

# **Student - Parent Handbook 2022 - 2023**



**Mt. Pleasant, Michigan 48858**

**Elementary: (989) 773-9530**

**High School: (989) 772-1457**



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## **FOREWORD**

This handbook has been prepared for the purpose of providing information regarding the academic program, the co-curricular activities, and general policies and procedures of Sacred Heart Academy. It is our sincere hope that each of you will carefully read the handbook and, with this information, plan your school year in such a manner that it will be most beneficial for you and your family.

## **HISTORY**

On August 30, 1889, Sacred Heart Academy opened its doors to 150 students. Staffed by five Dominican Sisters from the Mother House in New York, the school began a deep tradition of excellence, which has since sent nearly 3000 graduates into the world as Christian representatives.

The Academy first earned accreditation from the University of Michigan in 1902. This accreditation was maintained until U of M ended its program of accreditation in 1992. The school is accredited through the Michigan Nonpublic Schools Accrediting Association and was the first elementary school in the Mt. Pleasant community to receive accreditation status.

## **MISSION STATEMENT**

*(updated April, 2015)*

*Sacred Heart Academy, a Catholic school founded in 1889, is committed to the mission of Jesus Christ, with our families and faith community, we provide a balanced curriculum to strengthen mind, body, and spirit so each student fulfills God's purpose.*

## **BELIEF STATEMENTS**

1. The theological virtues of faith, hope, and love are integrated in everything we do.
2. As a school family, we put faith into action by participating in sacramental opportunities and stewardship within the Church and the community.
3. Working together with parents, our role is to develop students who reflect God's will.
4. We expect and model high moral standards and integrity.
5. We provide a safe and accepting family atmosphere.
6. We share a commitment to prepare all students with a high quality education which meets the needs of each student's college and career endeavors.
7. We foster community involvement and leadership through service.

## **RELIGIOUS OBSERVANCE REQUIREMENT**

Liturgies are regularly scheduled throughout the year. Student and faculty attendance is mandatory. Community prayer is part of the regular daily schedule in the respective buildings.

## PHILOSOPHY

Sacred Heart Academy, a Catholic School since 1889, is committed to meeting the needs of its students in the following six developmental areas:

**SPIRITUAL** - As a Catholic School, our primary focus is to provide religious instruction and create a Christian atmosphere for our students. We strive to strengthen each student's relationship with God, to help students develop the moral courage to face the challenges of an ever-changing world, and to influence them to live their lives according to the teachings of Jesus Christ.

**INTELLECTUAL** - Our school provides a continuing and broadening program of education, designed to help our students gain the knowledge and skills needed to successfully meet the challenges of their futures. Basic skills and facts are taught with emphasis on the development of higher level thinking skills in an integrated, experienced-based curriculum.

**SOCIAL** - Sacred Heart Academy teaches behavior and social skills as a part of its curriculum and provides opportunities for student leadership and cooperative endeavors through curricular and extra-curricular activities. Our ultimate goal is to help students mature into responsible citizens who will make positive impacts on their communities and society.

**EMOTIONAL** - Sacred Heart students are encouraged to understand and accept themselves and others. We provide a loving and nurturing atmosphere within a disciplined environment. The emotional maturity of our students is developed through the practice of self-control, self-direction, self-appraisal, helping and caring.

**PHYSICAL** - Physical fitness is desirable for its complimentary function to all other areas of a person's life in the formation of a totally healthy individual. This is accomplished through physical education classes and sports activities, as a way to expand our students' experiences in dealing with leisure-time fun, pressures, people, acceptance, failures, and successes.

**ARTISTIC** - Art and music classes and activities are offered to help students develop their talents and appreciation of culture, diversity and language in the various art forms.

## SCHOOL BOARD MEMBERS

Sarah Pieratt, President [spieratt@gafe.sha.net](mailto:spieratt@gafe.sha.net)

Meghan White, Secretary

Kate Pickens

Tarami Sherlock

James Jones, Vice President

Jerel Konwinski

Naveen Sharma

## ADMINISTRATION - FACULTY

The staff at Sacred Heart Academy attempts to meet the individual needs of each student. We carefully aid them in developing their attitudes and abilities as strong Catholics. The ultimate goal is to provide a balanced curriculum to strengthen their mind, body and soul. Sacred Heart Academy teachers hold Michigan certificates and participate in continuing education programs.

## FACULTY AND STAFF MISSION STATEMENT

As the faculty and staff of Sacred Heart Academy, we are committed to teach by word and example the values of Jesus Christ. In partnership with the families of our students, we celebrate educational excellence, as well as positive, productive behavior, and promote the teachings of the Catholic Church through service to others, thus developing the whole person.

## LOCATIONS AND PHONE NUMBERS

### SACRED HEART ACADEMY

Principal: Mary Kay Yonker

316 East Michigan

Mt. Pleasant, Michigan 48858

Phone: (989) 772-1457

Fax: (989) 772-9056

Email: [myonker@sha.net](mailto:myonker@sha.net)

### SACRED HEART ELEMENTARY

Asst. Principal: Julie George

200 South Franklin

Mt. Pleasant, Michigan 48858

Phone: (989) 773-9530

Fax: (989) 772-9056

Email: [jgeroge@sha.net](mailto:jgeroge@sha.net)

Asst. Principal/Academic Advisor: Sandy Dubridge

316 East Michigan, Mt. Pleasant, Michigan 48858

Phone: (989) 772-1457

Fax: (989) 772-9056

Email: [sdubridge@sha.net](mailto:sdubridge@sha.net)

Athletic Director  
Dan Haggart  
316 East Michigan  
Mt. Pleasant, MI 48858  
Phone: (989) 772-1457 or 772-2127  
Fax: (989) 772-9056  
Email: dhaggart@sha.net

Abby Jones  
Director of Youth Ministry  
302 S. Kinney  
Mt. Pleasant, MI 48858  
Phone: (989) 772-1385  
Fax: (989) 773-9118  
Email: ajones@sha.net

Business Manager: Cindy Kaliszewski  
302 South Kinney  
Mt. Pleasant, Michigan  
Phone: (989) 772-1385  
Fax: (989) 773-9118  
Email: ckaliszewski@sha.net

Pastor: Father Loren Kalinowski  
302 South Kinney  
Mt. Pleasant, Michigan  
Phone: (989) 772-1385  
Fax: (989) 773-9118  
Email: lkalinowski@sha.net

Director of Admissions: Lisa Roach  
316 E Michigan  
Mt. Pleasant, Michigan  
Phone: (989) 772-1457  
Fax: (989) 772-9056  
Email: lroach@sha.net

## SACRED HEART ACADEMY FOUNDATION

The Sacred Heart Academy Foundation, Inc., is a Michigan non-profit corporation created in 1976 to financially assist the SHA elementary and high school. The Foundation raises money, invests the assets and annually disperses the earned income to the school. Since its inception, the Foundation has contributed over \$5,230,000.00 to the Academy.

## HOME AND SCHOOL ASSOCIATION

The Home and School Association is a school parent organization. They sponsor programs for the students and parents, and support our staff in many ways throughout the year. We encourage all parents to become involved in this organization. For more information contact the elementary office.

## SHAGALA EVENT

SHAgala is Sacred Heart Academy's major annual fundraiser. It involves parents, parishioners, alumni, friends, and the community in a combination of activities including a main event dinner/auction with special events and a silent auction; a cash raffle; and much more. Every family and every student at SHA is positively impacted by SHAgala because the proceeds directly impact school operations.

In recent years, the event has exceeded well over \$350,000 in proceeds, and over its history, SHAgala has raised more than \$2 million for the Academy. The 29th SHAgala event happens February 11, 2023.

## SACRED HEART ACADEMY ATHLETIC ASSOCIATION

The Sacred Heart Athletic Association's primary purpose is to provide the finances for the operation of the athletic programs at Sacred Heart Academy. Revenue is generated throughout the year by numerous fund raising activities. Some of these include game concessions, gate/ticket sales, fish fry dinners, lottery, and program ad sales. All parents/guardians of athletes are asked from time to time to help out during these fund raising activities. Everyone's help is greatly appreciated and vital to the continued success of Sacred Heart Academy's athletic programs.

## SACRED HEART ACADEMY SCRIP TUITION ASSISTANCE PROGRAM

SCRIP is a **Tuition Reduction Program**. You purchase physical or digital gift cards at face value, use them for shopping at local and national merchants, and receive a discount which is applied to your tuition account. Discounts range from 2 percent to 16 percent. It's easy, simple, and a great way to put a dent in your tuition, doing something you already do: shop, eat and buy gas! For information about SCRIP, or the list of local and national merchants, visit the school web site or contact the parish office at (989) 772-1385.

## SACRED HEART ACADEMY CHAIN OF COMMAND

Sacred Heart Academy is committed to providing the best moral and academic atmosphere for the students of Sacred Heart Academy. We can do this only with your support. When you enroll your child at Sacred Heart Academy, you are agreeing to support the policies and procedures as outlined in the handbook. **Ongoing resistance by students or parents may result in student dismissal.** In order to achieve this goal, the Pastor has established a chain of command that parents, students and staff should follow in dealing with problems or concerns:

1. Contact the teacher by calling the office or sending an email.
2. Communicate with the administrator of that building.
3. Communicate with K-12 principal.
4. Communicate with the Pastor.

## ADMISSIONS

In accordance with Title IX of the Educational Amendments of 1972, the school does not discriminate on the basis of sex in its admission policies. The principals shall be considered the coordinators for Title IX.

The following Waiting List Policy was established for the Academy:

The administration of Sacred Heart Academy will be classifying the current and all future waiting list applicants, first-come-first-serve, within each of the following categories. A child of a higher category who applies and/or pays his/her pre-registration fee after the deadline cannot bump children who are placed in a class by our pre-registration deadline from any one of the following categories.

1. Parishioners with siblings
2. Parishioners
3. Registered Catholics with siblings
4. Non-Catholics with siblings
5. Registered Catholics
6. Non-Catholics

Likewise, no child whose parents desire to enroll their child in the SHA system, provided there is capacity for additional enrollees, shall be denied admission based on religious affiliation, race, color, or national origin. Children with special needs may be admitted on consideration that they themselves will benefit from a normal classroom environment, and they will be no detriment to the other pupils' progress.

Children who reach their fifth birthdays after September 1 are not to be accepted for the kindergarten grade during the year.

Michigan school law requires that each child be immunized.

Each spring, parents are asked to pay an enrollment fee to secure a place for their children for the following academic year. By July 1 all registration fees are due. Scholarship and tuition assistance are available on a limited basis. Contact the business office for more information. Participation in the SCRIP program also helps to defray tuition costs.

## REGISTRATION & TUITION PAYMENTS

The School Board publishes the new tuition rate each year. Attempts are made to notify you as soon as possible regarding any increases in tuition rates. Registration information is shared through RenWeb. A tuition management company, FACTS, has been engaged for tuition payment. Families will have the following options for their tuition payment(s):

- Option 1** Full tuition payment due by the first day of school and paid through FACTS. The FACTS enrollment fee is \$25.
- Option 2** Semester payments. The first payment is due by the first day of school, and the second payment is due in January, both paid through FACTS on the 5th or 20th of the month due. The FACTS enrollment fee is \$25.
- Option 3** Quarterly payments. These payments are due in August, October, January, and March. They may be made on the 5th or 20th of each month through FACTS. The FACTS enrollment fee is \$55.
- Option 4** 10 Monthly payments. Payments are made through FACTS. Parents may elect to pay on either the 5th or 20th of each month through the FACTS payment plan. The FACTS enrollment fee is \$55. The first monthly payment is due in August.
- Option 5** Credit card payment through FACTS. Parents may pay their tuition using VISA, Master Card or Discover. In addition to the FACTS enrollment fee, there will be a convenience fee, charged by FACTS, associated with this option.

I agree, by enrolling my child at Sacred Heart Academy our family agrees to adhere to the policies in the SHA Handbook and agrees to follow any decision or policy based on Catholic teachings.



# **SACRED HEART ACADEMY SCHOOL POLICIES**

## **Sacred Heart Academy Anti-Bullying/Harassment Policy**

Sacred Heart Academy recognizes that providing a safe and positive school environment is a vital part of meeting our mission statement. To protect the rights of all students to a safe and secure learning environment, Sacred Heart Academy prohibits acts of bullying, harassment, and other forms of aggression and violence. Such behaviors interfere with a student's self-esteem and ability to learn, as well as the teacher's ability to teach. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment, and to demonstrate behavior that is respectful and compassionate. Such an atmosphere involves parents, staff, students, parishioners, and community members working together, demonstrating and modeling respect, good communication, and Catholic Christian values. It is especially important for adults to model these behaviors in order to provide positive examples for student behavior.

### **Notification:**

School staff and parents shall be informed of this policy annually in the school handbook. The policy will also be posted with the handbook on the school website, [www.sha.net](http://www.sha.net).

A student who chooses to attend accepts the responsibility of behavior consistent with the philosophy and guidelines of the school. This includes respect in word and action for Church, parents, community, school staff, and fellow students at all times.

### **Bullying policy:**

Unkind behaviors are not tolerated at Sacred Heart Academy. Repeated unkind behaviors or behaviors that fit the definition below fall into the category of bullying. Below is the definition of bullying/harassment as per the Michigan Model Policy (2010):

### **Bullying:**

- Is reasonably perceived as being dehumanizing, hostile, humiliating, threatening, intimidating, or otherwise likely to evoke fear of physical harm or emotional distress;
- Is directed at one or more pupils (targeted behavior);
- Is conveyed through physical, verbal, technological, social, or emotional means, including relational bullying and rumor spreading;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the schools educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress, and
- Is based on a pupil's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics
- Harassment, which includes unwelcome sexual advances or any form of improper physical contact, racially or ethnically slanderous words, or words that cause moral affront to others.

Bullying may be reported to any teacher or administrator, and is documented. Reports can be made anonymously. However, it is important to note that such reports require investigation by the school, and this process may be hindered when anonymity is required; therefore, results are most likely when the situation can be handled openly. The scope of this policy includes the prohibition of every form of bullying, harassment and cyberbullying/harassment, whether in the classroom, on a school premises, on a school bus, or at a school sponsored event, whether or not this event is held on school premises. Behaviors that may be initiated outside of school hours or activities but create disruption or distress for students during school or school activities fall under the scope of this policy.

Actions of the school shall be for both the purpose of protecting the victim of bullying behaviors, and to support students in taking responsibility for their behaviors and developing empathy. Consequences and appropriate remedial measures for a student who engages in bullying behaviors shall vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's behavioral history, and will be in keeping with the student handbook. Consequences, therefore, may range from positive behavioral supports up to the possibility of suspension or expulsion.

Reprisal or retaliation against a person who reports bullying is prohibited and will result in consequences.

Students and parents are reminded that jokes or stereotyping of people based on race, ethnicity, religion, gender, or other real or perceived characteristics is both unkind and unwelcoming, and therefore cannot be accepted at Sacred Heart Academy.

Active and passive support for bullying behavior on the part of bystanders is not in keeping with a Catholic Christian environment and is prohibited. Students are not to join in teasing, spreading a rumor, or otherwise supporting bullying behavior. Bystanders are encouraged to reach out to the student being bullied, to provide friendship and support.

Consequences and appropriate remedial measures for a student who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for the student shall vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's behavioral history, and will be in keeping with the handbook.

## **DISPENSING OF MEDICATION**

Medications are to be administered by School Personnel. A release form must be on file at the office with both parent and physician signature required.

