, try new things, make new friends, and reach out to the community. All clubs are student led with one faculty advisor. Students may start a club by applying for a club application with the Director of Student Activities. All clubs must have a faculty advisor. A club fair happens at the end of August of each school year. Students are encouraged to sign up and join a club!

NEW STUDENT ORIENTATION AND SUMMER SCHOOL

- All students entering grades 7 and 9 (major entry points) and new students in grades 8, 10, 11 and 12 are encouraged to attend the summer orientation program in July. The orientation provides students with an overview of student life at the Academy. Students will learn about their schedules, the school information system, the campus, and participate in team-building activities with student leaders.
- During summer school, credit is given to students entering Grades 9th – 12th in courses that are in agreement with the following guidelines:
 1. Students can attend summer school at any Hawaii private, public or university schools for credit towards graduation. The student must discuss with her counselor her summer school plans to ensure correct classes will support the student's academic four-year plan. If a student needs to recover a course and the Academy or any other private institution is not offering the course, students may take the class from an online accredited institution used by the Academy.
 2. Any required courses may be taken in the summer for credit with **approval** from the counselor, department chair and the Upper School Principal.
 3. The Academy requires an official report card or transcript for the summer course taken to receive credit.

TECHNOLOGY POLICIES

Computer Acceptable Use Policy

Purpose

Etiquette, safety, and security are important elements of computer literacy. It is not enough knowing how a computer functions, but also making good choices on how the computer is used.

Internet access, e-mail and network resources are available to students at Sacred Hearts Academy for

educational and instructional purposes consistent with the mission of the school. The goal is a learning environment where students are comfortable with the use of technology to learn, communicate and create. Use of the Internet, e-mail and school network is a privilege that could be revoked if school usage rules are not followed. Mobile devices connected to the Academy's wireless network are an extension of the school network and are subject to the same guidelines and policies.

1. Guidelines

General Prohibitions

Use of the Internet, e-mail and network must support the mission and instructional purpose of the school. With respect to all users, the following are prohibited:

- Computers may not be used for commercial purposes.
- Computers may not be used to threaten or intimidate others, or to cause harm to the system or others.
- Users may not email or post anything in violation of any U.S. or state regulation. This includes copyrighted material and threatening or obscene material.

User Responsibility

Sacred Hearts Academy is providing Internet access to the wireless network to support the curricular goals of the school. Use of Sacred Hearts Academy's computing facilities/resources and use of the Internet must be consistent with the educational objectives of the school. The following are guidelines regarding responsible use of the Internet and school resources:

- During school hours, computers are only to be used for school-related work.
- Users should assume that all materials available on the Internet are protected by copyright. Any material obtained from the Internet and included in one's own work must be properly cited according to copyright laws.
- Users are responsible for backing up their critical documents often by using a flash drive or cloud memory service.
- Recording devices are limited to academic use only. To photograph or record in class or on campus, students must have the teacher's and/or student's prior consent.

Safety

- Never share passwords with others and do not use another person's password to log in.
- Do not disclose personal contact information to anyone, nor agree to meet with anyone met online without parents' approval.
- Always be courteous and polite in communications online; never purposely damage another's reputation. Inappropriate or profane language is never acceptable.
- Immediately notify a teacher if an inappropriate website is accessed.
- Report to a school administrator if you are being mistreated online or if you see others being mistreated online.

2. Authority

E-mail, web use and files on the school network are not considered to be private. User's access of Internet applications and websites may be subject to periodic checks by faculty or system operators on both school and personal computers. Sacred Hearts Academy teachers and

technology staff have access to student accounts on the school network and the Sacred Hearts Google account.

Sacred Hearts Academy employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act (47 U.S.C. Section 254). The school continuously educates students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

3. Violations

Sacred Hearts Academy provides a Computer Use Policy (CUP) with the terms and conditions for use of the school's computer facilities and the use of individual student computers.

Sacred Hearts Academy reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspension or expulsion from school, for violations of its computer-use policy. Sacred Hearts Academy will notify appropriate law enforcement agencies of illegal activities conducted through the school's Internet service. The school will also cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through Sacred Hearts Academy's Internet service.

