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# **Sacred Heart Catholic School**

## **Parent-Student Handbook 2017 -2018**



### **SACRED HEART CATHOLIC SCHOOL AND PARISH MISSION STATEMENT**

*Sacred Heart Catholic School demonstrates academic excellence, discipline, faith formation and service inspired by the teachings of Jesus.*

*Sacred Heart Parish strives to live and share the Good News of Jesus Christ.*

### **SACRED HEART CATHOLIC SCHOOL PHILOSOPHY STATEMENT**

*The parents and the staff of Sacred Heart Catholic School provide a safe, Catholic-enriched environment. Together, we encourage our students to achieve academic excellence, discover their potential, and use their gifts to serve God and the world.*

# Sacred Heart Catholic School



## SACRED HEART CATHOLIC SCHOOL PLEDGE

*I am a child of God. I will follow the teachings of Jesus. I will show respect for myself and others. I will be truthful.  
I will be responsible for my words and my actions.  
I will be the best student I can be.*

## SACRED HEART CATHOLIC SCHOOL GOALS

### **Spiritual Goal**

*Sacred Heart Catholic School will nurture each student to grow as a disciple of God through Scripture, Catholic traditions, and service.*

### **Academic Goal**

*Sacred Heart Catholic School will guide students to their greatest academic potential through differentiated instruction in a faith-filled environment.*

### **School Climate Goal**

*A positive, disciplined and safe Catholic environment will be modeled.*

## 2017 - 2018 SCHOOL STAFF

<b>Sacred Heart Catholic School</b>	<b>22513 Garrison</b>	<b>Dearborn, MI 48124</b>
<b>Phone: 313 561-9192</b>		<b>Fax: 313 561-1598</b>
Fr. Ken Chase, Pastor		pastor@shparish.org
Principal	Room 101	To be advised principal@shparish.org
Counselor	Room 206	Mrs. Elizabeth Wolfenden counselor@shparish.org
Tuition Manager	School Office	Mrs. Karyn Carnahan tuitionmanager@shparish.org
School Secretary	School Office	Mrs. Anne Pennisi schoolsecretary@shparish.org
Preschool Lead Teacher	Preschool Room-MA	Mrs. Deborah Rivard preschool@shparish.org
Preschool Teacher	Preschool Room-MA	Ms. Sarah Sievers preschool@shparish.org
Kindergarten	Room 105	To be advised kindergarten@shparish.org
Grade 1	Room 104	Mrs. Nancy Loiselle firstgrade@shparish.org
Grade 2	Room 103	Mrs. Karol Ostrowski secondgrade@shparish.org
Grade 3	Room 102	Mrs. Jackie Bierut thirdgrade@shparish.org
Grade 4	Room 202	Miss Amy Markey fourthgrade@shparish.org
Grade 5 Religion Grades 5 & 6 Literature/English Grades 5 & 6	Room 208	Mrs. Amy Bertini literature@shparish.org
Grade 6 Religion Grade 7 Social Studies Grades 5 – 8	Room 204	Mrs. Rita Walkuski socialstudies@shparish.org
Grade 7 English & Literature Grades 7 & 8	Room 205	Ms. Kristen Nash religion.english@shparish.org
Grade 8 Science Grades 5 – 8 Religion Grade 8K	Room 207	Ms. Kelly Knapp science@shparish.org
Grade 8 Math Grades 5 - 8 Religion Grade 8P	Room 203	Miss Laurie Pakron math@shparish.org
Art	Art Room	Mr. Jerome Rochon art@shparish.org
Computer	Computer Lab	To be advised computer@shparish.org
Library	Library	Mrs. Chris Moore librarian@shparish.org
Mandarin Chinese	Room 101-MA	Mrs. Wen Yin MandarinChinese@shparish.org
Music/Band	Room 106	Mr. David Lurie music@shparish.org
Reading Specialist	Room 101	Mrs. Jeanne Lambros readingspecialist@shparish.org
Spanish	Room 103-MA	Mrs. Kristen Grant spanish@shparish.org
Physical Education	Gym	Mrs. Liz Cole physicaled@shparish.org

Cafeteria	Cafeteria	Mrs. Madella Ratcliff Mrs. Rozetta Brown-Frye cafeteria@shparish.org
Champions - Before and After School Program	Champions Room	Enroll at <a href="http://www.discoverchampions.com">www.discoverchampions.com</a>
Buildings and Grounds Director MA = Michigan Avenue Building		Mr. David Dunne