No drug substance should be in a student's possession, except asthma inhalers or emergency allergy EPI pens, or other emergency medication. All medication, prescription or over the counter, should be subject to the policy on Dispensing Medication and the release form, including the doctor's approval and parents' liability waiver. Parents, if they choose, may come to the office and administer the medication if they have a problem with the release form. All medication, prescription and over the counter (cough drops, aspirin, etc.), must have signed permission forms from parent and physician and must follow dispensing regulations.

In the event of sickness or accidental injury, parents will be notified immediately. For this reason, it is of utmost importance that we have at least 3 emergency phone numbers in addition to parents, if possible on file in the school office. Likewise, if your child suffers from a medical condition such as epilepsy, asthma, allergies, etc., or any other condition that might cause a serious or unusual symptom or reaction, please notify school personnel of what to expect and how to best handle the situation.

## **COMMUNICABLE ILLNESSES**

Students may not be in school if they have a temperature, have had vomiting or diarrhea within 24 hours, or have other signs/symptoms that may relate to a communicable illness.

## **COMMUNICABLE DISEASE POLICY**

It is the policy of Sacred Heart Academy to work cooperatively with the Central Michigan Health Department to enforce and adhere to the Michigan Public Health Code (Act 368 of 1978, as amended) and the School Code of 1976 (Act 451 of 1976, as amended) for the prevention, control, and containment of communicable diseases in school. These guidelines are established to ensure that proper procedures are taken to assure both the rights of the individual and the concerns of the community are addressed.

## **AFTER-SCHOOL RISK MANAGEMENT**

Middle School/High School students in the building after 3:10 p.m. weekdays must be in a scheduled, supervised activity by a Sacred Heart staff member, or paid employee. Once the activity has ended, students must leave the building and not return. Unattended students will be required to leave the building.

Elementary students should be picked up daily by 2:50pm. Students still at school at 2:50 will be taken to the elementary office. The office staff will work to contact parent(s) and if child cannot be picked up by 3:00pm they will be taken to Latchkey at parent's expense. (Enrollment as well as daily latchkey fees.) Repeat late pick up offenders will need to meet with administration to discuss alternate after school arrangements.

## **INCLEMENT WEATHER EMERGENCIES/SCHOOL CLOSINGS**

If it becomes necessary to cancel school or alter school hours due to a weather emergency, the information will be shared via RenWeb and the SHA website.

NOTE: The decision to cancel school/activities will be made as soon as possible in order to assure students' safety, we will always follow Mt. Pleasant Public Schools course of action regarding inclement weather days.

## **HOT LUNCH PROGRAM**

Nutritious school lunches are available at Sacred Heart Academy. Ala carte items, including a double of the main entrée, may be purchased for an additional cost for those who desire extra food. Those who bring their own lunch and want to buy milk or other ala carte items may do so. A monthly menu will be available on the school website. If your child will be eating hot lunch, you will need to prepay your family lunch account by logging into <https://sacredheart.familyportal.cloud/> and adding funds. Emails will be sent weekly when the family lunch balance is \$15.00 or less. Applications for free or reduced price lunch status are available online at the same website, under Benefits. The names of those receiving free or reduced price lunches are kept strictly confidential. For safety reasons, Sacred Heart Academy is a closed campus for students in grades K through 12. Students will not be allowed to leave their respective buildings for lunch unless accompanied by a parent or legal guardian. Outside food deliveries (i.e. restaurants like Jimmy Johns, Uber Eats, etc.) for students are no longer permissible due to safety and security concerns. This includes deliveries meant for students to have after school. Parents may deliver food if necessary, but delivery drop offs must be left in the box outside the main entrance of each building.

## **FIELD TRIPS**

Some classes, in the interest of “first hand knowledge” or experience, will carry out certain field trips relating to the course being taught. When these trips are scheduled, parents will be notified as to the nature of the trip, date, destination, time of departure and return, mode of transportation, and expense, if any. Annual parental consent slips must be signed before a student is permitted to attend. Parents will occasionally be requested to accompany students on these excursions. Students must use school-provided transportation in going to or returning from a school sponsored event unless arrangements have been made in writing by the student’s parents with the advisor or supervisor prior to the event. If a student does not attend field trips credit may be lost.

## **DISTRIBUTION OF PRINTED MATERIALS/POSTERS**

The administration shall determine the suitability of any printed materials for distribution within or on the grounds of the school. This authority shall rest with the principal for all school sponsored and produced newspapers and periodicals. The principal will also determine the suitability for distribution of all externally produced material.

No literature or printed material will be distributed in school or on school grounds without approval.

It is the responsibility of the organization sponsoring the activity to promptly remove the materials/posters within one day past the scheduled event.

## **BIKES**

Bikes may be used as a means of transportation to and from school. Bikes are to be parked and locked. Bike racks are located between the two buildings. At dismissal the bike owner is to walk his/her bike to the street and then proceed home. Bike riding is not allowed on the playground or near the buses. Safety rules and courtesy are expected of all bike riders. Students who violate or abuse the privilege of riding their bikes to school will not be allowed to ride them to school.

## **LOST AND FOUND**

The high school lost and found box is located in the high school office. Elementary lost and found is located in the cafeteria. Any lost articles may be reclaimed in these locations. Any article or piece of clothing bearing a student’s name will be returned to his/her classroom. Unmarked and unclaimed articles will be given away after a reasonable period of time.

## **STUDENT FUNDS**

All fund raising activities carried out by classes, clubs, and other school-sponsored organizations must have the advance approval of the principal and advisor. Each organization will be allowed to sponsor a maximum of three fund raising activities per year.

All treasurers of school organizations must deposit their funds in the student activity account at the principal’s office. A deposit/withdrawal form will be issued to each treasurer at the beginning of the school year. The office secretary must initial any deposit slips before any money is received in the office for deposit.

Purchases by organizations or classes must first be approved by the faculty advisor(s) and school administration. Then bills can be presented to the office with a withdrawal slip so those funds may be withdrawn from the account to pay for the purchases. Treasurers should check their books with the office monthly to make sure all accounts balance.

## **VOLUNTEERS/GUESTS**

Adult volunteers are a valuable asset to learning and smooth functioning in a school. We encourage parents and grandparents to notify us if they would be willing to spend some time listening to students read, practicing math facts, or generally helping us to give individual students more time and attention. These volunteers are subject to the same professional ethics as are all staff members. Completion of Virtus training program and background check fingerprinting are mandatory for all volunteers that work with children at Sacred Heart Academy. While the MI Safe Start Plan is in effect family members, volunteers, and other guests are not allowed in the school building except under extenuating circumstances determined by administration.

## **PESTICIDE APPLICATIONS**

As part of Sacred Heart Academy’s pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. Parents or guardians who need prior notification must fill out the “Pesticide Advisory to Parents” form, and submit it to the school office as soon as possible. A Pesticide Advisory form is available on the school website. If you have any questions regarding this matter, please contact our school office.

## **DROP OFF/PICK UP**

### **Secondary Building:**

All students will enter the secondary building through the main entrance located at 316 E. Michigan Street.

### **Elementary Building:**

Parents are asked to abide by these guidelines for the safety of all students: All parents/persons bringing students to school are to park or drop off students on the NORTH side of Michigan Street or along both sides of Illinois Street. Between 7:00 a.m. and 3:00 p.m. on school days, vehicles are prohibited to park or drop off on the SOUTH side of Michigan Street – this is a BUS LANE only! Any person parking in this spot will be asked to immediately relocate their vehicle and may be ticketed. All this is for one reason: the safety of all students.

## **TOBACCO, ALCOHOL AND OTHER CONTROLLED AND NON-CONTROLLED SUBSTANCES**

Attendance at Sacred Heart Academy is an honor and a privilege. A student who chooses to attend accepts the responsibility of behavior consistent with the philosophy and guidelines of the school. This includes respect in word and action for Church, parents, community, school staff, and fellow students at all times. Accomplishment of the above requires self-discipline and a balance of strength and patience. Student possession, distribution, and use of alcoholic beverages, drugs, and/or tobacco products can be detrimental to their physical, emotional, and intellectual development. For such reasons, it is against the law in the State of Michigan. Sacred Heart Academy supports the laws of the state and the reasons upon which they are based.

### **A. Tobacco/Nicotine Free Policy**

No student will possess tobacco or nicotine (cigarettes, cigars, snuff, pipes, chewing tobacco, “look alike tobacco, e-cigarettes, vapo pens” etc.) and will not smoke or use tobacco on school property, during school or school related activities.

### **Disciplinary Action**

One (1) to three (3) days out-of-school suspension.

### **B. Alcohol and Alcohol Look-Alike Substances**

The using or possessing of alcoholic beverages on school property, or during school functions, is prohibited at any time. Students are prohibited from attending any school function while under the influence of alcohol. Students may not leave school during school hours for the purpose of either consuming or purchasing alcoholic beverages. Alcohol look-alike substances such as malt beverages labeled as ‘non-alcoholic’ are not permitted. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures.

### **Disciplinary Action**

Five (5) days out-of-school suspension and a recommendation for professional counseling.

### **C. Controlled Substances and Non-Controlled Substances**

The using, possessing, selling, and/or delivering of a controlled substance on school property is prohibited at any time. Students are prohibited from leaving school during school hours for the purpose of consuming or taking controlled substances of any kind, unless under the direction of a licensed medical doctor. It is prohibited for a student to possess, to deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which by appearance (including color, shape, size or markings) and/or by representations made will lead a reasonable person to believe that the substance is a controlled substance or which by representations made would allow the recipient to display, sell, distribute, or use the substance as a controlled substance. It is prohibited for a student to possess drug paraphernalia - various instruments and materials that are commonly known to be intended for the use of, or preparation of illicit substances.

### **Disciplinary Action**

Use or Possession: Ten (10) days out-of-school suspension, mandatory professional counseling, and referral to authorities.

**Manufacture, Sale, Delivery, or Trafficking (pusher):** Recommendation for EXPULSION and a recommendation for professional counseling. Referral to legal authorities.

## **MATTERS RELATED TO PUBLIC/PERSONAL PROPERTY AND THE SAFETY OF SELF AND OTHERS**

### **A. Fighting**

The intention/deliberate act of pushing, shoving, hitting, or striking to cause bodily harm. If there is an exchange of physical violence, all that are involved will be disciplined.

#### **Disciplinary Action**

One (1) to three (3) days out-of-school suspension.

### **B. Theft and Larceny**

**Theft** – Any theft or possession of money, personal or public property.

First Offense – Saturday School or one (1) out-of-school suspension.

Second Offense – One (1) to three (3) out-of-school suspensions.

**Larceny** – Any theft involving unlawful entry including lockers, desks, rooms or areas within the school and/or theft or possession of money or personal or public property of more than \$5.00 value.

First Offense – Three (3) days out-of-school suspension.

Second Offense – Five (5) days out-of-school suspension.

Third Offense – Recommendation for EXPULSION.

### **C. Vandalism**

Property damage to the school or personal property through malicious mischief or defacing. Possible referral to authorities.

#### **Disciplinary Action**

Three (3) days out-of-school suspension, and restitution for the repair or replacement of damaged property by the student's parents/guardians or by the student if he/she is 18 years old or older. A student may be suspended indefinitely until full restitution is made.

### **D. Weapons**

A student must not possess, handle, transmit, or use any instrument which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. The instruments may include, but are not limited to: firearms, knives, brass knuckles, mace or chemical sprays, clubs, iron bar, any device that is primarily used for self-protection, or "look-alike" weapons. A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to pens, pencils, compasses, or combs, with the intent to harm another.

\*Note: In the event that a student discovers that he/she has unintentionally brought any item to school that could be considered a weapon, he/she must immediately turn the item into a school administrator, staff member, or teacher. If the item is found or reported and the student has not turned in the item prior to that time, the student is subject to disciplinary action. **However, certain weapons due to the severity of their nature require immediate disciplinary action even if student brings it to the attention of administration.**

#### **Disciplinary Action**

Five (5) to ten (10) days out-of-school suspension.

Violation of Weapons Free School Act: If a student possesses a "dangerous weapon" in a Weapon-Free School Zone (school property or a vehicle used by a school to transport students to or from school property), that student shall be suspended for ten (10) days, with a recommendation made to the Pastor for expulsion, as specified in the Act. "Dangerous Weapons" are defined as: a firearm, dagger, dirk, knife with a blade over three (3) inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles.

A "firearm" is defined as any weapon (including a starter gun or toy gun) which will or is designed to, or may be readily converted to expel a projectile, or any destructive device which includes any explosive, incendiary, or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge or more than one-quarter ounce, or (v) mine.

#### **Disciplinary Action**

Ten (10) days out-of-school suspension with recommendation to the pastor for expulsion.

### **E. Fireworks, Smoke Bombs**

Possession of any type of firecracker, smoke bombs, or any other pyrotechnic devices will not be allowed.

### **Disciplinary Action**

Five (5) to ten (10) days out-of-school suspension.

#### **F. Bomb Threats**

The act of calling in threats or sending any kind of notice of a bomb threat (or any other destructive, violent or disruptive threat) involving students, school personnel, or school property.

### **Disciplinary Action**

Recommendation for EXCLUSION and authorities will be notified.

#### **G. False Fire Alarms**

Ring bell, tone or operate any mechanical apparatus, electrical apparatus or combination thereof, for the purpose of creating a false fire alarm.

### **Disciplinary Action**

One (1) to three (3) days in or out-of-school suspension.

#### **H. Tampering with Safety Equipment**

Falsely using lockdown equipment, including the Boot, fire extinguishers, AEDs, etc.

### **Disciplinary Action**

Five (5) to Ten (10) day suspension with possible referral to authorities.

#### **I. Propping Doors Open**

Propped open doors compromise safety and are not allowed.

### **Disciplinary Action**

Suspension

#### **J. Security Plan**

In an effort to provide greater safety and security for our students, the following plan has been developed:

1. All external doors will be locked.
2. All students, must enter/exit through a designated door at all times.
3. Parents and visitors will be allowed in the building during the second school day for pre-arranged meetings and activities.
4. When students must be picked up during school hours, a parent/guardian must call the office to authorize student release. When picking up, please call the office.

All students shall be under the jurisdiction of the school during normal school hours; from the time the student arrives at school each day until he/she leaves the school campus in the afternoon. In case a student rides a bus, he/she shall be under the jurisdiction of the school from the time he/she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school-sponsored activity either at school or away from school. This shall apply to all students, including choir and other student organizations and activities. In disciplinary matters, the administrator may extend beyond the limits set forth above, in accordance with state law.

## **SAFETY DRILLS**

Fire drills are conducted at unannounced times throughout the school year. Fire drill directions and procedures are posted in each classroom throughout the building. Teachers will explain these regulations early in the school year.

Sacred Heart Academy follows the drill procedures recommended by the county. The teachers will explain the tornado procedure early in the year. The different tornado shelter locations are posted in each classroom. Two times during the year, a practice drill will take place. Students are expected to follow the teacher's instruction regarding all drills or emergencies.

It is our practice to conduct three lockdowns per year. These will be conducted at unannounced times throughout the school year.