Cyberbullying

The definition of cyberbullying is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. With the prevalence of social media, cyberbullying can go beyond a typical email. Other forms include taunting with the use of videos and songs (example: the Tik Tok platform) with the obvious reason being the intent to taunt, ridicule or discredit another student. This is not tolerated.

If a student feels that she is the target of cyberbullying, she should report it directly to a teacher and/or counselor who will then report it to the Dean of Students. An investigation will ensue with the email, statement or video reviewed. Once the posting has been confirmed to be inappropriate, the post and/or application must be removed, and disciplinary action will be taken to include suspension (in- school or at-home) or up to expulsion from the Academy. See **Incident Process**.

Student Computer Requirements

Students will be responsible for keeping their computer secure at all times. All computer maintenance will be handled by the owner of the equipment. Students may use the school library and tech lab computers to access the school network, and printing may be completed on campus.

The computer must meet or exceed the minimum standards: 3 years or less in age, pc or Mac products (including iPads) are allowed. In an effort to reduce the software cost, teachers will be encouraged to use web applications instead of requiring costly software installations. The use of Google Documents is free to all users.

Electronic Devices

The use of cell phones is only permitted during non-instructional time (before school, after school, breaks and during lunch). If cell phones are needed for a particular class, they may be powered on for that class time only and must be used according to the teacher's direction. The use of cell phones is not allowed during liturgies, assemblies, flag ceremony, Advisory or Study Hall period. For the safety of all, cell phones should never be used on stairs or in hallways.

Laptops, tablets, iPads and other electronic devices are appropriate devices to enhance the educational learning within the classroom and are permitted at school. Personal computing devices are required every school day. Students are responsible for the care and safety of their devices at all times.

Electronic devices may not be used to take photos or videos of any person, event, or object on campus without the knowledge and permission of the subject of the photo or video. The taking of photos or videos of events and objects, i.e. class projects or presentation, as well as the posting of these items must be pre-approved by the classroom teacher or the Upper School Principal. Infractions will be issued for non-compliance.

HARASSMENT, INTIMIDATION AND BULLYING POLICY

Sacred Hearts Academy strives to provide students with a school environment where everyone is treated with respect, and no one is physically or emotionally threatened or harmed.

It is a violation of school policy for any individual to be harassed, intimidated, or bullied by others in the school community, at school or at school-sponsored events or through any school related channels, including all forms of social media.

The Sacred Hearts Academy community includes all employees, students, parents and guardians, contractors, vendors, volunteers, and others as the school or at school-sponsored or school-related activities.

Members of the Sacred Hearts Academy community will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including expression or identity, mental or physical disability or other distinguishing characteristics.

Prohibited Harassment, Intimidation and Bullying

1. Prohibited harassment, intimidation or bullying is an intentional electronic, written, verbal or physical act that:
 - Physically or emotionally threatens or harms a person or damages a person's property.
 - Substantially interferes with the educational process.
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening environment.
 - Disrupts the orderly operation of the school.
2. Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to; slurs, rumors, jokes, innuendoes, demeaning comments, drawings,

cartoons, pranks, ostracism, physical attacks or threats, gestures or acts relating to an individual or group whether electronic, written, oral or physically transmitted messages or images. There is no requirement that the targeted person possess the characteristic that is the basis for the harassment, intimidation or bullying.

3. **Aggressor**--An aggressor is any member of the Sacred Hearts Academy community who engages in the harassment, intimidation or bullying of any other member of the Sacred Hearts Academy community.
4. **Enabler**--An enabler supports an aggressor's behavior by either assisting the aggressor or by staying silent even though they know the inappropriate behavior is happening.
5. **Retaliation**--Retaliation is when an aggressor harasses, intimidates, or bullies a member of the Sacred Hearts Academy community who reports an incident of misconduct.
6. **Staff**--Staff includes, but is not limited to, educators, administrators, counselors, cafeteria workers, custodians, van drivers, athletic coaches, advisors of extracurricular activities, classified staff, substitute and temporary teachers, volunteers or para-professionals.
7. **Targeted person**--A targeted person is anyone against whom harassment, intimidation or bullying has allegedly been perpetrated.