## 2017-2018 SCHOOL CALENDAR

<i>August</i>	<b>12/13</b>	Sacred Heart Ministry Fair – Time and Talent Forms
	<b>19</b>	8:00 a.m. Fr. Kenneally Memorial Golf Outing
	<b>23</b>	8:00 – 10:00 a.m. Enrollment Fair 8:00 – 10:00 a.m. School supplies drop-off – Parents may drop off their child's school supplies to their child's homeroom teacher during this time frame.
	<b>27</b>	11:30 a.m. Parish Mass and Picnic; Parish Picnic after the Mass
	<b>28</b>	Classes begin- <b>1/2 day of school; 12:30 p.m. dismissal</b> Preschool - 8 <sup>th</sup> grade students (8:30 a.m. - 12:30 p.m.) 8:30 – 9:30 a.m. PTO Welcome Back Breakfast in Parish Hall 9:30 a.m. New Parent Orientation in Parish Hall <b>Uniforms begin</b>
	<b>29</b>	Full Day of School begins
	<b>30</b>	2:30 p.m. PTO Magazine & Tumbler Kick-off 6:30 – 8:00 p.m. Curriculum Night for Grades Preschool – 8 <b>(Parents only please)</b> <b>*Green Envelope</b>
<i>September</i>	<b>1 - 4</b>	<b>No School - Labor Day Holiday Weekend</b>
	<b>6</b>	9:00 a.m. First All School Liturgy – Welcome Back to School 5:30 p.m. Marketing Meeting/ 6:30 p.m. PTO Meeting
	<b>7</b>	<b>School Picture Day – Dress-Up Day</b> (please make sure your child brings their picture order form for Picture Day today)
	<b>13</b>	<b>*Green Envelope</b>
	<b>20</b>	9:00 a.m. All School Liturgy – Grandparent's Day Mass and Celebration (after Mass)
	<b>27</b>	<b>*Green Envelope</b>
	<b>29</b>	Progress Reports check PowerSchool online for grades
<i>October</i>	<b>2 – 12</b>	Iowa Testing Grades 1 - 8
	<b>4</b>	5:30 p.m. Marketing Meeting/ 6:30 p.m. PTO Meeting

	<b>9</b>	5:30 p.m. Technology Meeting 6:30 p.m. School Advisory Committee Meeting
	<b>11</b>	<b>*Green Envelope</b>
	<b>12</b>	2:30 p.m. Living Rosary
	<b>13</b>	<b>No School for students;</b> Teacher Professional Development Day
	<b>13 - 15</b>	<b>OktoberFest</b>
	<b>18</b>	Tumbler delivery
	<b>25</b>	<b>*Green Envelope</b>
	<b>27</b>	<b>End of 1<sup>st</sup> Quarter</b>
<b>November</b>	<b>1</b>	9:00 a.m. All School Liturgy – All Saints Day 5:30 p.m. Marketing Meeting/ 6:30 p.m. PTO Meeting
	<b>3</b>	4:00 p.m. Reports Cards available online in PowerSchool
	<b>6</b>	5:30 p.m. Technology Meeting 6:30 p.m. School Advisory Committee Meeting
	<b>8</b>	<b>*Green Envelope</b>
	<b>9</b>	PTO Cookie Dough Sale begins Student-Parent-Teacher Conferences – 5:00 – 8:00 p.m.
	<b>10</b>	Student-Parent-Teacher Conferences – 8:00 a.m. - 12:00 p.m.; and 1:00 – 3:00 p.m. <b>No School for Students</b>
	<b>15</b>	9:00 a.m. All School Liturgy – Veterans Day Mass and Celebration (after Mass)
	<b>21</b>	9:00 a.m. All School Liturgy – Thanksgiving
	<b>22 - 26</b>	<b>No School - Thanksgiving Holiday Weekend</b>
	<b>27</b>	Classes resume; Cookie Dough orders due
	<b>29</b>	<b>*Green Envelope</b>
<b>December</b>	<b>1</b>	Progress Reports check PowerSchool online for grades
	<b>5</b>	1:00 p.m. Reconciliation Service for Advent
	<b>8</b>	9:00 a.m. All School Liturgy – Immaculate Conception
	<b>9</b>	Progress Reports check PowerSchool online for grades
	<b>12</b>	6:30 p.m. Christmas Fine Arts Night (Band, Drama and Art Enrichment)
	<b>13</b>	<b>*Green Envelope</b>
	<b>19</b>	Cookie Dough pick-up 6:30 p.m. Christmas Program Grades ( Preschool – 8)
	<b>22</b>	<b>1/2 day of school 12:30 p.m. Dismissal Grades Preschool – 8</b> 11:45 a.m. Christmas Sing-a-Long
	<b>23 -</b>	<b>No School – Christmas Vacation</b>
	<b>Jan 7</b>	
<b>January</b>	<b>8</b>	Classes resume
	<b>10</b>	5:30 p.m. Marketing Meeting/ 6:30 p.m. PTO Meeting

**15** **No School for Students;** Teacher Professional Development Day

**16** 5:30 p.m. Technology Meeting  
6:30 p.m. School Advisory Committee Meeting

**17** \**Green Envelope*

**19** *End of 2<sup>nd</sup> Quarter;* Diversity Day

**23** 6:30 – 7:30 p.m. Early Childhood Information Night (for Preschool & Kindergarten class of 2018-2019)

**26** Sacred Heart Shadow Day  
4:00 p.m. Report Cards available online in PowerSchool

**28** *Catholic Schools Week begins;* 11:30 a.m. Shamrock Nation Liturgy  
12:30 – 2:30 p.m. Open House and PTO Book Fair