## **EMERGENCY RESPONSE PLAN**

In the event of an emergency or crisis situation, **the Church** will be the communication center. For safety reasons, parents will NOT be allowed in the schools. Dismissal or evacuation of students will be at the designated meeting center (**the Church**) when appropriate. **Children may be released to the parents, or the person you have indicated on your Emergency Medical form after signing them out. Please listen to local radio or TV stations for ongoing development of the situation. PLEASE do not telephone the school(s) since those phone lines must be kept open for emergency personnel. While we understand parent's concern, your child's safety comes first.**

# **ELEMENTARY GUIDELINES**

## **ATTENDANCE POLICY**

Regular school attendance is an important component of building both responsibility and academic success. Excused absences may be approved for reasons such as illness or medical necessity, death of a relative, observance of religious or ethnic holidays, and quarantine of the home due to communicable illness. For the safety of our students, parents are requested to phone the office by 8:30 am on any day the child is absent from school. In the event a phone call is not received, the school will attempt to call or email home to confirm the child's absence.

Students are expected to miss not more than 10 school days per semester, although exceptions be made due to extenuating circumstances. When a child's absences reach 5 days (excused or unexcused) in a semester, parents will receive a reminder email report from RenWeb. When a child's absences reach 10 days in the semester, parents will receive an email informing them that any further absences will require documentation (ie. doctor's note) in order for it to be an excused absence. As per Isabella County's Truancy Policy, the truancy officer is notified in the event that unexcused absences continue beyond this point. Parents are requested to make all attempts to schedule family vacations during school holidays in order to avoid disrupting the learning process.

It is very important that students arrive to school on time. Students entering late miss out on important reviews and disrupt the flow of learning for themselves and other students. After 5 tardies in a given semester, parents will be informed via RenWeb notification. Once a student has reached 10 tardies a mandatory meeting will be set up with parents and administration. If tardies continue, a second mandatory meeting between parents, administration, which may result in a student receiving an after-school detention and the truancy officer will be scheduled. Absences and/or tardies beyond the 10 per semester may result in termination of the student's enrollment at Sacred Heart Academy as determined by administration.

Parents are encouraged to schedule medical, dental, and other necessary appointments at times other than during the school day. Absences for family vacation trips: Make all attempts to schedule during the school calendar breaks, as a tremendous amount of learning happens during group times and classroom activities which cannot be duplicated by paper or book work. Work for the days missed will be given to the student upon his/her return. As with other absences, students have one day per day absent, plus the date of return, to complete work for full credit. Some tasks cannot be duplicated at home, and are not paperwork oriented, and parents should be aware that absences due to vacations can have an effect on learning and grades.

## **ELEMENTARY DRESS CODE:**

### **Elementary Dress Code:**

#### **Guidelines for all school days (uniform and color days):**

- Shoes and socks are to be worn:
  - Shoes must have full toe and heel; avoid high heels or shoes that are not easy to play in and negotiate stairs
  - Please send in a pair of shoes that can remain at school to be the gym shoe and the indoor shoe in winter
- Shirts/Dress tops:
  - At least short sleeves
  - Must cover midriff and have no holes or fringe
  - No athletic wear
- Pants/shorts/skirts:
  - Sit at natural waistline
  - Shorts/skirts about knee length- not more than 2 inches above the knee
  - No holes, fringe, or other adornments
  - No athletic wear (no athletic shorts, wind pants, sweat pants, yoga pants, etc)
  - No tight clothing. Neither leggings nor jeggings may be worn as pants. Leggings may be worn under an appropriate length skirt
- The following styles are not permitted in the elementary:
  - Piercings, except that girls may have pierced ears
  - No make-up, body glitter or hair glitter
  - No hair coloring. No shaving any part of the head, nor any hairstyle that covers the eyes or requires the child to be pushing hair aside or back as they work and play.
  - Hair must be neat and clean and appropriate in length. Boys' hair may not touch collar of shirt.
- Due to ever changing clothing and hair styles, administration may at times determine a style not conducive to our learning environment; some circumstances may require administration to make a judgement call and we reserve the responsibility to do so.
- Consequence for failing to adhere to dress code guidelines:
  - Grades KP-1: parent will be contacted by the teacher, repeated infractions will be handled on an individual basis



- Grades 2 and up. First time, verbal warning; second time teacher will send a RenWeb report to parents and student will be sent to the office for clothing from the uniform closet. Repeated infractions will be handled on an individual basis and may result in noncompliance consequences (see page 17).

### **Uniform Guidelines:**

- Days to wear uniform attire (unless otherwise directed):
  - Monday through Thursday
  - Mass days o Field trip days
- Uniform shirts, tops, pants, shorts/skorts, and sweaters are to be solid color.
- Leggings are only permitted under skirts/jumpers and can have a pattern/print.
- Tights worn under skirts/jumpers may be any solid color or patterned.
- No hats to be worn in the building or classrooms (except on special days as designated by administration)

### **Shirts/Tops:**

- Colors: red or white
- Types of shirts: plain, short or long-sleeved polo shirt, oxford shirt (collared), or turtleneck
- Red SHA sweatshirt may be worn (ordered through school; uniform logo only)
- Button-up, sweater material cardigans may be worn in solid red, white or navy blue.
- Shirts are to be tucked in starting at grade 1; Kinder Prep and kindergarteners who are able to should start this habit.

### **Pants/Shorts/Skirts:**

- Color: navy blue
- Shorts allowed in September, October, May, and June
- Pants and shorts are:
  - Uniform style - button front (Kinderprep and Kindergarten students may wear elastic drawstring waist but these must be uniform appropriate material, not athletic wear.)
  - Leggings are not considered 'uniform style' and are not permitted unless worn under a skirt/jumper
  - Cotton/polyester
  - Either free of back pockets, or back pockets do not have jean-style stitching;
- Girls may opt to wear uniform style skirts, skorts, or jumpers (special note: some jumpers are sold that have an attached polo that is solid navy; these are not dress code, as dress code requires white or red shirt)

### **Color Day/Jeans Day Guidelines:**

- In order to be mindful of our blessings and to remember those with needs, students bring a canned good or \$1.00 donation on Fridays for jeans day. These donations serve our local community. In order to build responsibility and to be consistent in expectations, students who forget their donation are prohibited from having another color day until they have taken care of the forgotten donation. If the donation creates a financial burden for your family, please contact administration, as no child will be left out of any activities for financial reasons.
- Students may have an extra color day for their birthday (or half birthday, if the student has a summer birthday). If the birthday falls on a Mass or field trip day, the student should wear uniform attire and take their color day just before or after.
- Students may wear non-uniform clothing on jeans days, including t-shirts, sweatshirts, jeans and a variety of clothing that fits the guidelines noted above. Please read the above guidelines carefully, as they apply to all color days unless specific changes (pajama days, athletic wear days) are given.
- All words/pictures on jeans day clothing must be in keeping with a Catholic Christian environment

## **BEHAVIOR AND DISCIPLINE**

In keeping with the Christian nature of Sacred Heart Academy, the very highest standards of conduct and courtesy are expected of all students at all times. So that all students can interact in a safe atmosphere conducive to learning, the administration and teachers have developed a Christian Behavior Plan to deal with students in a fair and consistent manner. The following is a summary of this plan.

### **BEHAVIOR EXPECTATIONS**

To promote positive and productive learning, and in keeping with the Mission Statement of our school, seven Christian behavior expectations have been adopted. They will be shared with all students at the beginning of the school year and reinforced throughout.

1. BE PROMPT AND PREPARED.

**Virtues: orderliness, responsibility, foresight**

Come on time.

Come with needed material.

Come with assignments complete.

*Be on guard, therefore. The Son of Man will come when you least expect it.*

**Luke 12:40**

2. RESPECT AUTHORITY.

**Virtues: respect, obedience, trust-worthiness**

A. Listen to authority and follow school rules.

B. Follow directions promptly and without arguments.

C. Accept responsibility for your own behavior.

*Pay attention and you will have understanding. What I am telling you is good, so remember it.*

**Proverbs 4:2**

3. RESPECT THE RIGHT OF OTHERS.

**Virtues: respect, kindness, patience, trustworthiness, self-control, prudence, honesty, justice**

A. Use appropriate voice and language.

B. Listen and pay attention to the speaker.

C. Respect the right of others to have differing opinions.

D. Refrain from harassment and retaliation.

*Whatever you do for the least one of these you do for me.*

**Matthew 25:40**

4. RESPECT PROPERTY.

**Virtues: respect, orderliness, responsibility**

A. Respect the property of others.

B. Respect your own property.

C. Use materials and equipment appropriately.

D. Keep things clean.

*Every good gift and every perfect present comes from God.*

**James 1:17**

5. DISPLAY A CONCERN FOR LEARNING.

**Virtues: foresight, industriousness, perseverance, responsibility, magnificence, docility**

A. Remain on task.

B. Allow others to remain on task.

*If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance.*

**Sirach 1:26**

6. DISPLAY APPROPRIATE SOCIAL SKILLS.

**Virtues: affability, courtesy, kindness, generosity, sincerity**

A. Display courtesy and tact.

B. Interact with others appropriately and inclusively.

*Love your neighbor as yourself.*

**Matthew 22:39**

7. DISPLAY APPROPRIATE BEHAVIOR.

**Virtues: self-control, circumspection, moderation, humility, prudence, prayerfulness**

A. Display a positive Christian character.

B. Display a productive character.

*Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God.*

**1 Peter 4:10**

As the diocese has adopted the Virtues program, behavior expectations will be reviewed with students and sent to parents.

**CONSEQUENCES FOR NONCOMPLIANCE**

The following consequences have been designed to require a minimal amount of teacher time to enforce, include a maximum amount of student responsibility, and inform and involve parents. RenWeb behavior notifications may be sent.

1. Warning. (from teacher and/or administrator)
2. Collaborate with student on ways to improve behavior.
3. Write a behavior improvement plan.
4. Phone call to parents by student, or written notice home.
5. Student meets with principal.
6. Loss of recess with service
7. After school detention
8. Saturday school (see p. 38)
9. In school suspension
10. Out of school suspension (1-5 days).
11. Expulsion.

Elastic Clause: The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions that are not covered in this handbook that may arise. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and consequences shall be consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

### **CELL PHONES, MUSIC, AND VIDEO GAME DEVICES**

If elementary students carry a cell phone, it must be turned off and kept in their bag throughout the school day and latchkey. For reasons involving both safety and time-on-task, students may not use cell phones during the school day, and are to go to the office if any phone calls need to be made. Parents may call the school office if plans for the child for after school change, although they are encouraged to make plans ahead of time to avoid disrupting classrooms with messages.

Video games, headphones and other devices are not to be used or visible during the school day. If the child has them, they are to be turned off and stored in the backpack from the time the child enters the building until school is out.

### **COMMON AREA EXPECTATIONS**

Behavior expectations for common areas are the same as classroom expectations. Likewise, consequences for misbehavior in common areas will be the same as classroom consequences. Common areas include:

- |                       |               |
|-----------------------|---------------|
| 1. Hallways           | 6. Bathrooms  |
| 2. Drinking Fountains | 7. Phones     |
| 3. Lockers            | 8. Playground |
| 4. Gym                | 9. Lunch Room |
| 5. Church             |               |

It is the request of Sacred Heart Academy School Board, administration, and faculty that parents support this program in the community and in front of their children for optimum school improvement.

## **EVALUATION OF STUDENTS**

The goals of each teacher include instilling in each child a serious attitude concerning his/her studies, and helping him/her to become a responsible, independent and successful learner.

In the lower elementary grades, much emphasis is placed on individual capabilities; however, we also strive to help each child develop a sense of caring interaction with his/her peers. Grading will depend on personal as well as academic growth. Report cards differ according to the needs of each grade levels. Please consult your child's teacher for an explanation of the grading system he/she is using. Report cards are issued four times per school year (consult school calendar). Parent/Teacher Conferences will be held in November and March. Dates and times will be noted on school calendar.

In the upper elementary grades, minimal standards are to be attained by each student. Our goal is to help students attain these minimal requirements and to go as far beyond as possible according to his/her individual potential. Grading, therefore, depends upon the child's achievement in relation to these standards as well as his/her attempts to reach his/her own potential. Report cards are issued four times each school year. In addition, progress reports are issued approximately half way through each quarter.

Parents of students in grades 3rd through 6th will receive information regarding RenWeb (our on-line grading system).

### **GRADING SCALE – GRADES 4 - 6**

100 - 92	A	77 - 72	C
91 - 90	A-	71 - 70	C-
89 - 88	B+	69 - 68	D+
87 - 82	B	67 - 62	D

81 - 80	B-	61 - 60	D-
79 - 78	C+	59 /below	F

### **ACADEMIC DISHONESTY**

Any child found/highly suspected of cheating or plagiarizing or any other academic dishonesty, will receive a zero grade (no credit) for the assignment, and will be required to phone their parent regarding the incident. All parties involved will be held accountable. Second offense will result in detention.

### **ASSISTANCE FOR STUDENTS IN ACADEMIC DIFFICULTY**

When a student appears to be having academic difficulty as indicated by grade reports, academic progress reports, referral by parent/guardian or teachers, or self-referral, the student's teacher may use a variety of means of assistance:

1. Communication with the parent/guardian through conferences, telephone and email communication.
2. Conferences and consultation with student and teacher.
3. A conference/staffing with all the teachers of the student, which may include both student and parent/guardian when conditions warrant.
5. The strategy for assisting a student is worked out by the administrator according to the particular circumstances.

### **ASSIGNMENTS - HOMEWORK**

Assignments are given for the following reasons:

1. As practice to improve basic skills.
2. To enrich and extend what the student has learned in class.
3. In preparation to share with others something the student has discovered, read, or created.
4. To assess quality learning.
5. To encourage quality study time.

Homework should reflect evidence of child's work (including written in child's own handwriting). The amount of time spent on homework varies with the individual, but assigned homework should take approximately 10 minutes per grade, per day (for example, a third grader would spend 3 times 10 minutes, or 30 minutes daily). Generally, only redo assignments are given for homework on weekends.

### **CLASS AND HOMEWORK RE-DO POLICY**

**Lower Elementary students:** If a child has difficulty with an assignment, the teacher may give additional instruction and then ask the student to redo the assignment. If a paper is sent home to be redone, the child is expected to return it the very next day.

**Grade 4 through 6:** If a student receives a grade below 60%, he or she should redo the incorrect work, staple it to the original assignment, and turn it in by the following Monday. Students may improve their grade by averaging the original grade with the grade of the work that has been redone. If a teacher feels a student needs more practice, or has not understood the assignment, they may ask the child to redo that assignment, regardless of the original grade. Tests, quizzes, projects, or designated teacher assignments cannot be redone. Teachers will deduct 10% from the corrected score on late and incomplete work. There will be no redos allowed on incomplete or late papers.

**6th grade students** may not redo work the fourth quarter; this is designed to help them prepare for middle school.

## **RECESSES**

If a student is ready to return to school after an illness or injury, he/she will be expected to go outside to recess and participate in physical education class unless there is a written note from a physician excusing the child for medical reasons for a specified amount of time.

## **PLAYGROUND RULES**

### **PLAYGROUND RULES**

- The playground supervisor is the authority on the playground. Respect and obey him/her at all times.
- If injured, or leaving the playground for any other reason, speak first to the supervisor.
- Play safely on all equipment: use the equipment only as it is intended to be used, take turns, do not run through swings or monkey bars, and listen to all safety instructions from the supervisor.
- Only school equipment is allowed. Students may not bring toys from home to use on the playground. This includes baseball bats, hockey sticks, and other personal equipment.
- If a ball goes outside the playground fence, tell a supervisor and he/she will retrieve it for you.
- Take turns using the large play areas for football, kickball, and basketball. Games involving the balls may not be played in the wood chip area.
- No food or drinks on the playground.
- No tackling games of any kind are permitted.
- For safety reasons, snow may not be thrown or kicked, and students may not play on snow hills.