Complaint Process

Any student who believes that she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, and persistent harassment, intimidation or bullying by another student must report incidents verbally or in writing to any staff member.

Any student who believes that she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying by any school personnel must immediately report incidents verbally or in writing to the President or her designee, either directly or through their parents or guardians.

The following complaint process, policies and procedures apply to students and staff members.

1. Filing an Incident Reporting Form - hardcopy available in the Upper School office or electronic copy available in the Contents section in the FACTS portal.
In order to protect a targeted individual from retaliation, a person need not reveal their identity on an Incident Reporting Form. The form may be filed anonymously, confidentially or the person may choose to disclose their identity.
 - a. Anonymous. Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff.
 - b. Confidential. Individuals may ask that their identities be kept confidential from the accused

and others. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

- c. Non-Confidential. Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the school release all of the information that it has received regarding the complaint to any individuals involved with the incident. Eventhen, information will still be restricted to those with a “need to know” both during and after the investigation. The school will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

2. Receiving an Incident Reporting Form

- a. Students may submit the Incident Reporting Form to any faculty or staff member.
3. All reports and any additional findings (whether resolved or not) are to be turned in to the Upper School Principal and will be shared with the President.

Investigations of Unresolved, Severe or Persistent Harassment, Intimidation and Bullying

All reports of harassment, intimidation and bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

Upon receipt of the Incident Reporting Form, the Upper School Principal will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the school will immediately inform the parent or guardian and may contact law enforcement.

- During the course of the investigation, the school will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the parties. If necessary, the school will implement a safety plan for the person(s) involved.
- The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classrooms or at lunch; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor’s schedule and access to the complainant, and other measures. The complainant and the aggressor will be required to refrain from using any type of social media concerning the situation or individuals involved in the situation.
- When an Incident Reporting Form has been received by the Upper School Principal and shared with the President, the families of the students involved will be notified and directed to the school’s policy and procedure on harassment, intimidation and bullying.

The investigation shall include, at a minimum:

- An interview with the complainant.
- An interview with the alleged aggressor.
- A review of any previous complaints involving either the complainant or the alleged aggressor.

- Interviews with other students or staff members who may have knowledge of the alleged incident.

The investigation will be completed as soon as practical, but generally no later than two school days from the initial complaint or report. If more time is needed to complete an investigation, the school will provide the parties with updates.

No later than two school days after the investigation has been completed and submitted to the Upper School Principal, they shall respond in writing or in person to all parties stating:

- The results of the investigation.
- Whether the allegations were found to be factual.
- Whether there was a violation of policy.
- The consequences to be taken if there was a violation of policy.
- The process for either party to file an appeal if they disagree with the results.
- Because of the legal requirement regarding the confidentiality of student records, the Upper School Principal may not be able to report specific information to all parties about any disciplinary action taken unless it involves a directive that the targeted person must be aware of in order to report future violations.

Student's Right to Appeal

If any party is dissatisfied with the results of the investigation, they may appeal to the President by filing a written notice of appeal within five school days of receiving the written decision. The President will assemble a Review Panel of teachers, administrators, and counselors to review the investigative report and issue a written decision on the merits of the appeal within five school days of receiving the notice of appeal. The decision of the Review Panel is final.

Discipline/Corrective Action

The school will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Corrective measures may include, but are not limited to; suspension, counseling, education, referral to law enforcement or expulsion.

Corrective measures for a person who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student as well as the student's history of previous problem behaviors and performance. If the conduct was of a public nature or involved groups of students or bystanders, the school would strongly consider school-wide training or other activities to address the incident.

If staff has been found to be in violation of this policy and procedure, the school may impose employment disciplinary action up to and including termination. Contractor violations of this policy may include referral to law enforcement as well as the loss of current and subsequent contracts.