**31** 9:00 a.m. All School Liturgy – Catholic Schools Week  
12:00 – 1:00 p.m. Guest Lunch Day  
1:15 p.m. Celebration of Poetry Grades Preschool - 5

\**Green Envelope*

**February**

**2** 2:45 p.m. Pep Rally

**3** Homecoming

**7** 5:30 p.m. Marketing Meeting/ 6:30 p.m. PTO Meeting

**9** Mardi Gras presented by Grade 8

**12** 5:30 p.m. Technology Meeting  
6:30 p.m. School Advisory Committee Meeting

**14** 9:00 a.m. All School Liturgy – Ash Wednesday

\**Green Envelope*

**15** Progress Reports check PowerSchool online for grades

**16 - 19** **No School – Winter Break**

**20** Classes resume

**27** 1:00 p.m. Reconciliation Service for Lent

**28** \**Green Envelope*

**March**

**1** 8:45 a.m. Reading Month Character Parade for Grades Preschool - 4

**14** \**Green Envelope*

**16** Talent Show

**23** *End of 3<sup>rd</sup> Quarter*

**26** Walk Through Holy Week presented by Grade 8

**28** 4:00 p.m. Report Cards available online in PowerSchool

\**Green Envelope*

**29 –** **No School Easter Break**

**Apr 8**

**April**

**9** Classes resume

**11** 5:30 p.m. Marketing Meeting/ 6:30 p.m. PTO Meeting

**14** Daddy Daughter Dance

	<b>16</b>	5:30 p.m. Technology Meeting 6:30 p.m. School Advisory Committee Meeting
	<b>18</b>	<b>*Green Envelope</b>
	<b>20</b>	Earth Day Celebration – Waste Free Lunch
	<b>27</b>	Fun Picture Day
	<b>30</b>	<b>No School for Students</b> ; Teacher Professional Development Day
<b>May</b>	<b>1</b>	Last day to submit PPP hours for the 2017-2018 school year.
	<b>2</b>	5:30 p.m. Marketing Meeting/ 6:30 p.m. PTO Meeting <b>*Green Envelope</b>
	<b>4</b>	Progress Reports check PowerSchool online for grades
	<b>7</b>	5:30 p.m. Technology Meeting 6:30 p.m. School Advisory Committee Meeting
	<b>9</b>	9:00 a.m. All School Liturgy with May Crowning
	<b>15</b>	6:30 p.m. Spring Fine Arts Night (Band, Drama and Art Enrichment)
	<b>16</b>	<b>*Green Envelope</b>
	<b>17 - 18</b>	Kindergarten Readiness Testing for the class of 2018-2019 <b>(No School for current K Class only)</b> Preschool Parent Teacher Conferences <b>(No School for Preschool only)</b>
	<b>21-23</b>	Grade 8 Camp Trip
	<b>24</b>	<b>8<sup>th</sup> Grade only 11:30 a.m. Dismissal</b> ; 8 <sup>th</sup> Grade Graduation Mass and Dinner 6:00 p.m.
	<b>25 - 28</b>	<b>No School Memorial Day Holiday Weekend</b>
	<b>30</b>	<b>*Green Envelope</b>
<b>June</b>	<b>1</b>	10:00 - 11:45 a.m. Preschool Celebration; ½ day of school for Preschool only with dismissal at 11:45 a.m. Last day for Preschool
	<b>5</b>	<b>End of 4<sup>th</sup> Quarter</b>
	<b>6</b>	<b>*Green Envelope</b>
	<b>7</b>	Class Picnics Grades 1- 4
	<b>8</b>	<b>11:00 a.m. Dismissal</b> ; Dress-up Day 9:00 a.m. Final All School Liturgy (Grs K-7) & Honors Convocation (Grs. 5-7) Kindergarten Celebration; Report Cards for the year will be handed out. All accounts must be paid in full to participate in end of year activities.
	<b>11 - 15</b>	Teacher Workdays

*Note: This calendar is subject to change without written notice.*

*Additions and change to the yearly calendar will be printed on the monthly calendar and posted in the Green Envelope and in the Daily Bulletin in PowerSchool.*

## ADMISSIONS POLICY

An essential criterion for admission is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. **All** students must participate in the religious education courses offered for their grade level, participate in the worshiping community while in school, and agree to act in a manner consistent with Catholic values. Parents/guardians are expected to cooperate with all administrative and educational policies of the school. Parents/guardians who do not fully cooperate and/or who are disruptive in their actions may be asked to withdraw their children from school.

Sacred Heart Catholic School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

**Registrations will be accepted through February 2, 2018** at which time applicants will be accepted in the following order, space permitting:

1. Currently enrolled students who have met the previous year's financial obligations.
2. Siblings of currently enrolled students.
3. Children of registered, contributing and participating members of Sacred Heart Parish.
4. Children of families registered in another Catholic parish.
5. Non-Catholics who qualify and agree to conform to the school's religious instruction and policies.