- Be kind and respectful of one another at all times.

## **BIRTHDAYS**

Color day clothing may be worn, unless the birthday falls on a Mass or field trip day, in which case the student should arrange another date for the extra color day. They may bring a pre packaged treat to share with the class. In order to avoid disruption or undo hurt feelings, please make use of the above opportunities to celebrate your child's birthday at school. We ask the following:

1. Arrange for flowers, balloons, and other gifts to be delivered to the house. We will not deliver these items to classrooms. It is disruptive to the learning environment, and we have many birthdays to celebrate.
2. Make use of the Renweb directory to send invitations to parties. Invitations are NOT to be passed out at school by students or parents. All other invitations should be delivered/mailed outside of school.
3. As we have students with allergies, it is helpful to email the teacher so they know there is a treat coming. This helps students with allergies to make sure they also have a treat at school. Please do not bring extra decorations (and no latex balloons).
4. We follow national school lunch rules, so we keep pop and fast food out of the cafeteria and stay with healthier options.

## **PARENT TEACHER CONFERENCES**

In order to foster better communication and to help parents understand their child's report, conferences are scheduled at the end of the first quarter. Third quarter conferences are scheduled. An additional parent-teacher conference may be scheduled at another date if needed.

Please do not feel this is the only time you may meet and talk with teachers. Teachers and parents may request a conference as the need arises.

Parents may contact teachers anytime by emailing or calling the school secretary in the respective building to leave their name and phone number. The teacher will return the call at a convenient time to schedule an appointment if necessary. Enrichment teachers are available for parent-teacher conferences throughout the year.

Please note: due to teachers' daily focus on working with students he/she may take up to 24 hours to return parents' call or emails. Teachers are not required to respond on non-work days.

# **Junior High/Senior High Guidelines**

# **JR. HIGH AND HIGH SCHOOL GUIDELINES**

## **CURRICULUM**

Sacred Heart Academy has designed a curriculum that is pursued with diligence and will prepare a student very effectively for post-secondary education.

The following state and school graduation requirements will be followed.

- Four credits of English Language Arts (English 9, 10, 11, 12 required)
- One credit each of Algebra I, Geometry, Algebra II; and one additional math course during the senior year
- One credit each of Biology; Physics or Chemistry; and one additional science credit
- Three credits of Social Studies, which must include 0.5 credit of Civics and 0.5 credit of Economics and 0.5 credit of Government; one credit of U.S. History and Geography; one credit of World History and Geography.
- Four credits in Theology are also required by Sacred Heart Academy.
- Two credits of World Languages (the same language must be completed for both credits)
- One credit of Health/Physical Education
- One credit of visual, performing, applied arts
- 0.5 credit of Financial Algebra
- 0.5 credit of Statistics (beginning with the class of 2022)
- 0.5 credit of Communications
- Completion of an online course learning experience (may be completed through completion of Communications requirement)
- School administered standardized assessments including assigned re-takes are required (NWEA, PSAT, SAT, Work Keys, M-STEP, etc.)

## **A. ACADEMIC GRADUATION REQUIREMENTS**

In compliance with the requirements set by the Michigan Association of Non-Public Schools and the Michigan Merit Curriculum, Sacred Heart Academy requires the following credits for graduation. One credit is one full year of successful work in a course or subject.

Minimum of 24 Credits

Religion	4 Credits
English	4 Credits
Mathematics	4 Credit
Science	3 Credits
Social Studies	3 Credits
World Language	2 Credits
Phys. Ed/Health	1 Credit
Visual, Performing, Applied Arts	1 Credit
Communications	0.5 Credit
Financial Algebra	0.5 Credit
Statistics (beginning with class of 2022)	0.5 Credit
Online Experience	0.5 Credit
Electives	1.5 Credits

\*Students may waive the one semester of the required Physical Education requirement by successfully completing three Sacred Heart Academy athletic seasons during their high school career. Credit for physical education will be listed on the student's transcript, but a grade for this course will not be factored into the student's GPA.

\*\*Students may obtain credit for the 20 hours of an online experience requirement in various ways. Certain technical education classes will fulfill this requirement as well as any high school online courses. Beginning in the 2018-19 school year, Communications will also fulfill the online experience requirement. Counselor approval is required for any additional courses to be approved for this credit requirement.

## B. GRADING PROCESS

### *Grading Scale*

Grade Minimum	Percent	Standard GPA	AP GPA
A	96-100	4.0	4.5
A-	90-95	3.8	4.2
B+	87-89	3.5	3.8
B	83-86	3.0	3.5
B-	80-82	2.8	3.2
C+	77-79	2.5	2.8
C	73-76	2.0	2.5
C-	70-72	1.8	2.2
D+	67-69	1.5	1.8
D	65-66	1.0	1.5
D-	63-64	0.8	1.2
F	62 and below	0.0	0.0

**1. Late work** - The Secondary building utilizes a universal late work policy. For each day an assignment is late, a 10% deduction will occur with a maximum of a 50% reduction.

**2. Incompletes** - A student who receives an incomplete in a class is responsible for working with the teacher to determine what is missing. Generally, an incomplete grade must be made up within ONE week of the end of the marking period. Extensions may be given with the approval of the teacher and the Administration. When students are missing grades due to excused absences, the teacher will set a reasonable date by which all make-up work must be completed. If a student does not make up the work by the assigned date, the teacher is to record a zero for all work not completed.

**3. Report cards** are compiled four times a year and are posted on RenWeb. Teachers will update grades weekly.

- Quarter grades are not posted to the permanent record. They are intended to inform students and parents about student progress. Each quarter grade for grades 7-8 represents 45% of the semester grade and 42.5% of the semester grade for grades 9-12.
- First and second semester grades consist of two quarter grades and the grade from a comprehensive final exam which counts for 10% for grades 7-8 and 15% for grades 9-12. Only the final semester grade is recorded on the student's permanent transcript and used to calculate the cumulative grade point average.

## RENWEB

At Sacred Heart Academy we have an Internet communication system called Renweb that parents and secondary grade level students can use to check grades, assignments, daily activities, progress reports, newsletters, daily bulletins, sports schedules, and scholarship information. The web site is [www.renweb.com](http://www.renweb.com). Each student and parent will have access to their own individual renweb account.

## C. ACADEMIC CREDIT

**1. A transcript** is the record of grades earned by a high school student and is sent to colleges and institutions when applying for admission. An official transcript is one delivered directly, by request of the student and/or parent, to a college or institution with the school seal or sent electronically through Parchment online transcript service. An unofficial transcript is one delivered by request to the student and/or parent. Transcripts submitted by the Counselor through the Common Application are considered to be official.

**2. AP Courses** – Students are able to take AP Courses at Sacred Heart Academy or through Mount Pleasant High School (pending schedule and availability of seats) or through an approved online educational service. Students who did not take an AP course are still eligible to take the AP Exam at SHA. Students are responsible for all AP Exam fees. Grades earned in AP classes are weighted differently than standard SHA grading scale (see above).

**3. Dual Enrollment** - Students may dual enroll in courses at any college or university in Michigan. Students may dual enroll on-campus, online, and off-campus. Courses must be approved by the academic advisor. In order for students to receive state funding from the Michigan Treasury Department and high school credit for a college course, it must be a course that is not a required course for graduation. Students must have minimum 3.0 cumulative high school GPA to be eligible to dual enroll; exceptions to this must be approved by administration. Students must pass all high school courses to be eligible to take college courses during the next school year. Students must identify if the course will be counted



for high school or college credit or both at the time of registration. Payment for the course and all required fees, including books and course materials, are the responsibility of the student. If a student does not pass the course, the student is responsible for payment for the entire cost of the class. Released time will be granted for students in grades 10-12 attending off-campus college courses during the regular school day. Courses scheduled outside the regularly scheduled school day will not warrant released time from school. Students in 9th grade may dual enroll if approved by the college and the academic advisor, but must do so outside of the school day unless the course fulfills their foreign language requirement with a language we do not offer. Students who dual enroll are considered college students by the post-secondary institution they attend and thus must follow the schedule, rules, and procedures for the college as it pertains to their course. Upon completion of the course, students must request an official transcript be sent from the college or university to their counselor if they intend to have the course counted for high school credit. The semester letter grades earned in college courses (both equivalent to core or elective high school courses) will be the semester letter grades reflected on the high school transcript. College courses, regardless of credit value will be counted as 0.5 high school credit. See annual dual enrollment parent letter for dual enrollment information. If the postsecondary school issues grades as percentages or grade points, these will be converted to the equivalent on the SHA grading scale. Students must provide their SHA academic advisor with current college grade reports when requested.

**4. Online/Non-SHA Courses** – To earn a diploma from Sacred Heart Academy, students are expected to complete their courses through SHA. When a course is offered by SHA, students are required to complete it within our institution. Exceptions to this, including dual enrollment courses used to meet graduation requirements, would need to be approved by the academic advisor. These requests must be a part of a specific academic plan for the student or an acceptable personalized curriculum plan. Students who are approved to take alternative courses must have the educational institution and course approved and would be responsible for any costs associated. Letter grades earned in the course will be applied to the student's SHA transcript, while percentage grades will be converted to the equivalent on the SHA grading scale. Students completing online courses are asked to work on their course work outside of regular school hours and therefore, would not have time allotted in their schedule for this purpose. Exceptions to this would need to be approved by the academic advisor, with no more than one hour allotted for online classes within the school day. Online course work completed during the school day must be completed using SHA technology. Students who wish to take courses not offered by SHA, through an alternate educational institution, would need to have their request approved by the academic advisor.

**5. Independent Study** – when a student is enrolled on a regular basis at Sacred Heart Academy:

- To be considered for an independent study, a student must have at least a 3.3 grade point average in the department under whose management the independent study would take place.
- Approval from the participating teacher, guidance counselor, and the Principal is required before starting an independent study.
- Usually a maximum of one course (0.5 credit) per semester is allowed as an independent study for a student.
- To qualify for an independent study during the regular school year, a student must be enrolled in at least five courses (2.5 credits) in the regular program.
- An independent study must be supervised by a SHA teacher or a GI-TEC instructor if the course is a technical education course.
- Depending on the type of independent study, families may incur an additional cost.

**6. Credit Recovery** - Students who fail a required course or do not have sufficient credits for graduation may earn back credits in either summer school, by taking an approved online credit recovery course, or by repeating the failed course. Information about credit recovery options, including summer school, is available in the Guidance Office. The student will assume all fees required for credit recovery courses. Students must complete the required credit recovery course before the next semester that the course is offered at SHA, otherwise students will automatically be reenrolled in the SHA course. The original failing grade will be included on the transcript along with the passing grade earned in the same course and both grades will be calculated into the cumulative grade point average. Seniors who do not receive a diploma upon graduation due to failed required courses have one year from the date of graduation to recover the needed credit(s).

**7. Foreign Exchange Programs** - Foreign exchange students will be granted an honorary diploma if they are completing grade 12 at SHA, unless they are able to meet SHA's graduation requirements. U.S. History and/or government, religion and English courses are required for exchange students regardless of grade level. SHA will determine the grade level in which to enroll the student.

## **D. ACADEMIC RECOGNITION**

- Honor Roll:** Students will be on the Honor Roll if they have earned a grade point average of 3.5 or higher for the semester.
- Department Awards:** Students who have demonstrated strong engagement and participation in a course may receive a department award from the course instructor.
- Class Rank:** Class rank will not be officially reported. An unofficial class rank can be acquired by contacting the

academic advisor.

**4. GPA:** A student's unweighted grade point average will be determined using a 4 point scale (Example: A = 4.0; B = 3.0).

**5. Awards Distribution:** Students may be recognized for academic achievement through membership in the National Honor Society (see the SHA Student-Parent Handbook for requirements), National Technical Honor Society (students are nominated by GI-TEC faculty), and/or the annual Awards Ceremonies held for each grade level.

**6. Criteria for Valedictorian/Salutatorian:** The valedictorian and salutatorian will be determined using a formula combining grade point average and SAT scores at the conclusion of seven semesters. Duplicate recognition will be given for ties. The GPA component will be worth 75% of the total score used to calculate the valedictorian and salutatorian and the best official SAT score reported to the high school office by the last day of the 1st semester (of the senior year) will be worth 25%. The majority of credits must be earned at SHA and the student must be enrolled full time each semester of high school to earn one of these recognitions.

## E. CURRICULUM INFORMATION/ENROLLMENT

1. Each student must carry **seven (7) subjects per year**. Students with courses that require two scheduling blocks (Example: off-campus dual enrollment, MPHS AP courses, tech center courses) are allowed to carry less than seven subjects per year. All students must remain in the school building through the 7th period of the day, unless approved by the administration. A student must complete his/her required courses at Sacred Heart Academy. A "required course" is one designated as mandatory for graduation and must be successfully completed to receive a Sacred Heart Academy diploma. Any exceptions to this must be approved by the Administration.

2. Four years of daily attendance in a theology class offered at Sacred Heart Academy is required of all students who attend Sacred Heart Academy.

3. **Schedule changes** are made only through a formal procedure denoting parental, counselor, and administrative permission. Class changes can cause serious disruptions to the operation of the school. Teacher hiring and assignment decisions as well as course offerings are made on the basis of course selections in the spring. Changes will only be made for very serious reasons and are limited to one per academic year. If a schedule is not complete, required subjects are not included, or if a class was assigned that wasn't selected by the student, a request should be made to correct the situation. Students must remain in currently assigned classes until they receive add/drop notification. Final decisions regarding scheduling changes are made by SHA Administration.

4. **Community Service** - Jesus called all of us to serve others. This program is a requirement of SHA for graduation. A total of 100 hours from grades 7-12 is required. Student hours may be served in the community, parish, or other areas pre-approved by SHA religion teachers or administration. Students must complete and turn in a verified (signed) log for each semester (on the first school day in December and the first school day in May). This will be a part of each student's religion grade. In order to receive the full credit for service hours in religion class, seniors must have their 100 hours completed by December 1 of their senior year. Junior high students must turn in 5 completed hours each semester and high school students must turn in 10 completed hours each semester. Students who arrive at SHA after 7th grade are responsible for the remaining service hour requirements allotted for each grade level as mentioned above. Students who do not complete their hours by the assigned date each semester will receive an incomplete in religion and will be ineligible for extracurricular participation until the requirement is complete.

Students are encouraged to go above and beyond the basic service hour requirements. Students who earn 200 or more hours of community service will receive a service cord at senior honors night to wear at graduation. (See pages 27 and 28 for more detailed information about the SHA community service program.) Students who earn 300 or more hours will receive a student medallion at honors night to wear at graduation.

5. **College Athletics:** Student-athletes must register with the NCAA Eligibility Center prior to or during their 11th grade year. Specific coursework is required in order to be eligible. Visit the Guidance Office for more information about SHA's approved courses, NCAA Eligibility requirements, and requesting transcripts/test scores. The SHA Athletic Director can provide more information about NCAA recruitment and policies.

## INFORMATION FOR COLLEGE-BOUND ATHLETES

The following requirements must be met in order for a student to be able to practice, play and receive a scholarship at an NCAA Division I or II College or University.