If, in an investigation, the President or her designee find that a person knowingly made false allegations of harassment, intimidation or bullying, that person may be subject to corrective measures and discipline up to and including expulsion from the school or termination of contracts.

After completion of the investigation, the school designee will institute any corrective measures necessary no later than two school days after contact has been made with the parties regarding the outcome of the investigation.

Support for the Targeted Person

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate school support services made available to them, and the adverse impact of the incident on the person shall be addressed and remedied as appropriate.

Retaliation

No Sacred Hearts Academy community member may engage in reprisal or retaliation against a targeted person, witness or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation in any form (verbal, written or via social media) is prohibited and will result in immediate disciplinary action, up to and including expulsion or termination.

SEXUAL HARASSMENT POLICY

Sacred Hearts Academy is committed to maintaining an educational environment that is free from harassment. This policy applies to all sexual harassment incidents involving employees, students, contractors, vendors, volunteers, and others at the school or at school-sponsored or school-related activities. This policy applies to conduct or acts committed by a person of either sex against a person of the opposite or same sex - minors to adults, adults to minors, adults to adults and minors to minors.

The school also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established pursuant to this policy.

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when the conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.

Types of conduct which are prohibited, and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, appearance, or overly personal conversation
- Sexual jokes, sexual remarks or teasing, notes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Touching an individual's body or clothes in a sexual way

- Purposefully cornering or blocking normal movements
- Displaying sexually suggestive objects

Sexual harassment is prohibited:

- on or off school campus
- during or outside of school hours
- verbally or physically
- in person or via cyber channels or social media

Complaint Process

Any individual in the school or community who feels that a person has been the object of sexual harassment should issue a verbal or written complaint to the President or her designee, or any person in a position of authority within the school.

Any school employee who witnesses or has knowledge of a violation of this policy, or to whom a complaint is made, is required to report the violation or complaint to the President or her designee within 24 hours of notice of the violation or receipt of the complaint. This mandatory reporting requirement shall be made, regardless of whether or not the victim files a complaint.

In a case of sexual harassment involving the President or any other school employee to whom the complaint would ordinarily be made, the school employee who witnesses or has knowledge of a violation of this policy or to whom a complaint is made is required to report the violation or complaint to the Principal within 24 hours of notice of the violation or receipt of the complaint. This mandatory reporting requirement shall be made, regardless of whether or not the victim files a complaint.

The President or her designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint.

- The President or her designee shall advise the victim of resources that are available.
- Where the President or her designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.
- The President or her designee shall initiate appropriate disciplinary measures.
- Where required, the President or her designee shall file a report and refer the matter to law enforcement authorities or Child Protective Services.

If the complainant personally chooses not to report the situation to school personnel, the Sex Abuse Treatment Center Hotline is open 24 hours a day at (808) 524-7273.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at the school or at a school-sponsored or school-related activity or through any school related channels (including all forms of social media) is in violation of this policy and shall be subject to disciplinary action.

Disciplinary action may include, but is not limited to:

- notification of parents/guardians
- removal of vulgar or offending graffiti
- required counseling
- suspension or expulsion
- probationary status for one year
- notification of Child Protective Services
- notification of law enforcement agencies

The President or her designee may take disciplinary measures against any person who files an unsubstantiated or false accusation.

Confidentiality

The President or her designee shall maintain a record of all reported cases of sexual harassment complaints and allegations of sexual harassment. This record will be kept confidential except when to enable the school to monitor, address and prevent repetitive harassing behavior.

All complaint allegations shall be kept confidential to the greatest extent possible under the law.

Retaliation

The school prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or participation in complaint procedures. Such participation shall not in any way affect the status, work assignment of the complainant or the grades of a student/ complainant. Retaliation may result in immediate expulsion from school or termination of employment.

Instruction/Information

The President or her designee shall ensure that all students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. How and to whom a report of sexual harassment should be made.
2. An explanation of what acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender.
3. A clear message that students do not have to tolerate sexual harassment from any individual.
4. Obligation to report observed instances of sexual harassment or information pertaining to sexual harassment conduct, even where the victim of the harassment has not complained.