Acceptance letters will go out by the middle of February. The contract will accompany the acceptance letter.

Those who register after February 2, 2018 are accepted on a first come, first served basis.

Tuition and Legacy Raffle Tickets must be paid through FACTS, tuition management system.

A **non-refundable** registration fee is due at the time of registration. This registration fee is necessary to ensure a place for the following year. A family with an unpaid tuition balance or any other school related fees (such as, but not limited to: late fees, insufficient fund fees, Legacy Raffle tickets, PPP hours, etc.) for the current year may not register for the following year until tuition for the current year is paid in full, unless special arrangements have been made in writing and signed by the school's principal. Students may be placed on a wait-list if registration is not paid by February 2, 2018.

Wait-listed students will be notified and granted enrollment as space permits.

Class sizes: Preschool will meet the state licensing ration 3½ - 5 years of age a 1 to 10 ratio and 2½ - 3½ years of age a 1 to 8 ratio. Grades K-3 will be capped at 25 and grades 4-8 will be capped at 30, unless approved by both the principal and pastor. The number of class room determination is based on completed registration and school budget. The decision to open an additional classroom rests with the Parish Finance Council, in conjunction with the principal and pastor, after thoughtful consideration of all the relevant factors.

We are happy to maintain your child on the wait-list or to return your registration fee.

**In order to ensure your child's admission, your signed contract along with the first payment must be received by April 20, 2018.**

In order to ensure student's success, an admissions test in math and reading may be administered to new students entering grades 1 through 8 prior to acceptance. Acceptance of all new students will not be made final until all school records are received and verified.

Students with disabilities will be evaluated for admission on an individual basis. Admission will be based upon the student's needs and the school's ability to accommodate those needs. The final decision will be made by the principal and pastor. **All new students will be on probation academically and behaviorally for the first quarter.**

Children admitted to Sacred Heart Catholic School **kindergarten must be five years old by September 1<sup>st</sup>.** The enrolling kindergartner must take the Kindergarten Readiness Test administered in the spring of the enrolling year. Children admitted to **first grade must be 6 by September 1<sup>st</sup>.** There will be **NO** exceptions to this policy.

### **IMMUNIZATION**

All students shall comply with State of Michigan required Immunization and Health laws prior to admission. "A child enrolling in a public or non-public school for the first time shall submit either a statement signed by a physician that the specified child has been immunized for and guarded against diseases specified by the Department of Public Health; or a statement signed by a parent or guardian that a child has not been immunized because a religious or other objection; or a request signed by a parent or guardian that the local health department gave the needed protective injections." (MCL 340.376)

Proof that immunizations are current must be available when the student enters school. Failure to comply with this directive will result in exclusion from classes. Parents must keep the office informed of all updated immunizations.

In 2014, Michigan modified the administrative rules that changed how nonmedical waivers for immunizations will be processed for school and childcare programs. The new rule went into effect on January 1, 2015. Parents/guardians who want to claim a nonmedical waiver will have an opportunity to have a discussion about immunizations with county health department staff and receive information on the benefits of vaccination and the risks of vaccine-preventable diseases. The new rule does not take away a parent's/guardian's right to obtain a nonmedical waiver, but will require a certified, nonmedical State of Michigan Immunization Waiver that is stamped and signed by the county health department showing the completion of immunization education by the parent/guardian on the form.

## **FINANCE POLICY**

### **TUITION**

As in most Catholic schools in the Archdiocese, the cost of tuition does not fully cover the cost of educating a child at Sacred Heart Catholic School. The parish community therefore covers the balance, in effect, providing a subsidy which allows the school to provide an excellent Catholic education. Therefore, three tuition levels have been established.

1. Families who are registered and active members of Sacred Heart Parish are eligible for an in-parish tuition rate when they worship regularly at Sacred Heart Parish and support Sacred Heart Parish with their time, talent and treasure. Presence and participation at weekend Mass is acknowledged by the use of offertory collection envelopes.
2. Families who belong to other Catholic parishes are eligible for an adjusted tuition rate when they provide a letter from their pastor stating that they are registered and active in their own parish community. This must be presented at the time of registration.
3. Families who do not belong to a Catholic parish pay an established tuition rate for the current year.

Tuition rates for the upcoming year will be published as soon as possible after the school budget is approved. Timely payments enable the school to continue to provide the best Catholic education possible. All payments must be paid through FACTS, tuition management system. There are three options available for paying tuition after the **non-refundable** registration fee has been paid:

OPTION 1: Pay tuition rate in full by April 20<sup>th</sup>

OPTION 2: Pay tuition rate in two installments: half on or before April 20<sup>th</sup> and the balance by August 20<sup>th</sup>

OPTION 3: Pay 10 monthly payments through FACTS. Parents pay tuition on the 20<sup>th</sup> of each month through the FACTS Payment plan. There is an additional start-up fee for the use of the FACTS program. First payment is April 20<sup>th</sup>. Credit cards payment may be used through FACTS.