## **Division I**

1. Graduate from High School.
2. Complete a minimum of 16 core credits.
3. Earn at least a 2.3 GPA in core courses.
4. Earn an SAT combine score or ACT sum score that matches core-course GPA on the Division I sliding scale for students enrolling on or after August 1, 2016
5. Complete 10 core courses, including seven in English, math, or natural/physical science, before the start of the student's seventh semester. Once a student begins his/her seventh semester, he/she may not repeat or replace any of those 10 courses for GPA improvement.
6. Complete the amateurism questionnaire and request final amateurism certification

### **Division I Core-Course Breakdown** (Courses Must Appear on your List of Approved Core Courses)

- 4 years of English
- 3 years of math (Algebra I or higher)
- 2 years of Natural or Physical Science (including one year of lab science if offered by your high school)
- 1 extra year of English, Math, or Natural or Physical Science
- 2 years of Social Science
- 4 additional years of English, math, natural/physical science, social studies, foreign language, comparative religion or philosophy

## **Division II**

*After August 1, 2018*

1. Complete 16 high school core courses.
2. Earn at least 2.20 GPA in high school core courses.
3. Earn the SAT or ACT score that matches core-course GPA (minimum 2.20) on the Division II competition sliding scale.

### **Division II Core-Course Breakdown:** (Course Must Appear on your List of Approved Core Courses)

- 3 years of English
- 2 years of Math (Algebra I or higher)
- 2 years of Natural and Physical Science (including one year of Lab Science if offered by your High School)
- 4 additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy
- 2 years of Social Science
- 3 years of extra core courses from any category above or Foreign Language, non Doctrinal/comparative Religion/Philosophy

## **Division III**

Students who plan to attend Division III schools and will be participating in athletics, do not need to register with the NCAA Eligibility Center. Division III schools set their own admissions and eligibility standards.

## **F. EXAMINATION POLICIES**

1. Exams will be given at the end of each semester and must be taken to complete the course. Students who have missed exams due to pre-arranged or non pre-arranged, excused absence must arrange a make-up exam with their instructor(s).
2. Exam Accommodations: Students without preapproved support plans who are requesting alternative test arrangements must receive approval from course instructor and/or Administration. Extended time and other accommodations will be granted according to the regular academic accommodations procedures.
3. Cancellation of Exams: In the event exams have to be cancelled on a regularly scheduled exam day, they will be made up the next school day. Usually a day is scheduled for make-up exams. The schedule pushes back one day (Example: If exams were scheduled for Wednesday, but are cancelled due to weather, these exams would be given on Thursday).

## G. ACADEMIC COMPETITIONS

### Fall

**Language Arts:** Consists of three events. Each school sends 12 members to the event where they are given two hours to complete their writing assignments. These may include a position paper, a fictionalized journal, etc. Each team must submit at least two, but no more than four entries, which are then judged and scored. Students in grades 9-12 may participate.

**Quiz Bowl:** A team competition with a format similar to Jeopardy. It is a game of questions and answer based on a variety of subjects including sports, science, history, math and literature. The Quiz Bowl season may extend into the spring depending on the success of the team at competitions. Students in grades 9-12 may participate.

**Model UN:** The Model United Nations is a competitive simulation of a session of the United Nations General Assembly. Teams are required to research a variety of political, economic and diplomatic issues as part of drafting resolutions to be introduced into the general session. Students in grades 9-12 may participate.

### Winter

**Religious Quiz Bowl:** Similar to regular Quiz Bowl, but students will compete during Catholic School's Week to answer religion based questions. Students in grades 9-12 may participate.

**Technology Competition:** Students produce different technological products to use to compete against other schools in response to various challenges. Students in grades 9-12 may participate.

**The Brain Bee:** Students compete against other schools in a trivia competition that measures the neurological knowledge of students. The local competition is held at Central Michigan University. Students in grades 9-12 may participate.

### Spring

**Forensics:** Forensics offers students an opportunity to compete in a variety of categories. Forensics explores individual speech events building on voice and diction. Students in grades 9-12 may participate.

**Robotics:** With limited time and resources, teams of students, supported by adult mentors, build and program robots to perform challenging tasks in alliance with other teams in **FIRST Robotics Competition**.

**Science Olympiad:** Consists of test-taking, engineering, technology and problem solving events that cover all areas of science. Students in grades 7-12 are invited to participate.

# Sacred Heart Academy

## Community Service Rules and Guidelines

SHA community service is designed to:

- Foster students' growth in living out their faith
- Involve students in the needs of their parish and community
- Allow students to explore their volunteer interests
- Open doors for personal growth through involvement and service

With these goals in mind, the following standards are in place for the scope of activities that constitute service hours at Sacred Heart Academy. *(Please keep in mind that while there are many acts that are kind in nature, and we encourage students to regularly be helpful to neighbors and family members, not every act of kindness constitutes community service.)*

**1. Requirements** --- All students must complete a total of 100 hours of community service before graduation beginning the summer preceding 7th grade. The yearly goals are mandatory to keep students on track for graduation. Any hours done in excess of the yearly goal will be counted and logged for award and scholarship purposes, but will not carry over to the following year's requirement.

**2. Need Based** --- Community service must meet a need. Students should consider the needs of the church, the poor and vulnerable, the sick, animals in shelters, and the environment. Community service must be in support of a particular church or non-profit organization. If a student plans to provide service for an organization or individual that is not a non-profit organization they must have a pre-approval signature from a religion teacher or administrator prior to service. Students may not perform community service for an individual. In the case of an especially needy individual, students may request **pre approval** for receiving service hours for said individual.

**3. No Family Rule** --- Students will not receive credit for helping family/relatives.

**4. Turn it in Rule** --- After completing one or more projects, students need to turn in their signed verification logs each semester (December 1 and May 1). Summer community service logs need to be turned in during the first week of school to the office.

**5. Not During School Rule** --- Students will not receive credit for hours obtained when they should have otherwise been in school. If a student is absent or suspended from school, credit will not be given to hours obtained during that time.

**6. SHA Rule** --- Students are encouraged to seek out meaningful experiences in the local community. Students are able to volunteer at Sacred Heart Academy; however, out of the 100 total hours, only 25 hours can be obtained through Sacred Heart Academy projects. The community hours have no limit.

**7. No Politics Rule** --- Working political campaigns will not count as community service. Although this may be a worthy/educational experience for our students, it simply is not at the heart of the community service project.

### NOTE:

While the following are kind and helpful, they will **NOT** count toward community service hours: helping family, friends, and neighbors, house sitting, pet sitting, babysitting (exceptions must be pre-approved), and anything for which a worker should be paid. Any questions regarding allowable service should be asked before the service is completed.

The following is a partial list of organizations in our area that students should consider:

- |                                       |   |
|---------------------------------------|---|
| • Isabella County Restoration House   | • Habitat for Humanity of Isabella County |
| • Strickland Center                   | • Special Olympics                        |
| • Life Choices of Central Michigan    | • Isabella County Soup Kitchen            |
| • Parish Ministries                   | • Isabella County 4-H                     |
| • Isabella County Commission on Aging | • HATS                                    |

Name \_\_\_\_\_

Grade Level \_\_\_\_\_

**Sacred Heart Academy Community Service Hours Log Sheet 2021-2022**

<b>First Half Due</b> (5 hours for 7th & 8th grade, 10 hours for 9th-12th grade). Hours completed during the summer count toward this requirement.	<b>Second Half Due</b> (5 hours for 7th & 8th grade, 10 hours for 9th-12th grade). Hours completed during the summer count toward this requirement.
<b>December 1, 2020</b> - Failure to complete these hours will result in an incomplete in religion and the inability to participate in extracurriculars until the hours are completed.	<b>May 1, 2021</b> - Failure to complete these hours will result in an incomplete in religion and the inability to participate in extracurriculars until the hours are completed.

**Directions:** Please use the form below to document your Christian community service hours and responsibilities. When documenting recurring service, please use a new line for each week of service. If you would prefer to attach an official log or formal documentation from an organization, all columns must be filled in to be considered complete. Take this form with you on the day of your service so that you can have it signed at that time. Someone in an official capacity from the organization must sign the form. Turn the form in to your religion teacher ASAP. If pre-approval is needed, a religion teacher or administrator must initial the organization box prior to completing your service.

Org. & Event (if applicable)	Date & Time	Hours	Supervisor Name and Title	Supervisor Phone or Email	Supervisor Signature
<i>Example:</i> Strickler Volunteer Center	8/6/19 3:00-5:00 p.m.	2	Joe Bosadaba Coordinator	jbosa@gmail.com	Joe Bosadaba
<i>Example:</i> Rotating Homeless Shelter	8/4/19 6:00 - 9:00 p.m.	3	Jane Doe Evening Supervisor	jdoe@yahoo.com	Jane Doe

Please describe in detail your responsibilities during these hours of service:

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Matthew 25:40

*"Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me."*

## **Community Service Program**

Here are just a few ideas to pass along to the students and parents of Sacred Heart Academy. This list is in no way a complete list of volunteer opportunities, but only a few suggestions to assist those new to our program.

**Here are just a few ideas:**

**Sacred Heart Opportunities:**

Sporting Events  
Fall Festival  
SHAgala setup  
Specific Beautification Projects  
Parish Ministries

**Summer Activities:**

Habitat for Humanity  
Big Brothers Big Sisters Camp  
Church Camps (VBS)  
Youth Camps

**Children:**

Big Brothers Big Sisters  
Peak Learning Center  
Tutoring  
Life Choices of Central Michigan

**Elderly:**

Volunteer Shopper  
Commission on Aging  
Hospice of Central Michigan

**Needy:**

Soup Kitchen  
Red Cross (Blood drives)  
Salvation Army  
Food Pantry Trucks  
Isabella County Restoration House  
William and Janet Strickler Nonprofit Center

**Special Events:**

Special Olympics  
Festival of Trees  
Christmas Outreach  
Bell Ringer (Salvation Army)  
4-H and HATS

**DAILY SCHEDULE**  
**Jr. High/High School (Grades 7-12)**

7:40	8:27	1st hour
8:31	9:18	2nd hour
9:22	10:09	3rd hour
10:13	11:00	4th hour
<b>11:00</b>	<b>11:30</b>	<b>Junior high lunch</b>
11:04	11:51	5th hour HS
11:34	12:21	5th hour jr high
<b>11:51</b>	<b>12:21</b>	<b>High school lunch</b>
12:25	12:58	Study hall/support
1:02	1:49	6th hour
1:53	2:40	7th hour

**MASS DAY SCHEDULE (Grades 7-12)**

**MASS 8:00 a.m.**

7:40	– after mass –	9:40	1st period
7:50	Dismiss for Mass		
9:45		10:25	2nd period
10:30		11:10	3rd period
<b>11:10</b>		<b>11:35</b>	<b>Lunch A</b>
11:15		11:55	4th period HS
11:40		12:20	4th period JH
<b>11:55</b>		<b>12:20</b>	<b>Lunch B</b>
12:25		1:05	5th period
1:10		1:50	6th period
1:55		2:40	7th period

**Two-Hour Delay Class Schedule**  
**(Grades 7-12)**

9:40	10:15	1st period
10:20	10:55	2nd period
<b>10:55</b>	<b>11:20</b>	<b>Lunch A</b>
11:25	12:00	3rd period A
11:00	11:35	3rd period B
<b>11:35</b>	<b>12:00</b>	<b>Lunch B</b>
12:05	12:40	4th period
12:45	1:20	5th period
1:25	2:00	6th period
2:05	2:40	7th period



## CARE OF TEXTBOOKS

All students are expected to care for their textbooks by keeping them covered throughout the year. A fee will be assessed for damaged or lost books. Book bags should be used to transport textbooks to and from school. Backpacks and bookbags must be kept in lockers.

## Sacred Heart Academy Attendance Policy for 7th - 12th Grade

### ATTENDANCE

Students are expected to be on time and attend every class daily. Daily teaching strategies, such as interactions between students and teacher, discussions, group projects, lectures, and reports cannot be duplicated outside of the classroom and they are a valid and crucial part of course work. Each student is expected to contribute to the daily academic activities in their classes. Regular and constant school attendance helps develop responsibility, self-discipline, and fosters the skills necessary to be college and career ready.

#### Absence Reporting Procedure

The procedure for reporting an absence is as follows:

1. Parents must call in or email the building secretary for their child's absenteeism by **9:00 AM**. Parents must notify the office or the absence will not be excused.
2. To be eligible for extra-curricular participation, a student must be in attendance for all classes that day, including Mass when scheduled (the whole school day). If a student has a doctor's appointment he/she must bring a slip back from the physician, dentist, orthodontist, etc. with the time of the appointment and the time finished.
3. Students who miss ten or more minutes of any class will be considered absent, and that absence **will be counted towards the maximum of ten absences per semester**.
4. Attendance requirements for Gratiot-Isabella Technical Center and Mt. Pleasant High School classes will follow the public school calendar with **absences being counted toward extra-curricular participation as well as the students' total absences for the semester at SHA**.

**Excused Absences – Verified:** Any absences from class that have the prior knowledge and approval of a parent or guardian and have been verified by the principal's office will be listed as excused. Excused absences include illness, death in the family, college visits or doctor/dentist appointments. College visits will require a signed document from the admissions office and doctor/dentist appointments will require a slip of verification from the doctor's/dentist's office. These absences **DO COUNT** toward the ten absences allowed per semester.

**Trips/Vacations:** Absences will be verified as excused by the building administrator if notification is given a minimum of **5 days in advance** of the vacation and these will be counted towards the maximum of ten absences per semester. Missed work will be given to the student when he/she returns and the student must return the completed work no later than **5 school days after he/she returns** from vacation.

**Un-excused Absences:** Any absence from class that does not meet the listed excused criteria is un-excused. A zero will be given the day of an unexcused absence.

**School Approved Absences:** Absences approved by the school for field trips, athletic events, school-related programs and activities will not count towards a student's semester absence total.

#### Excessive Absences

Students who miss more than 10 days of school per semester (excused and unexcused absences) may lose credit in that class and given a "No Credit" and may have to retake the class. School-approved absences do not count in this total. In extreme circumstances a student and his/her parents must attend an attendance hearing with an administrative/teacher team to appeal the credit loss.

The administration reserves the right to evaluate extreme situations, such as a pandemic and the required quarantine it may mandate of students.

Students attending classes at the Gratiot-Isabella Technical Center or Mt. Pleasant High School (MPHS) are required to attend all scheduled classes.

SHA attendance policy applies to students attending classes at Gratiot-Isabella Technical Center or MPHS.

#### **1. Skipping/Tuancy (Leaving School Property without Proper Authorization)**

Sacred Heart Academy operates under a closed campus policy. Students are to remain on campus for the entire school day unless leaving for reasons of illness, appointments, etc. If a student leaves school or class without permission from the principal or authorized staff member, it will be considered skipping/tuancy. If it is necessary for a student to leave school during the day, his/her parent must contact the school, or send a permission letter for the student. All students entering or leaving the school building after the start of the school day must sign in or out in the office and obtain written or

verbal permission from parent(s).