EMERGENCY DISASTER INFORMATION

Crisis Management Plan

It is important to review major crises and the procedures to be followed should one of them affect the Academy and its students. Necessary precautions for the safety and welfare of the students are of greatest priority. The Academy has procedures in place in the Crisis Management Plan.

Fire

As required by the Honolulu Fire Department, drills are held regularly throughout the school year. The students are properly trained in fire drill procedures. If the Academy facilities should be damaged by fire, students will be evacuated to Aliiolani Elementary School. It is located on Waialae Avenue, between 6th and 7th Avenues.

Tsunami Warning

The school is not located in a tsunami evacuation zone so there is no need to evacuate.

Hurricane/Tropical Storm

Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, the storm will be monitored, and a decision made to close before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience working parents.

Earthquake

Should an earthquake of significant magnitude occur on Oahu, the Academy could be damaged. It is also anticipated that considerable disruption to our road networks would occur. Parents should stay in touch with the radio stations and civil defense updates via television and radio.

Sacred Hearts Academy has a responsibility to prepare for crisis situations and will do its best to inform parents in advance about decisions should there be a need to cancel school. Families will receive alerts and updates via the FACTS system through texts and phone calls. The school website and social media will also show updates.

Academy parents have a responsibility as well. Procedures for emergency situations that would promote a coordinated effort between home and school include:

- If a crisis occurs during school hours, understand that the primary means of communication used to inform parents will be radio and television
- Refrain from calling the school in time of crisis so that phone lines can be used for emergency calls to the outside community
- Refrain from coming to school to pick up children unless so directed by radio and television communications
- Submit and update appropriate emergency information to the school office so that communication can occur
- Have arrangements ready for supervision of children during an early or unexpected release from school
- Exercise judgment; if parents feel that sending a child to school is dangerous, the daughter should be supervised at home, regardless of school decisions
- Read and discuss with your daughter all information concerning school safety procedures and routine counsel your daughter on safety precautions
- Inform the school office of potential crisis situations and other unsafe condition

OTHER IMPORTANT ITEMS

Autoline Drop off and Pick up

Morning Arrival

- Supervised Upper School student drop off begins at 7:00 am.
- Parents/guardians should drop off their Upper School student by using the Waialae Avenue entrance and proceeding left to the front steps of the Administration Building. It is most often quicker to get on campus heading Diamond Head on Waialae and turning right into the campus entrance than by heading Ewa and turning left before the light.
- Pull as forward as possible in front of the Administration Building to help decrease the backlog of cars. Parents should not get out of their cars.
- Students should exit the car right away after arriving in front of the Administration Building - in full uniform, ready with everything she is bringing to school that day in hand. If items need to be removed from the trunk of your car, students should move as quickly as possible when doing so.
- Parents/guardians who have school business may park in any available stall after 7:30 am.
- Students walking to school should enter from the stairway entrance on 5th Avenue near Waialae or via the gate on 6th Avenue near the Chapel. For safety, walkers should stay in marked crosswalks and sidewalks.

Afternoon Departure

- On Mondays, Tuesdays and Thursdays and Fridays, the Upper School is dismissed at 2:30 pm. On Wednesdays, the Upper School is dismissed at 1:30 pm.
- For the quickest pick-up process, you should plan to arrive no earlier than these times, and you might consider delaying your arrival some. This allows your daughter to complete any end-of- day activities she needs to and walk to the front of the Administration Building. Also, there are always many more families arriving for their daughter at the start of the 30 minute pick-up period than at the end, so waiting a little to arrive can save you time.
- Parents should pick up their Upper School student by using the Waialae Avenue entrance and proceeding left to the front steps of the Administration Building. It is most often quicker to get on campus heading Diamond Head on Waialae and turning right into the campus entrance than by heading Ewa and turning left before the light.
- Pull as forward as possible in front of the Administration Building to help decrease the backlog of cars. Parents should not get out of their cars.
- Please follow the directions of the traffic monitor during pick up times as you may have to circle the parking oval if your daughter is not out yet.
- Please not park in coned areas or move cones as the cones help clear space for cars to exit.
- Supervised Upper School student pick-up ends 30 minutes after the Upper School dismissal time each day. If she has not been picked up by then, she will be taken to a secure room on campus until parents arrive. The Upper School Library is open until 3:15pm and the Gazebo is open until 4:00pm. After 4:00pm, students may wait on the front porch of the Administration Building.