Families that register later than January, the dates listed above will change. However, all tuition must be paid in full before you can register.

- In the case of two party payments, a separate contract must be signed by each party with the amount of payment to be made.
- Students will not be admitted to classes until **all** unpaid balances are paid in full.
- **In case of delinquent payment beyond 21 days, the student(s) will be excluded from classes until payment is received.**
- There is a \$25 fee for returned checks, which must be paid in cash. If more than two checks are returned because of non-sufficient funds, personal checks will no longer be accepted by that family.
- All families presently registered in Sacred Heart School must have all tuition and fees paid for the current year before registration for the following year will be finalized.
- All tuition, fees, and fines must be paid in full before report cards are given and/or transcripts sent. All tuition, fees, and fines must be paid in full before a student may participate in graduation ceremonies and any end-of-year activities.
- Should a student leave Sacred Heart in the course of the school year **fees are not refundable**.

#### **TUITION REFUND POLICY**

For students withdrawing from school at the request of the school administration at any time, a full pro-rated refund of all remaining tuition other than the registration, book and miscellaneous fees, will be made.

##### **Voluntary Withdrawal/Transfer:**

- For students voluntarily withdrawing on or before August 20<sup>th</sup> will receive a 100% tuition refund, less the registration fee, book rental and miscellaneous fees.
- After withdrawal of August 20<sup>th</sup>, a refund of 75% of the annual tuition, less the registration fee, book rental and miscellaneous fees.
- After the first Friday of the second quarter of the school year, a refund of 50% of the annual tuition, less the registration fee, book rental and miscellaneous fees.
- After the first Friday of the third quarter of the school year, a refund of 25% of the annual tuition, less the registration fee, book rental and miscellaneous fees.
- Any withdrawal after the first Friday of the fourth quarter will not receive a refund.
- Refunds can take up to six weeks to process.

For purposes of calculating the amount of refund due as a result of a student's withdrawal, the departing student will be considered the last child of the family. For example, if a family with four children in school withdraws one of its students, the refund will be calculated using the tuition rate for the fourth child of the family. Also, any received grant money will not be calculated in the refund.

## **TUITION ASSISTANCE**

Each year families are encouraged to apply for tuition assistance and scholarships. Please contact the Tuition Manager for more information at [tuitionmanager@shparish.org](mailto:tuitionmanager@shparish.org) or by phone at 313 561-9192. The Archdiocese of Detroit offers the following assistance:

<b>Archdiocese of Detroit Tuition Assistance Program Private School Aid Service (PSAS)</b>	
Who is Eligible?	Catholic children in grades K through 12 residing in the six counties of the Archdiocese of Detroit. This is a need based program with a term of assistance for one year (must qualify annually). Amount of scholarship is awarded based on the needs and is three tier system. Information can be found at <a href="http://aod.org">aod.org</a> , click "school", and then click "tuition assistance".

## **STUDENT FEE (included in tuition)**

The student fee covers the following:

- The purchase of workbooks used by the students.
- The rental of textbooks and their replacement with more recent ones when necessary
- The purchase and use of all instructional materials in the various subject areas in the classrooms.
- A small portion of standardized tests taken in school (not the High School Placement Exam).
- Tests and exercises duplicated by teachers and supplies needed for this purpose.
- Technology
- PowerSchool
- Constant Contact

**Since students rent their textbooks from the school, damage to any of these books will result in a fine depending on the age of the book and the damage done.** Damage fees are variable due to the books. Some textbooks can be costly and expensive. Students are responsible for covering the books assigned to them to help prevent damage. If a student loses a textbook, including electronic books and technology devices used for instruction s/he will be responsible for replacement costs.

## **FAITH FORMATION**

Sacred Heart School is a Catholic school that reflects the spirit of Catholic life and learning. Sacred Heart offers students a complete program of spiritual activities. Catholic doctrine is presented at each grade in a relevant and meaningful manner. Our Catholic faith is celebrated through Morning Prayer, regular prayer services, and the weekly celebration of the Eucharist, penance, Stations of the Cross, Eucharist Adoration and Holy Day liturgies. Parents are always welcome to join the school community in prayer and at the weekly school masses.

In all spiritual activities, the school recognizes that parents play the primary role in the moral and spiritual training of the child. The example of the parents is the key factor for the spiritual development of the child. **It is expected that parents and children attend weekly Sunday mass and participate in parish life.**

## **SACRAMENTAL PREPARATION PROGRAM**

Sacred Heart provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation, and Confirmation within the Catholic community of prayer and worship. The sacraments of Reconciliation and Eucharist are ordinarily received in the second grade. The sacrament of

Confirmation is celebrated in 8<sup>th</sup> grade. Preparation for the celebration of these sacraments is a joint effort of parents and religious education staff. Periodic meetings and activities are scheduled throughout the year.