**Disciplinary Action:**

1st Offense - Saturday School

2nd Offense - In-school suspension with service

## **MAKE-UP WORK GUIDELINES**

**1. Those students with excused absences shall be allowed to make up their work to receive a grade. Those students with unexcused absences are encouraged to make up any missed work for their own benefit, but will not receive a grade.**

**2. If course work is allowed to be made up:**

- a. Work, which is to be made up, is best done immediately if it is to benefit the student. Students shall have the number of school days equaling the absence, to turn in any course work for credit.
- b. The student shall be responsible for making arrangements for make-up work with his or her teachers on the day the student returns to school. These arrangements should be made before or after school.
- c. Work made up by students with excused absences shall be graded the same as if the absence had not occurred. If the work to be made up is turned in late, the same guidelines shall apply as apply to any student's work that is turned in late.
- d. Students absent due to school-sponsored activities (field trips, athletic events, etc.) are required to make up their course work.
- e. In the case of an extended illness of three (3) or more days, assignments may be obtained by contacting the teacher.

Pre-assigned work shall be due on or before the assignment due date. Make-up work shall be due on the day the student returns, unless prior arrangements are made between the student and the teacher.

## **EARLY DEPARTURE FROM SCHOOL**

**Any student leaving the building for any reason during regular school hours MUST first report to the office. Under NO circumstances should a student leave school without signing out and obtaining parental and/or administrative approval.**

Parents/guardians who are aware their child will need to be excused during the school day should phone the office prior to the time the student needs to leave or send a permission slip, indicating the student's name, the date, the reason, the time for departure, and return to school. The student needs to sign in at the office when returning to school to clear class absences.

Building administrators must have parent/guardian approval to permit a student to leave for medical or other reasons. In the student's best interest, it is recommended that medical appointments be scheduled outside of school hours. Administrator discretion shall be used in cases of emergency.

No student will be allowed to sign himself/herself out without contacting the parents, unless the parent(s) has prearranged for their son/daughter to do so in writing.

## **TARDIES**

A portion of education deals directly with the attainment of habits and patterns of living that will be beneficial to the individual students during the remainder of their lives. Teaching the habit of prompt and regular attendance is, therefore, one of our most direct responsibilities as parents and educators.

**Tardy:** Any student not seated and prepared for class at the conclusion of the tardy bell will be considered tardy. Students more than 10 (ten) minutes late to class will be considered absent for that period.

**Exempt Tardy:** Tardiness to school/class will be considered exempt for any of the following reasons: Late bus, written verified detainment by school personnel, or return from approved participation in a school activity.

## **TARDY PROCEDURE**

A student who is tardy to class will be admitted. However, he/she will be marked tardy on the attendance report and in the teacher's record book. The following are per nine-week marking period:

1. Three (3) unexcused tardies—detention will be assigned with parental notification.
2. Five (5) unexcused tardies—a Saturday School will be assigned with parental notification.
3. Ten (10) unexcused tardies—one day in-school suspension with service.

Repeated violations will require a meeting with student, parents, and administration, and further consequences may be imposed.

NOTE: Students may not participate in extra curricular activities until the detention is completed. A student that misses a detention will be assigned a Saturday School, and a student who misses Saturday School will be assigned an in-school detention with service. A fee for Saturday School will be charged to the student to help cover the administration cost. Students who are late or miss a punishment will move to the next offense, and may not participate in extracurricular activities until the consequence has been served. A student who misses Saturday School will not be able to participate in any extracurricular activities until the Saturday School has been served. **SACRED HEART ACADEMY EXPECTS STUDENTS TO BE ON TIME.**

### **CHANGE OF ADDRESS/PHONE NUMBER**

Every change of address or phone number should be reported to the school immediately, and changed directly in RenWeb by a parent. The school must have on file an alternate phone number of a relative or neighbor for emergencies.

### **Dress Code (grades 7-12)**

Monday through Thursday

#### **Pants**

- Khaki (light tan) pants (no patch pockets or cargo pockets, no skinny pants, knit pants, yoga style pants, or khaki denim), no elastic at the bottom. Pants may not be tight.
- Khaki walking shorts – shorts may have cargo pockets

**Khaki (light tan) Shorts/Capris** may be worn August, September, October, May, and June

- Shorts and capris may NOT be worn on Mass Day
- Khaki shorts must be appropriate in length, no more than 3" above the knee
- No athletic shorts or frayed shorts
- No jean shorts/capris

#### **Shirts/Tops**

- Collared polo shirt - any color or pattern except camouflage, long or short sleeve; loose fit
- SHA administration reserves the right to determine whether any particular shirt fits the definition of an appropriate polo shirt
- Logo must not exceed 2"
- No midriff or cleavage showing while standing, sitting, or arms in outstretched position
- Short or long sleeve solid colored t-shirt may be worn under polo

#### **Quarter zip and Crew-neck SHA Academic Logo Sweatshirts**

- Crew-neck red, green, black, or white sweatshirts with SHA academic logo may be worn with or without a polo.

**Note: No other jackets, sweaters, fleeces, warm-up jackets, or outerwear are allowed during the school day.**

**Masks** If masks are required, the following must be adhered to:

- Masks must cover nose and chin fully, making sure there are no gaps.
- Masks must be secured behind ears.
- No bandanas, gaitors, ski masks, etc.
- No political or anti-religious statements, inappropriate images or statements. All masks are subject to approval of the administration.

**Jeans Day** (Normally Fridays but may fall on different days that are announced ahead of time):

- Can of food or \$1 must be donated in exchange for color day clothes
- Any color denim jeans or khaki pants may be worn (leggings, yoga style pants or similar type pants are not permitted)
- Polo or SHA spirit t-shirts/sweatshirts may be worn
- Appropriate t-shirts/sweatshirts may be worn
- Button-up dress shirts, flannel shirts, and sweaters may be worn
- Jeans must fit properly and be pulled to the waist. No extreme baggy jeans, holes or frayed hemlines.
- Walking shorts of any color may be worn in August, September, October, May & June
- Girls may wear skirts with tights or leggings on Friday.
- No political or anti-religious statements, inappropriate images or statements on any articles of clothing
- Sacred Heart Academy administration reserves the right to determine whether any particular article of clothing is appropriate for school
- Leggings may not be worn as pants

**Mass Dress-Up Days**-will be announced in advance (email will be sent via RenWeb)

- Students are to dress up for Mass.
- Boys must wear pants and tucked in full button front dress shirt with neck tie
- Girls must wear dress/skirt or dress slacks with appropriate top (dresses and tops may not show cleavage, midriff, undergarments including straps or have openings in the back; must have a minimum of a cap sleeve). The neck line may not be more than two inches below the collarbone. Sweaters and turtlenecks are allowed.
- No shorts or capris on Mass day.

**Skirts/Dresses (Mass day only unless prior approval given for specific reason, i.e. game day or concert day):**

- Must be appropriate in length (no higher than three inches above the knee)
- Must have a minimum of a cap sleeve on dresses; no tank top, strapless or spaghetti strap styles
- The neck line of dresses may not be more than two inches below the collar bone
- Back must be fully covered
- Leggings may only be worn under appropriate length skirt/dress
- May not be of blue denim or with frayed hems
- Slits may not be more than 3" above the knee

**Hair**

- Must be neat and clean and appropriate in length. Hair may not cover eyes. Boys' hair may not touch their collar.
- Extreme or outlandish hairstyles or color are not permitted, including unusual cut/shave patterns.
- Males must be cleanly shaven - no facial hair, mustaches, beards or goatees
- Sideburns must be neatly trimmed - no lower than the earlobe
- No hats, bandanas or head scarves may worn in the building during the school day

**Body**

- Exposed tattoos are not allowed
- Jewelry such as large chains and other items attached to belt or belt loops are not permitted
- Only piercings of the ear are permitted and for girls only

**CONSEQUENCES FOR DRESS CODE INFRACTIONS**

Sacred Heart administrators will have the responsibility of final determination concerning student dress code. Parents and administrators will work together to promote responsible students.

**Disciplinary Action**

1. 1st offense – detention will be issued
2. 2nd offense – Saturday School
3. 3rd offense and beyond- in-school with required service

Repeated violations will require a meeting with student, parents, and administration, and further consequences will be imposed.

**Sacred Heart Academy Expectations (Grades 7-12)****Student Expectations:**

- Students will strive to follow Christian ideals in all they do.
- Students will come to class in dress code and prepared with textbooks, paper, pencils, planner, a charged Chromebook, and be in their seats when the bell rings.
- Students will be respectful of all staff, students, school property and materials.
- Students will be mindful of their behavior on school grounds including hallways, cafeteria, gymnasiums, church, etc.
- Students will pick up after themselves and leave the hallways clear of personal possessions and school supplies.
- Students will give their best effort every day.

**Parent Expectations:**

- Parents will read the handbook and discuss it with their children, explain why policies are important and support the policies in the handbook.
- Parents will treat teachers as professionals and will respect teachers' and administrators' working hours by contacting them during school hours to set up an appointment, if necessary.
- Parents will assist teachers in enforcing the school policies.
- Parents will hold their children accountable, including ensuring that their children attend assigned tutoring and detention.
- Parents will stagger appointments so students are not missing the same class repeatedly.
- Parents will monitor their child's progress by checking RenWeb and emailing the teacher with questions.

**Teacher/Administrator Expectations:**

- Teachers/administrators will create a positive learning environment. They will treat all students fairly and respectfully.
- Teacher/administrators will challenge all students to learn and achieve and reach out to struggling students.
- Teachers/administrators will discuss the policies in the handbook with students and provide examples. They will

- enforce the policies in the handbook.
- Teachers/administrators will contact parents with concerns regarding academics or behavior and collaborate with other teachers when students are struggling.
- Teachers/administrators will communicate professionally.
- Teachers/administrators will read and return parents' emails within 24 business hours.
- Teachers/administrators will update grades weekly in RenWeb.

### **Academic Support/Intervention**

Every student is capable of learning and each student learns differently. Our goal remains for 100% of our students to learn 100% of the essential standards. At Sacred Heart Academy, our primary method for academic support and intervention is our After School Resource Center (ARC). The ARC is available for students Monday, Wednesday and Thursday from 2:45-3:45 pm. There will be a teacher to provide tutoring and oversee our National Honor Society tutoring assistants. Any student is welcome to attend an ARC session for extra help or a supervised place to complete homework. Some students will be assigned to attend the ARC by a teacher, administrator, or coach whether it be for athletic eligibility or if a student is struggling to grasp a concept or lesson.

We will be holding students accountable for attending assigned sessions and we would ask that parents do the same to ensure learning for each student. Students who do not attend an assigned ARC session will be assigned a morning detention from 6:50-7:35 am.

## **PERSONAL CONDUCT IN AND OUT OF THE CLASSROOM**

### **A. Repeated/Serious Violation**

Any student who repeatedly violates a school rule in one or more categories in a school year will receive a suspension of up to ten (10) days out-of-school pending a conference with a parent/guardian and a hearing before the Pastor and Administration to determine the future status of the student's enrollment.

**Any student may be given up to a ten (10) day out-of-school suspension on the first, second, or third offense if, in the opinion of the administrator, the student's presence endangers other students, employees or the educational process.**

### **B. School Rules**

Infraction of any school rules not covered in this limited list of infractions and disciplinary actions.

### **Disciplinary Action**

Any disciplinary action taken will depend upon the severity of the infraction and the recurrence of misbehavior on the part of the offender.

### **A. Classroom Conduct - behavior expectations will be emailed the first week of school.**

*Violations normally in this section include, but are not limited to, the following:*

1. Unprepared for classes (no books, assignment, homework, etc.).
2. Inattention in class.
3. Disruption of class.
4. Tardiness to class (see attendance policy).
5. Displays of affection (see inappropriate display of affection).
6. Lying.
7. Disrespect to a teacher or fellow classmate. Unkind words or actions will not be tolerated
8. Minor profanity (see obscene, profane language policy).
9. Potentially dangerous behavior (running, horseplay, etc.).

### **Disciplinary Action**

The teacher will make every effort to work with the student to resolve the problem the student is having with behavior. A teacher or administrator may assign a consequence based on the severity of the infraction.

## **CELL PHONES AND ELECTRONIC DEVICES**

Students are allowed to have their cell phones and electronic devices locked in their lockers at all times, and use them before school and after school only. No Apple watches or other similar devices may worn in a classroom. Consequences for violating will be the same as cell phone violations. If a student does need to make a crucial call, they may come to the office to do so.

Parents - If you need to contact your student during regular school hours, please contact the office. We will make sure the information gets to your student immediately.

**1st offense** - phone is sent to the office, student may pick up the phone at the end of school. A detention will be issued.

**2nd offense** - phone is sent down to the office, principal keeps the phone until a parent picks up the phone after

school hours.

A Saturday School will be issued.

**3rd offense and beyond** - An in-school suspension with service - zero credit for the day. Tests, major papers and projects will receive credit if turned in the day they are due.

**B. Conduct at Assemblies**

Sacred Heart Academy students should dress and conduct themselves with a sense of pride toward their school at all times. The student's behavior should be refined and courteous. Unacceptable conduct would include whistling, uncalled-for clapping, catcalls, boisterousness, inappropriate language or body gestures, and unsportsmanlike conduct.

**Disciplinary Action**

Saturday School or one (1) to three (3) days out-of-school suspension.

**C. In Building Without Supervision**

**Disciplinary Action**

Students in the school unsupervised will result in a detention.

Students in the weight room unsupervised will result in a Saturday School.

Additional offenses will result in further disciplinary action.

Students in the building (including weight room) without supervision after practices, on week-ends, etc. may be referred to authorities for trespassing, in addition to other discipline.

**D. Gross Insubordinate Behavior, Obscene or Profane Language Directed toward an Administrator or School Employee**

There may be occasions during which an administrator must deal with a student who becomes profane, who openly confronts the authority of the administrator or other school employees, or who makes threatening and/or improper remarks to the administrator or other school employees. This includes the destruction or defacing of their personal property.

**Disciplinary Action**

Out of School suspension will be issued. A student disciplinary hearing will be required with their parent/guardian before the student can return to school, with possible expulsion.

**E. Disrespect/Profane Language**

The act of offending commonly recognized standards of good taste, including, but not limited to, the use of profane language, gestures, racial or ethnic slurs.

**Disciplinary Action**

Saturday School or one (1) in-school suspension with service. Out-of-school suspension may be issued

**F. Defiance of Authority/Disrespect**

Open, persistent, defiance of authority; insubordination; or flagrant disregard of verbal instruction or direction of school personnel. Teachers must be addressed by Miss, Mrs. or Mr. and their directions are to be followed without argument.

**Disciplinary Action**

Saturday School or one (1) in-school suspension.

**G. Inappropriate Display of Affection**

Undue familiarity or excessive display of affection in a school situation or school related activity is considered to be inappropriate. Physical contact other than hand holding is unacceptable.

**Disciplinary Action**

The disciplinary action taken will depend on the degree of inappropriateness on the part of the students and the number of previous infractions of a similar nature.

**H. Harassment, Racist or Ethnically Slanderous Remarks or Moral Affronts**

Sacred Heart Academy prohibits any form of harassment by staff members, volunteers, supervisors, or students. Harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remarks, harassment will also include racist, ethnically slanderous or moral affronts to others.

**Disciplinary Action**

The discipline administered will depend on the severity of the infraction. The Pastor will be informed of all cases that may involve a staff member. Parents/guardians will be notified in all cases that may involve a student. Disciplinary action could be up to and including discharge or expulsion.

## **ACADEMIC DISHONESTY**

### **I. Copyright and Plagiarism**

District policies on copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Plagiarism is defined as any one of these three acts:

- (1) Failing to cite quotations and borrowed ideas
- (2) Failing to enclose borrowed language in quotation marks
- (3) Failing to put summaries and paraphrases in your own words
- (4) Failing to utilize images in the public domain or cite photographers permission

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Whenever practical, teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

### **Disciplinary Action**

Disciplinary Action (Grades 7-8-9):

First Offense: Saturday School assigned and assignments must be rewritten during this time; credit will be reduced by 30%. If student fails to rewrite the assignment a zero (0) will be given.