The goal is to make dropping off and picking up of students as easy as possible. Following these tips and processes should help to do just that.

Deliveries

All deliveries must go through the Upper School front office. This includes the drop off of any food/drinks, school supplies, sports equipment, projects or homework. For the safety of the school community, students are not allowed to pick up any items from any of the school entrances. Dropped off items will be available for pick up during break/lunch and not during class time. Anyone seen dropping off items at school entrances will be redirected to the front office. All third-party delivery companies **MUST** be delivered to the Upper School Office. Food deliveries, in particular from such third-party vendors as Uber Eats, GrubHub, Instacart, DoorDash, are **HIGHLY DISCOURAGED**.

Special occasion arrangements, balloons and/or stuffed animals too distracting or unmanageable for students to carry throughout the day will be kept in the Upper School front office until school is done.

Field Trips

Parents electronically sign field trip waivers with the FACTS registration that are effective for the entire school year. The teacher who plans a field trip will post information in the FACTS portal explaining all aspects of the trip or class excursion. This posting should be received at least five days before the field trip.

Identification Cards

Students should carry their identification card while on campus or at school-sponsored events. These cards permit use of cafeteria purchases, library facilities and entry to off-campus athletic events, school dances and other school functions. Identification cards should be worn at all times during the school day.

Parking

Parking is reserved for faculty, staff and visitors with business at the Academy. There is student parking available to the Upperclassmen by lottery for a set fee. Interested students should see the front office for more information.

Another student parking option is the public streets around the school, in the neighboring communities of Kaimuki and Palolo. Parking on the public street is open to all, on a first-come, first-served basis. The school does not monitor public street parking. However, any reports of Sacred Hearts Academy students bullying or harassing others for street parking will be addressed appropriately by the school.

Pregnancy

Sacred Hearts Academy acknowledges that human sexuality is a divine gift, a blend of spirit and body that shares in God's creative love and life. Students are taught to respect the human body and care for it physically, emotionally and spiritually. Furthermore, they are called to reflect the image of God in the way they live and love.

Understanding that the gift of human sexuality can often also be abused, the Academy takes great care to explain the Church's position on sexual intimacy. Adolescents are instructed on the values of modesty and chastity and the appropriate expressions of love rooted in gospel values and the Church's teachings.

The Church's teaching on sex is rooted in a profound respect for the dignity and uniqueness of human persons. Sexual intercourse has its true meaning and moral integrity only in the context of marriage. Outside the context of marriage, sexual intercourse is morally wrong.

Because of this understanding of human sexuality, the Academy has the policy that if a student becomes pregnant, her first responsibility is to her own health and that of the new life she now bears within her. Because of this dual responsibility, the student is released from regular sessions at the Academy. She is asked to attend a State program that provides pregnant young women with health care services and training in parenting while providing high school courses. The student can reapply for admission to the Academy one year after the birth of her child. If readmission to the Academy is not possible, the Academy will provide the student with opportunities to obtain credits to finish high school and receive an Academy diploma.

Sodexo Food Service

Students do not have off-campus lunch privileges. Menu options for breakfast, lunch and snacks are offered by Sodexo. Price lists are published at the beginning of the school year, with menus published monthly. ID cards are the only method used to make all purchases. Please see the school website for more information.

Student Valuables and Theft

Students should keep their valuables with them at all times. Wallets, money, calculators, and computers should be in the student's possession or in a locker secured with a lock. Valuable items should never be left in unsecured school bags. Large sums of money should never be brought to school. Teachers are not responsible for items left in a classroom.