## ACADEMICS

We know and understand that as a parent a child's first day of school is a very special day. It can also be a bit frightening. In order for any child to learn, he/she must feel a certain comfort level. It is important for your child to understand that you believe Sacred Heart to be a safe and comfortable place with people who care very much about him/her. One very important way for you to do this is to have your child enter the school with the teacher. Walking them into the school can send a mixed message and it causes them to get in a routine of having you escort them in. The separation that a child must go through when he/she becomes school age is a vital piece of their growth, both as an individual and as a student.

Parents are permitted on the first day to escort children in grades K-3. Grades 4 and 5 will enter the building on their own. Also, parents of middle school students are only permitted to report to the office not to the second floor. Preschool parents escort children to and from their classroom.

### CURRICULUM

Our curriculum is rigorous and Christ is the core of our standards. Let it be known to all who enter here, that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all it classes, the model of its faculty, and inspiration for its students. And so it is, and must be, that He is our reason for everything we do here at Sacred Heart. All classes are taught for recommended Archdiocese of Detroit's time allotment.

Religion	PreK-8	Algebra	8	Music	PreK-8
Language Arts	K	Science	K-8	Computer	K-8
Reading	K-5	American History	7-8	Foreign Language	1-8
Phonics	PreK-3	Social Studies	K-5	Library	PreK-4
Literature	6-8	World History	6	Art	PreK-8
English	2-8	Spelling	1-5	Physical Education	PreK-8
Mathematics	PreK-7	Vocabulary	6-8		
Pre-Algebra	8	Handwriting	PreK-5		

### FIELD TRIPS

Field trips are recognized as an integral part of a sound educational program, and provide a valuable addition to the classroom curriculum. They provide students with experiences to expand their educational and cultural horizons. Each child must have a school-issued permission slip and a medical treatment release form, signed by a parent or guardian, in order to accompany the class on a field trip. ***These forms must be turned in to the teacher in charge by dismissal time on the due date or the student will not be permitted to attend.*** (Verbal permission or handwritten note by parent will not be accepted.) For the safety of our students the field trip may be cancelled if we don't have enough chaperones. At such times, students are under the jurisdiction of the school and responsible to the chaperones. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken. ***Only students enrolled in Sacred Heart School will be allowed to participate in class field trips.*** (Younger or older children may not accompany adult chaperones on the class trips. Chaperones must be able to give their undivided attention to supervising class members.) All chaperones must have attended Protecting God's Children and a background check done prior to volunteering. Chaperones should refrain from cell phones during the course of the field trip. Focus needs to be on supervising the students

assigned to you. Please also refrain from providing extra treats to your group as feelings get hurt, unless you can provide for everyone.

When valid school bus transportation is not available and private vehicles are used, qualified volunteer drivers over 21 years of age must complete and be in compliance with all stipulations on the Volunteer Driver Information Form provided by the Office for Catholic Schools and returned to the principal or teacher. Every student in a car must wear a seat belt and is not to be placed where airbags are located. Younger students must be in booster seats in accordance with state law.

As a volunteer driver for field trips, volunteers are to drive from the school directly to the field trip site and then return to the school without stopping anywhere in between. If rules are not followed by volunteers, volunteers will not be allowed to volunteer for the rest of the school year.

If a student does not attend a field trip, participation in school is required or your child will be marked absent.

### **REPORT CARDS**

The school year is divided into two semesters; each semester into two quarters. Progress is evaluated at the end of each quarter. The report card is available to review online. The June report card is given to the student on the last day of school ***if all fines, fees, and tuition are paid in full.***

Interim progress reports for grades K-8 are available online in the computer based grade book for parents to review weekly. Middle school parents will be notified four weeks prior to the end of the quarter if their child is receiving at D or F in grades, conduct and/or effort. Additionally, in order to keep parents informed of student progress, tests may be sent home periodically for a parent signature.

Sacred Heart used the grading scale recommended by the Archdiocese of Detroit.

<b>93 - 100%</b>	An excellent knowledge of the subject; Completeness and thoroughness in daily assignments; Voluntary participation in class; Exemplary attention during class period.
<b>83 - 92%</b>	Good knowledge of subject matter; More than average preparation of daily assignments; Willingness to participate in class discussion; Above average attention during class period.
<b>72 - 82%</b>	Average knowledge of subject matter; Unwilling to do extra work on assignments; Participation in class discussion when called upon; Ordinary attention in class.
<b>60- 71%</b>	Completion of only minimum requirements; Incomplete and/or low quality assignments; Little participation in class; Lack of interest in class.
<b>59% or below</b>	Inadequate knowledge of subject matter; Irregularity and incompleteness of daily assignments; Little or no participation in class discussion; Little or no interest in class
<b>F</b>	

Depending on the age level, behavior and effort grades are given as well.

In grades PK - 2, the classes are graded as Proficient (P) 83-100%, Developing (D) 72-82%, or Needs Support (N) 71% or below. These letters will correspond to a number grade on the grading scale. The Preschool report card varies slightly.