Subsequent Offenses: Saturday School, no credit, mandatory parent meeting scheduled with teacher.

Disciplinary Action (Grades 10-12):

First Offense: Saturday School assigned and assignment must be rewritten during this time. No credit earned.

Subsequent Offenses: In school suspension, no credit, parent meeting scheduled with parent contact and administration..

### **J. Cheating**

Sacred Heart Academy has a zero tolerance policy in regards to academic cheating. Cheating will not be tolerated whether it is cheating on a test, homework or any other academic project. Students caught cheating will be subject to the appropriate disciplinary action and parent(s) will be contacted.

### **Disciplinary Action**

All cheating offenses (0 zero) on assignment, mandatory meeting with student, parent, and teacher. Saturday school assigned. Cheating offenses that impact more than one individual are subject to additional consequences.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bags, athletic bag, etc.) may possibly be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings will be turned over to the proper legal authorities for ultimate disposition.

## **DETENTIONS**

Teachers and/or administrators may require a period of time for students to come in early for disciplinary reasons. Detentions are held from 6:50 AM-7:35 AM in the high school conference room. Students serving detention are to have schoolwork or reading material available to utilize once detention responsibilities have been completed. It is the responsibility of the student to make his/her arrangements for transportation when serving detention. Detention hours

are to be completed before school in the assigned detention room. Students may not participate in extra curricular activities until the detention is completed. There is to be no talking, eating, or headphones during detentions. Use of computers is only permitted for school assignments and permission must be given by detention supervisor. Students who are late or miss a detention will receive additional consequences.

### **SATURDAY SCHOOL/MORNING DETENTION**

Saturday School is a supervised morning detention from 8-11:00 a.m. Students may not be late and must bring assignments, homework or reading material. A fee of ten dollars (\$10.00) or more if necessary, will be charged to the student to assist with the cost of the supervisor for Saturday School. Students may also attend Saturday School to complete hours necessary to earn back credit lost provided they do not have prior disciplinary obligations. The ten-dollar (\$10.00) fee still applies. A student who misses Saturday School will not be able to participate in any extracurricular activities until the Saturday School has been served.

### **IN-SCHOOL SUSPENSION**

Students who receive an in-school suspension will spend a full day completing service projects at school under adult supervision. If the student has a test, project, or paper due the day of the in-school suspension he/she will be expected to complete it that day. The student will receive zero credit for any other assignments due that day.

### **OUT-OF-SCHOOL SUSPENSION**

Being a part of the Sacred Heart community is a privilege. During a suspension, the student is deprived of this privilege and is expected to re-evaluate his/her behavior. Students will not receive credit for any daily academic work, such as daily assignments or quizzes, missed while suspended. Exams and projects of significant magnitude will be made up or turned in on the first day the student returns. The suspended student cannot participate in any extra-curricular activity, athletics, plays, dances, etc. The student is not allowed to attend any school-sponsored activity or be on school property while suspended. Suspension counts towards ten-day absence limit.

### **EXPULSION**

In extreme cases and considering the severity of the infraction and after the proper steps have been followed, a recommendation could be made that a student should be expelled from school. The Sacred Heart Academy Pastor makes the final decision upon the recommendation from the administration. These decisions are final and binding. There is no appeal.

### **ADMINISTRATIVE APPEAL PROCESS**

The purpose of the Administrative Appeal Process is to provide a means for and resolution for parents who have concern regarding the interpretation of the terms of the Sacred Heart Academy Student Handbook, and to resolve such parental concerns at the lowest level possible. Please do not "save" your child from the consequences of his/her actions. Students learn from mistakes. It helps them learn accountability for their actions and to make better decisions in the future.

- |   |                       |
|---|-----------------------|
| 1. Student and Teacher and/or Administrator | 2. Teacher and Parent |
| 3. Principal                                | 4. Pastor             |

### **PARENT TEACHER CONFERENCES**

In order to foster better communication and to help parents understand their child's academic process, conferences will be scheduled during the first and second semester. Please do not feel this is the only time you may meet and talk with teachers. Teachers and parents may request a conference as the need arises. Parents may contact teachers by calling the school office or by emailing the teacher.

### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of Sacred Heart Academy. NHS is a student-run organization, under the supervision of Faculty Advisers. Each year, NHS students participate in a minimum of 6 service projects each. Past projects include: organizing a charity 5K, running the Homecoming Parade, raking leaves for the elderly, leading school fundraisers, and many more to contribute to the SHA and Mount Pleasant communities. The guidelines for selection are based on four criteria: scholarship, leadership, service, and character. Students are selected by a Faculty Council in the spring of their sophomore or junior years, for induction in their junior or senior years, respectively. To be eligible, a student must possess a cumulative GPA of 3.75 or higher, and have documented evidence of 2 service projects and 2 leadership examples from their high school years.



## **LOCKER, LOCKS and HALLWAYS**

Each student in the junior high and high school is assigned a hall locker with a lock to keep in their possession in their locker only. Students are not allowed to change lockers. Students are expected to keep their lockers clean, neatly arranged, and free from stickers and decals. All lockers are school property and subject to unannounced inspection. Students are cautioned to keep all money and valuables, in their locker at all times. Cell phones must remain in lockers between 7:40 and 2:40 pm. **The school cannot assume responsibility** for these items when lost or stolen. When using gym locker rooms, students are cautioned to use locks for their valuables and equipment. All reports of stealing are to be made to the administration.

Students are to keep the hallways clean and free from debris. Backpacks and other bags must fit in their closed locker each day. During lunch periods, students must remain in the alumni gym or cafeteria and may not re-enter their locker hallway until the bell rings ending the lunch period. Failure to comply will result in progressive disciplinary action as outlined in other parts of this handbook.

## **HIGH SCHOOL PUBLIC ADDRESS SYSTEM**

This system is for business purposes only. Announcements of a general nature will be kept to a minimum.

The following policy will be in effect for using the public address:

1. The principal or designee will make announcements. The principal will determine what is an “emergency”. Only announcements of events, which have been endorsed or sponsored by the school, will be read over the P.A.

## **VISITORS**

Visitors of students are not allowed. Students who anticipate attending SHA may make arrangements with the Admissions Director.

## **FLOWERS/GIFTS**

We discourage the delivery of gifts, flowers, or food items.

## **SCHOOL DANCES**

Co-Curricular activities such as school dances are opportunities for the school community to apply the teachings of the Catholic faith to human relationships. School board members, administrators, staff, students and parents need to help create an atmosphere at SHA dances that allow Christian values to take place.

The following guidelines will be enforced at all dances:

1. Certain types of dancing, commonly known as freaking or grinding are inappropriate and therefore prohibited.
2. Overcoats and backpacks are not permissible inside the dance facility
3. Certain types of dancing, commonly known as grinding are inappropriate and therefore prohibited.
4. All SHA events will be conducted in a fashion that supports and upholds the teachings/tenets of the Catholic church

Music will be suspended and students in violation of inappropriate dancing could be asked to leave. If a student is asked to leave, parents/guardians will be contacted by school personnel to discuss the violation.

## **WORK PERMITS**

The State of Michigan requires a Work Permit for all minors under the age of 18 who work. Information about permits, as well as the permits themselves may be obtained from the school office.

## **Spectator Bus Regulation**

Spectator buses will be provided for extracurricular activities in cases where there is sufficient student interest to warrant such buses. Advanced registration and payment is required through the school office.

All students are to ride on their assigned bus. Roll is taken by the chaperones each time the students get on the bus. The drivers are instructed to not let students on the bus until the chaperone arrives. Students are permitted to sit where they choose. However, responsible conduct in accordance with handbook policies is required at all times. Failure to adhere to these rules may necessitate removal of the involved student(s) from use of any spectator bus and will incur additional consequences.

## **Elastic Clause**

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions that are not covered in this handbook that may arise. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and consequences shall be consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's

authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

## **SACRED HEART ACADEMY STUDENT ATHLETIC CODE**

### **Philosophy**

1. The athletic program will serve as an educational means through which the student may develop his/her physical, mental, emotional, and social characteristics to their fullest extent.
2. The athletic program shall provide well-planned and well-balanced interscholastic athletic activities for as many athletes as possible, consistent with available facilities, personnel, and financial support.
3. The athletic program shall be planned so as to present a minimum amount of interference with the daily academic program.
4. The athletic program will provide an opportunity for the loyalty of the parents, patrons, and friends of the school to be developed, strengthened, united, or renewed.
5. The athletic program will provide coaches who are knowledgeable, qualified, and are sincerely interested in developing the students to their fullest potential.

### **Message To SHA Student Athletes**

In all matters of interscholastic athletics, Sacred Heart Academy is governed by the rules set forth by the SHA Athletic Code and the Michigan High School Athletic Association. To be eligible to participate in interscholastic athletics, a student must comply with these rules. The coach will review these with all athletes and parents at the beginning of the season for each individual sport. It is the responsibility of each athlete to become familiar with the SHA Athletic Code and M.H.S.A.A. rules and regulations.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline. One of the finest lessons to be learned in athletics is to take care of one-self physically and to develop a strong body and good judgment. This is one reason why good training habits are stressed. There is no place in high school athletics for those who do not discipline their minds and bodies for rigorous competition. Sacred Heart Academy strives for excellence.

### **Application of the Athletic Code**

When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Sacred Heart Academy Athletic Code throughout his/her school career. A student may neither attend try-outs nor practice with a team until he/she has submitted, along with a physical form, a signed acknowledgment form, including a parent/guardian signature, agreeing to abide by the Athletic Code. This Athletic Code applies to candidates, members, and managers of all athletic teams.

#### **A. Calendar Application**

The Athletic Code will be enforced as to all students throughout the full calendar year. Enforcement of the Athletic Code shall apply to any violation, which occurs within the above mentioned time frame. A student who violates the Athletic Code will be subject to disciplinary action as outlined in the penalty provisions of the Athletic Code.

#### **B. Time/Place Application**

The Athletic Code is not limited to student conduct at school-sponsored activities or on school property. Rather, the Athletic Code applies on a 24-hour basis and has no limitations as to the place of conduct.

#### **C. Academic/Athletic Eligibility**

Academic eligibility will be evaluated two weeks after a new marking period has started and each week, thereafter. Reports will be run the first school day of each week. Students with one or more grades of "F" or two or more grades of "D" will be placed on academic probation for two weeks. During the two week probation period, students must attend four study hall sessions supported by NHS students and a faculty supervisor. Sessions will last from 2:45-3:30 pm. If a student does not fulfill the four session requirement, they will be ineligible to participate in athletic competitions the following week.

At the end of the two week probation period, a student must increase all grades of "F" to "D" or better, if the student was given grading opportunities during that time frame. If a student does not meet the required level of grade improvement, they will be ineligible to participate in athletic competitions for the next week, with their eligibility being re-evaluated the following Monday. Ineligible students will have to attend two study sessions during the week they are ineligible. Those who raise all grades of "F" to "D" will have to complete two more study hall sessions in the following week, but will be able to participate in athletic competitions until the next evaluation is completed. The following Monday students must have raised all but one of the grades of "D" to a "C" or better to remain eligible for the next week. Only one probation period per marking period. After a student comes off probation, if they have one or more grades of F or two or more grades of D, they will be academically ineligible one week and will attend two study sessions. Only one probation period per marking period.

Students with two or more grades of “D” must increase all grades but one of “D” to a “C” during the two week probation period. These students must attend four study sessions in two weeks to be able to participate in games during the probation period. If, after the two week probation period, the student has raised all but one grade of “D” to a “C” or better they will remain eligible. If the student still has more than one “D”, then he/she will not be eligible to compete in games the following week, with his/her eligibility being re-evaluated the following Monday. Ineligible students will have to attend two study sessions during the week they are ineligible. Students who fail a class in any quarter of semester, including the 4th marking period or 2nd semester, will be ineligible for the first two weeks of competition (games) in the next marking period or semester of their current season or next sports season.

#### **D. Attendance Requirements**

1. Regular attendance at practice sessions is required.
2. No one will be permitted to practice or play in a game if not in attendance for the entire school day.
3. A player cannot drop out of one sport and start practicing in another until the previous sport is over unless coaches/principal agree.
4. Prearranged athletic college visits are excused absences.
5. Any student suspended from school for disciplinary reasons is automatically restricted from participating in or attending any school sponsored activity for the duration of the suspension.

#### **Standards of Conduct**

The following behaviors constitute a violation of the Sacred Heart Athletic Code and subject the athlete to discipline as outlined in the “Consequences” section of the Athletic Code:

Use, possession, concealment, distribution, sale, or being under the influence of those substances listed below.

- a. Tobacco or tobacco products in any form (including vaping);
- b. Alcohol or alcoholic beverages in any form;
- c. Illegal drugs, including but not limited to those substances defined as “controlled substances pursuant to federal and/or state statute;”
- d. Steroids, human growth hormones or other performance-enhancing drugs;
- e. Substances purported to be illegal, abusive, or performance enhancing, i.e., “look a-like” drugs and inhalants.
- f. Misused prescription drugs and/or over-the-counter drugs.

**Note:** It shall not be a violation of the Athletic Code for an athlete to use or possess a prescription or patent drug when taken according to a legal prescription issued by a licensed practitioner for which permission to use in school has been granted pursuant to Board Policy. An athlete shall notify his or her coach if he/she is taking a prescription medicine, which could alter the athlete’s behavior or affect the athlete’s ability to participate in physical activity.

#### **Disciplinary Process**

The disciplinary process for violations of the Athletic Code will be administered as outlined below. Before any suspension takes effect, the student and the student’s parents shall be verbally advised by the athletic director of the alleged violation and the student will have an opportunity to respond to the allegation(s). Athletes will not be disciplined on hearsay evidence. Persons making the charges against the athlete(s) must do so in writing and be willing to face the accused, if necessary. All suspension periods shall begin from the date of the written notice of the Athletic Code violation. The athlete will be excluded from participation in contests and/or practices during the appeal process.

#### **Consequences**

##### **A. Conduct Offenses**

1. The athletic director will address violations of the Athletic Code.
2. Any student suspended from school for disciplinary reasons, as per the Student Handbook, is automatically restricted from participation in or attendance at any school sponsored athletic activity for the duration of the suspension.
3. A team may have specific rules established by the coach and approved by the athletic director. The coach will address violations of the Team Rules.
4. In the event that school policies or procedures or the Athletic code do not cover situations that arise, the principal/athletic director reserves the right to establish such rules, conditions, and consequences to respond effectively to unanticipated or unique circumstances and to inform all affected individuals and/or groups.

##### **B. Substance Abuse and Unlawful Offenses**

**First Offense:** Suspension of 20% of the next season’s scheduled athletic contests.

**Note:** An athlete disciplined for substance abuse will be referred to a school approved substance abuse program.

After serving the assigned penalty, the athlete may return to athletic contest participation provided the student follows through on the referral and has completed or is in the process of completing the recommended course of action. Failure to complete the screening and recommended program will result in suspension from athletics until the recommended program is completed.

**Second Offense:** Suspension for all athletic contests for a full calendar year.

**Third Offense:** Termination of participation in the Sacred Heart Academy athletic program for the remainder of the student's high school career and forfeiture of all school athletic awards for that sport in the current season.