If a student finds an item that does not belong to her, she should take it immediately to the office.

If a student suspects that another student has stolen her property, the student should immediately report, without delay, the suspected theft to their teacher, counselor, Dean of Students, or Upper School Principal. An investigation will occur. Lost items not reported immediately may result in no resolution depending on how long time has passed.

Work Study Program

Each year, the Academy offers tuition assistance to students whose families qualify for aid. Assistance is awarded and normally, students in grades 8-12 receiving assistance are assigned a specific 30-minute duty during the school day. Students are assigned to a specific supervisor (teacher or staff) who monitors their daily attendance. Duties include support in the morning/after school auto line, Lower School morning care, and teacher assistant for tasks such as cleaning or filing.

2024-2025 IMPORTANT DATES

Semester 1

First Day of School	August 5
Schedule Change Period	August 5-11
Meet the Teachers Night	August 14
Official Grade Checks (access FACTS)	
	<ul style="list-style-type: none"> ● August 26 ● September 9 ● September 23 ● October 14 ● November 4 ● November 18 ● December 2 ● December 16
Founders Week	September 8-13
Academy Uncorked	September 14
Fall Break	October 7-11
PSAT (grades 7-11) (Early Dismissal)	October 16
Parent-Teacher Conferences	October 16
Fright Night	October 19
SAT School Day (registration required)	October 23
Thanksgiving Break	Nov. 28-29
Final Exams 19, & 20 (early dismissal)	December 18, 19, & 20
Last Day of Semester	December 20
Christmas Break January 6	December 21 – January 6

Semester 2

First Day of School	January 7
Catholic Schools Week (student holiday on January 31)	January 27-31
Official Grade Checks (access FACTS)	
	<ul style="list-style-type: none"> ● January 27 ● February 10 ● February 24 ● March 10 ● April 14 ● April 28 ● May 5 ● May 19
Science Symposium for Girls	March 1
Ash Wednesday	March 5
Spring Break	March 17-21
Parent-Teacher Conferences	March 26
Easter Egg Hunt/Movie	April 12
Good Friday & Easter Monday	April 18 & 21
May Day	May 1
Mele on the Lawn	May 2
Advanced Placement Exams	May 5-15
Final Exams (early dismissal)	May 19-21
Last Day of Semester	May 21
Baccalaureate Mass	May 22
Commencement	May 24

Sacred Hearts Academy

Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

Today's Date: _____

Targeted Person: _____

Reporting Person (optional): _____

Reporting Person email address (optional): _____

Reporting Person phone number (optional): _____

Name of any school adult already contacted: _____

Date(s) of the incident(s) (if known): _____

Where did the incident happen? Circle all that apply.

Classroom

Hallway

Restroom

School grounds

Student Center

Sports field

Locker room

Parking lot

School bus

Social Media - please list specific type: _____

Other – describe: _____

Describe what happened:

Were there any witnesses?

Yes _____ Please provide names _____

No _____

Please check the box(es) that best describe(s) the inappropriate behavior.

- ☐ Hitting, kicking, shoving, spitting, hair pulling or throwing objects at another student
- ☐ Encouraging or inciting a student to hit or harm another student
- ☐ Teasing, name calling, making another student the target of jokes, or making critical remarks in person, or by phone, by email, or through the use of social media
- ☐ Threatening to injure or harm another student in person, or by phone, by email, or through the use of social media
- ☐ Spreading harmful rumors or gossip about another student in person, or by phone, by email or through the use of social media
- ☐ Posting or sharing harmful or demeaning pictures or images by phone, by email or through the use of social media
- ☐ Demanding money or possessions from another student or otherwise exploiting another student
- ☐ Other

Were there any injuries?

Yes _____ Please describe _____

No _____

Any additional information?

----- **For Staff Use** -----

Received by: _____

Date received: _____

Action taken: _____

The receiving teacher turns in to the President or her designee after completion.

Parent and guardian contacted: : _____

Comments: _____

Received by: _____

Date: _____