The Archdiocese of Detroit has adopted a standards-based report card. The intent of this new reporting system is to provide parents with a deeper understanding of their child's progress in achieving mastery of the AOD standards.

Throughout the school year, teachers introduce new concepts to students while reviewing and building on previously taught skills. For example, a second grade teacher presents two-digit addition as an introductory skill while reviewing single digit addition, a previously taught concept. In a standards based report card, the teacher focuses on each student's performance in a specific area, (i.e., single digit addition), that has been repeatedly practiced and supported.

Teachers now report on skills providing insight on what the student has learned and what needs re-teaching and support. Historically, a student received a letter grade in a subject and no feedback was provided to parents that determined the level of attainment toward a standard. In the new report card, a letter grade is presented as well as specific information on the student's mastery of the concepts that led to that letter grade. In upholding to the highest standards; conduct and effort will be graded in each class. A homeroom grade will be given for bus conduct (if applicable); beginning of the day, lunch, recess, study hall and end of the day for grades 5 – 8. Below are the conduct and effort classroom expectations for grades 5 – 8.

### **Conduct and Effort Classroom Expectations – Grades 5-8**

#### **Behavior Expectations**

- Attention focused on learning concepts
- Respect for learning environment (taking turns speaking and listening)
- Respect for classroom rules

#### Classroom Behavior Descriptions:

**A (excellence)** = Student remains focused, speaks and listens respectfully in class, and needs no reminders about classroom behavior.

**B (above average)** = Student remains focused, speaks and listens respectfully in class, and improves classroom behavior after first warning.

**C (average)** = Student is focused on lesson, sometimes speaks out of turn or while another person is speaking, and needs a second warning to improve classroom behavior.

**D (needs improvement)** = Student is not focused on lesson, speaks disrespectfully to another person or speaks disrespectfully while others are sharing their ideas, and requires more than 2 reminders to follow class rules. Student will be given a Time to Think form and a parent will be called that day.

**F (fails to behave in the classroom)** = Student's behavior is so distracting to the learning environment that he/she is removed from the classroom Parent will be called and a detention will be given.

#### **Effort Expectations for the Classroom**

- Come to class prepared
- Work is turned in complete and on time
- Participation in class

#### Classroom Effort Descriptions:

**A (excellence)** = Student comes independently prepared for class, work is turned in complete and on time, and actively participates in class discussions and activities.

**B (above average)** = Student comes prepared for class, work is turned in complete and on time, and student makes an effort to participate in class discussions and activities.

**C (average)** = Student comes prepared for class, work is turned in complete and on time, and student does not participate in class discussion.

**D (needs improvement)** = Student needs to leave the classroom to get forgotten supplies or work is turned in incomplete or not by the deadline, and student does not participate in class discussion or activity. Student will stay in at recess to complete any outstanding assignment and a parent will be called that day.

**F (fails to give effort)** = Student chooses not to work on the assignment when given class time to begin it or chooses not to do the assignment. Parent will be called and a detention will be given.

\*If the final weekly grade in either conduct or effort is an F, a parent meeting will be set up.

\*Students who receive an A or B at the end of the quarter in both conduct and effort will receive a free casual day.

\*Students who receive an A or B at the end of the first three quarters in both conduct and effort will receive a special award.

In reviewing your son/daughter's report card, these are some of the key benefits:

1. The standards are defined and aligned with the Archdiocese of Detroit Standards.
2. Standards based grading provides specific insight into student performance and depth of knowledge.
3. Students are provided with multiple opportunities to demonstrate proficiency.
4. Standards based grading does not penalize students for mistakes made during the learning process. Introductory skills that are moving to mastery are not measured.
5. Standards based assessments guide teachers in determining which students need additional assistance or require more challenging work.
6. Parents are able to monitor student progress and identify areas of concerns. Additionally parents have an opportunity to work with their child in the identified areas where concepts have not been mastered or in those areas in which skills are being introduced.

### **HONOR ROLL**

An honor roll will be established each quarter naming those students in grades five through eight who have demonstrated academic excellence together with consistent effort and good conduct. Academic and Citizenship Honors are posted at the end of each quarter.

The following criteria will be used:

**Academic Honor Roll:** A's and B's *in all subject areas, conduct and effort* in for ***ALL*** classes.

**Citizenship Honor Roll:** A's and B's in conduct and effort for ***ALL*** classes. All subject areas must be a C or above.

### **CLASSWORK**

All work for grades 5 – 8 must be completed on loose-leaf paper with dark blue or black ink pen unless otherwise directed by the teacher. Students will be instructed as to the accepted heading for turning in assignments. No papers for any grade will be accepted with fringe along the side. *A teacher has the right not to accept careless work. Heading for all turned in work:*

*Full Name  
Due Date  
Subject/Class  
Assignment Title*

### **HOMEWORK GUIDELINES**

Each teacher establishes his/her own daily or weekly homework requirements. Homework is assigned to reinforce concepts taught in a particular class. It also enables the student to form independent study habits. It may consist of special written assignments as well as on-going reading, studying, long-range research projects, or memorization. Some teachers will list assignments on their website for the class. Homework may be assigned on weekends when the teacher feels it is necessary. Weekends may also be used for completion of make-up work or working on long-range projects.