**Requesting Help:** Athletes may make a choice, by their own will, to go to the athletic director, or coach to inform that person of a substance abuse problem **before** it has been brought to his/her attention, or a violation of the code has occurred. The athletic director will seek help for the athlete.

### **C. Application of Penalties**

1. Penalties will not be considered served unless the athlete fully completes the season. Quitting the team is not considered "serving the penalty". Un-served penalties will be carried to the athlete's next season.
2. The athlete will practice but will not participate in contests while on an athletic suspension. The suspended athlete's attendance at practice or contest is a discretionary decision of the team coach.
3. The suspended athlete may not wear a Sacred Heart Academy team uniform during the suspension.
4. All offenses will be cumulative during a student's junior high and high school career.
5. All penalties will take place immediately following the offense. An appeal that is made must be in writing following the chain of command: (1) athletic director, (2) principal, and (3) school board.

### **Responsibilities and Obligations**

#### **A. The Sacred Heart Academy student athlete:**

1. Must maintain conduct of the highest standard at all times.
2. Must comply with all training rules and guidelines as set down by individual coaches for their respective teams.
3. Must comply with all rules and guidelines of this Athletic Code, the rest of the S.H.A. Student Handbook, and the M.H.S.A.A.
4. Will be held financially responsible for the use and care of assigned equipment.
5. Is encouraged to support other S.H.A. athletic teams and members, and to attend all S.H.A. school activities whenever possible.
6. Understands that the uniform represents the athlete during competition and the school at all times; therefore, it is to be worn with pride.
7. Understands they are expected to be present from the first day of practice to the last athletic contest.
8. Sign the S.H.A. Student Handbook containing the Athletic Code agreement, indicating that they have read, understood, and agree to abide by the rules and regulations set down in the S.H.A. Athletic Code and Student Handbook.
9. Understand that as a Catholic school we kneel for God and salute the flag.

#### **B. The Sacred Heart Academy parent or legal guardian is expected to:**

1. Encourage the student athlete to attend practices regularly and to adhere to the rules and guidelines of this athletic code.
2. Volunteer to help with the S.H.A. Athletic Association whenever possible. The parent is particularly encouraged to become an active member of the S.H.A. Athletic Association.
3. Support and attend S.H.A. activities, particularly those in which his or her child is involved.
4. Share sincere concerns of the S.H.A. athletic program with the athletic director.
5. Sign the S.H.A. Student Handbook containing the Athletic Code agreement, indicating that they have read, understood, and agree to abide by the rules and regulations set down in the S.H.A. Athletic Code.
6. Wait 24 hours after an athletic event before contacting the coach with a concern.

### **Spectator Code of Conduct**

Good sportsmanship is an essential part of educational athletics and is required at all times during SHA athletic events. All fans are expected to follow strict guidelines for behavior. If these guidelines are not followed, spectators are subject to the appropriate disciplinary action outlined in this section.

#### **Unacceptable behaviors**

- A. Profanity, foul gestures, taunting, trash talk, or other intimidating gestures from any fan toward opponents, coaches, officials, or administration.
- B. Disrespect during introductions, including turning one's back during introduction of opposing players, pretending to read newspapers, or booing.
- C. Disrespectful or derogatory yells, chants, songs, or gestures.
- D. Booing or heckling an official's decision, criticizing officials in any way.
- E. Laughing or name-calling to distract an opponent.

- F. Use of profanity or displays of anger that draw attention away from the game.
- G. No outside beverages are allowed in the gym.
- H. Students will dress appropriately, NO crop tops, cut-up jeans etc. Friday school attire would be appropriate to wear to games.

### **Acceptable behaviors**

- A. Applause during introduction of players, coaches and officials
- B. Accept all decisions of officials
- C. Cheerleaders lead fans in positive yells in positive manner.
- D. Treat competition as a game, not war.
- E. Applause at end of contest for performances of all participants.
- F. Everyone showing concern for an injured player, regardless of team.
- G. **Encourage surrounding people to display only sportsmanlike conduct.**

### **Student Section**

The student section is a privilege, not a right. All spectators must remain in the stands during the contest. Standing in front of the bleachers is prohibited. If the student section refuses to follow the Spectator Code of Conduct, the administration at SHA has the right at any time to disband the section. Students who do not follow the rules will be subject to appropriate disciplinary action.

### **Disciplinary Process**

- A. The spectator will be informed of inappropriate behavior being displayed and will be asked to stop. Different officiating crews have different sets of expectations, so if an administrator speaks to a spectator concerning a request from an official to change a behavior, the spectator is expected to comply.
- B. If the behavior continues, or other inappropriate behavior is displayed, including disrespect shown to administration, the spectator will be asked to leave the contest.
- C. If spectator refuses to leave and the behavior continues, the spectator will be banned from all contests in that sport for the rest of the season.
- D. If behavior continues, the spectator will be banned from all SHA contests for the rest of the school year.

### **Varsity Awards**

- 1. Upon the completion of the first varsity season, a qualifying athlete will receive a varsity letter.
- 2. Upon completion of each varsity season thereafter, an athlete will receive a gold pin representing that particular sport.
- 3. Varsity letters shall be awarded to any athlete who participates in more than 50% of any varsity season. Team participation means that the student attends team practices, meetings, functions and contests through the completion of the season.

**Note:** This set of rules is designed to serve as a guideline and is subject to everyday common sense. The spirit of the rules is to create a safe, healthy, and productive athletic environment at S.H.A. It is realized no single set of rules can cover every aspect of conduct by the student athlete. Therefore, any specific cases outside these rules will be considered and weighed on an equal and fair basis using these rules as a guideline.

## **POST SEASON PLAY**

Athletes may not be expected to participate in the next season sport until the previous sport is completed.

## **SAME SEASON/TWO SPORT POLICY**

Athletes at Sacred Heart Academy are allowed to participate in more than one sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

- 1. The athlete will declare a primary sport and a secondary sport.
- 2. If contests are scheduled on the same day, the athlete will participate in his/her primary sport. EXCEPTION: if the secondary sport is a league contest and the primary sport is a non-league contest, the athlete will participate in the secondary sport.
- 3. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
- 4. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete. There will be no exceptions to this rule.

5. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
6. All eligibility rules will remain the same.
7. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
8. Before being allowed to participate in two sports during a season, the athlete, his/her parents/guardian, athletic director, and the two coaches involved must meet and sign an agreement prior to the start of the season.

## **TITLE IX COORDINATOR**

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic schools; education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Mary Ann Deschaine, Ed.S., Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, [mdeschaine@dioceseofsaginaw.org](mailto:mdeschaine@dioceseofsaginaw.org). In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, [mobrien@dioceseofsaginaw.org](mailto:mobrien@dioceseofsaginaw.org).

**SACRED HEART ACADEMY ELEMENTARY AND HIGH SCHOOL**  
**Acceptable Use Policy for Sacred Heart Academy Technology Systems**  
**PLEASE READ THIS POLICY CAREFULLY**

The use of academy networks including the Internet is a privilege and may be revoked at any time for any reason. SHA staff may also randomly review log files and documents stored on academy networks for appropriateness. In exchange for the use of academy provided Internet/network access and resources, I, the undersigned, understand and agree to the following:

**Technology Acceptable Use Policy**

Student use of technology, including their school-issued email account, must be in accord with the educational and spiritual mission of Sacred Heart Academy. Sacred Heart Academy will take reasonable steps to ensure student use of technology and information accessed through technology is consistent with this mission. This includes measures such as content filtering and staff monitoring. However, no solution can prevent all inappropriate use, so ultimate responsibility for their actions rests solely with the student, keeping focused on the use of technology as a tool to further educational goals. Violation of Technology Acceptable Use Guidelines will result in the loss of privileges and disciplinary action under the school discipline code.

**Acceptable Use Guidelines**

- Students will respect the laws of the United States of America, concerning copyrighted material; threatening, violent or harassing material; obscene material and material protected by trade secret. Correct citation of all copyrighted materials is required.
- Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of an illegal controlled substance, alcohol or tobacco. This includes, but is not limited to, social media and texting.
- Students will respect the privacy of others. Using another's computer, Chromebook, laptop, personal mobile device or files without permission of the technology support coordinator or supervising teacher, is prohibited. Deletion or tampering with files not created or owned by the student is prohibited, unless the supervising teacher directs such deletion.
- Students will not use another student's computer/email account or password under any circumstances. Students will not allow another student to use his/her account or password under any circumstances. Students will not impersonate another's identity.
- Students will not use the network in a way that hampers its use by others. Students will not use the school computers or laptops or personal mobile devices to play any electronic games unless the game playing has an educational purpose and is specifically directed by the supervising teacher. Computer and networked games, including role playing and fantasy games are prohibited.
- Students will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator or supervising teacher.
- Students will be safety-conscious while online. Students will not reveal their address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's name, address or telephone number. Students will not transmit or use pictures of others without their consent.
- Students will not change desktop settings, (such as changing wallpaper or screen savers) download programs from the internet or install programs on any school computer or laptop or other device without the written consent of the technology support coordinator.
- Students will not take apart or remove any computer, Chromebook, laptop, or any other equipment without specific permission from the technology support coordinator or the supervising teacher. This includes peripheral devices such as mice.
- Students will reimburse the school for any damage to computers, laptops or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.
- Students who bring in computer media (including CD's, DVD's, USB Drives, or any other media containing a file) from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer or laptop, he or she must immediately stop whatever he or she is doing and inform the supervising teacher. (Up-to-date virus protection on home computers is recommended.)
- Student use of e-mail is restricted to faculty/staff consent during the school day and should only be used for educational purposes. Any unauthorized use of personal e-mail, through our network, may result in disciplinary action. All staff and students are issued a Google Apps for Education account which includes e-mail. This is the official way staff and students will communicate outside of class. Teachers may use other mediums as well for classroom and clubs and will specify those in their syllabus.
- Updating social media and texting is prohibited **at all times during the school day.**
- Access to any web log (blog), forum, or "social media network" web site of any kind is prohibited without the consent of a supervising teacher and curricular need.

- Students shall not try to circumvent attempts to monitor their technology usage. This includes software based bypasses such as proxy servers, VPNs, or similar technologies, as well as physical techniques such as switching tabs, closing programs or restarting the device when being monitored by a staff member.
- Student use of the computers is limited to any and all school related activities. Any use other than that related to, or designated by, the school is prohibited and enforced by the guidelines of the student handbook.
- The Code of Conduct applies to a student's on-line presence and activity as well.
- Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Technology Acceptable Use Policy, parents and students will be notified by amendments. Any amendment instituted will also be visibly posted in the computer lab and on the school website.
- As SHA continues to use virtual learning and flipped classrooms, it is understood that students may be recorded and others on the secure platform will have access to the recording.
- My Parents and I agree to refrain from distributing any and all teacher recordings. These are the property of Sacred Heart Academy.
- My parents and I agree for me to use Zoom, Google Hangout, WebEx, and other online platforms utilized by my SHA teachers.

**Sacred Heart Academy** will make determinations on whether specific uses of the Internet/network are consistent with the acceptable use policy. Violations of the guidelines will result in staff intervention or other disciplinary measures including but not limited to loss of all network access.

### **Sacred Heart Academy Chromebook User Agreement**

1. I agree that everything I do with technology will be consistent with the mission statement of SHA and done "so each student fulfills God's purpose."
2. I agree that the use of computers at SHA is a privilege and not a right. That privilege can be lost with any misuse. If inappropriate conduct does occur, the use of my Chromebook will be forfeited as outlined in the Chromebook consequences, my parents will be notified, and appropriate disciplinary measures will be administered.
3. I understand that the Chromebook is to be used as an educational tool during class time and agree that settings, internet browsing, apps and games are not to be used or changed during class without a teacher's permission.
4. I agree that my Google and networking account and their respective passwords are for my use only. These are not to be shared with anyone other than my parents nor am I to use accounts that belong to others.
5. I understand that it is my responsibility to bring my Chromebook to school every day, fully charged.
6. I will not place decorations (stickers, markers, writing, etc.) on my Chromebook.
7. I will report problems with my Chromebook to SHA staff in a timely manner and understand that my family is responsible to file appropriate claims for repairs/loss or replacement costs.
8. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
9. I agree that any staff member may view anything on my Chromebook at any time. If by accident I encounter inappropriate material, I must tell a teacher immediately.
10. I, the parent, understand that I am responsible for my child's use of this device outside the high school.
11. I agree to pay the full replacement cost of my Chromebook and power cord/charger, in the event that any of these items are lost or damaged.
12. I agree to return the Chromebook, power cord/charger in good working condition to Sacred Heart Academy should I transfer to another school or I will pay replacement costs.
13. I agree to return the Chromebook, power cord/charger in good working condition to Sacred Heart Academy at the end of the school year or I will pay replacement costs.

### **Chromebook Consequences**

#### **Off Task / Not Following Procedure / Chromebook Abuse**

1st Offense - Device is confiscated with loss of technology privileges\* the remainder of the class period. A detention is issued.

2nd Offense - Device is confiscated with loss of technology privileges\* the remainder of the school day; student conference with administrator; a Saturday school is issued.

3rd Offense - Loss of in-school technology privileges\* for 24 hours; conference with parents scheduled by administrator; a Saturday school with service is issued.

**NOTE: Extreme violations will result in immediate discipline and may result in suspension/expulsion.**

Consequences will be established for 4+ offenses.

Repeat offenders may forfeit all in-school privileges.

\*Loss of technology privileges is not limited to the Chromebook but includes use of all electronic devices at school for the duration listed above. Students may be able to use printed materials in class but will need to complete any digital assignments at home.



**Please sign and return this portion to the building administrator or scan and send it to [ssias@sha.net](mailto:ssias@sha.net) if in agreement with the policy as stated above.**

For the privilege of using email, Chromebooks, and/or network resources and having access to SHA networks, I hereby agree to abide by all rules and regulations listed in the Sacred Heart Academy Acceptable Use Policy.

\_\_\_\_\_  
Print name of student

Grade Level: \_\_\_\_\_

\_\_\_\_\_  
Signature of student

Date: \_\_\_\_\_

**As the student’s parents or legal guardian, I agree to the provisions of this document.**

\_\_\_\_\_  
Signature of parent/guardian

Date: \_\_\_\_\_

*Revised 8/2019*

**PLEASE SIGN AND RETURN TO THE COMPUTER LAB**  
**Acceptable Use Policy Agreement Form**

**STUDENT SIGNATURE**

I have read, understand, and accept the guidelines as stated in the Acceptable Use Policy that any violation of the regulations is unethical and may even constitute a criminal offense. Should I commit any violation of this agreement, I understand that my access privileges may be revoked as provided in this agreement, and school disciplinary action and/or appropriate civil and/or criminal legal action may be taken.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN CONSENT**

I have read the SHA Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I accept the responsibility for providing guidance to the above student on Internet use both inside and outside of school—conveying standards for the above student to follow when selecting, sharing, or exploring information and media. When using the Internet, I realize that students may read material that I might consider controversial or offensive even though measures have been taken to block undesirable content areas. SHA has my permission to give an Internet account to my child. I understand that my child may keep this account as long as the procedures described in the Acceptable Use Policy are followed.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PARENTS**

Please be responsible for returning the following forms:

- Emergency Form
- Medical Release form
- Media Release & Verification handbook received
- Virtual Learning Agreement

**These forms can all be found on our website at [www.sha.net](http://www.sha.net)**

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