Sacred Heart students receive homework appropriate to their grade level. The same guidelines established for "classwork" will apply to homework.

Academic honesty is expected, anyone cheating may receive a zero for that assignment or test and appropriate discipline deemed by teacher and principal will be given.

Late assignments NEED not be accepted (except for excused absences). Individual teacher policies regarding late assignments are distributed at the beginning of the year at Curriculum Night.

If a student has an excused absence, they will have two days for every one day they are absent to make up the work. It is the student's responsibility to get the work from when they were absent. For an unexcused absence students will be given a zero. For students in grades 5 – 8 who do not complete their work on time; they will need to stay in at recess until the assignment is successfully completed. It will be considered late.

### **TESTING**

Each fall, as required by the Archdiocese of Detroit, the Iowa Test of Basic Skills and the Cognitive Abilities Test, is administered to students in grades 1 - 8 in October. Portions of the test are administered over a two-week period. Results of the tests are used not only to help get an overall picture of individual student achievement and ability, but more importantly, to help the school assess curriculum needs. Individual student results are sent home with an explanation of the scoring.

The High School Placement Test for grade 8 students is given in the late fall at private secondary schools. Results will be mailed directly to the parents.

### **SPECIAL SERVICES**

Students at Sacred Heart may receive the following services from Dearborn Public Schools here at Sacred Heart if they qualify for a non-public services generated from an IEP. Sacred Heart will try to accommodate student's needs, but may not be able to do so.

- Speech and Language Therapy
- ELL (English Language Learners)
- Occupational Therapy
- In-direct services from special education teacher

### **COUNSELOR — SOCIAL WORKER**

The following is the role of the Sacred Heart School counselor/social worker:

- To interact with students who are having conflicts in school
- To contact and inform parents of students who are having problems in school
- To suggest methods of intervention to both parents and teachers to ensure student success in the areas of social and academic endeavors
- To act as the liaison between Sacred Heart School and Dearborn Special Services
- To interpret the results of IOWA Test of Basic Skills and share these with the principal
- To coordinate Sacred Heart's crisis plan
- To coordinate Red Ribbon Week, Career Day and/or Diversity Day
- To coordinate and facilitate the Educare program

### **LEARNING LABS**

Learning labs are designed to help support learning at the middle school level. Students who do not understand a concept or how to complete an assignment may come to the learning lab to get additional support. Students must sign up for in advance. See teacher weebly page for schedule.

### **RETENTION POLICY**

Students will not be promoted because of parent request. Sacred Heart School deems this to be a socially disadvantaged situation for students. Should a parent or guardian disagree with the decision of

the school administration regarding retention, a written explanation of the action taken shall be filed with the school. Depending on the circumstances, the student may be "placed" and not "passed" into the next grade or the child may need to be enrolled in another educational setting that better fits his/her needs.

### **Grades K-3**

The faculty involved and the school administration determine retention in grades K through 3.

### **Grades 4-8**

Parents are encouraged to contact their child's teacher at the FIRST SIGN of a student's difficulty in any academic subject. It is the teacher's duty and responsibility to notify parents through interim reports, conferences, and report cards that academic problem(s) exist. Parents and teachers will work together in planning possible remedies to the problem.

It is highly recommended that a student in grades 4-8 who fails two or more subjects attend summer school. A student who fails two subjects MUST retake and pass the failed subjects in an approved summer school program.

### **END OF YEAR AWARDS**

Awards are given at the end of the year to recognize outstanding achievement or service for grades 5-8.

***Distinguished Student Award:*** Given to one student per **grade** (not class) who has earned the highest grade average overall with high marks in behavior and effort.

***Christian Service Award:*** Given to one student per **grade** (not class) who has exemplified Christian behavior. Christian Service is defined as acts that stem from a Christ-centered belief in serving the Lord and doing His will. Service is the selfless giving of oneself to benefit others with no expectation of recognition, reward or acknowledgement. Recipients of the Christian Service Award display a love and understanding of their Catholic faith and articulate a commitment not only to performing acts of services, but to living a service focused life exemplifying Christ-centered behavior through volunteer service to parish, school and community.

***All A's:*** All A's in conduct, effort and all subject areas.

***Academic Honors:*** Academic Honor Roll for each quarter earned. All A's and B's in conduct, effort and all subject areas.

***Citizenship Honors:*** Citizenship Honor Roll for each quarter earned. Conduct and effort must be an A or B in all subjects and a C or above in all subject areas.

***Group or Service Awards:*** Attendance consistent throughout entire year. Awards will be given under the direction on the instructor.

Altar Servers  
Bible Quiz

Eucharistic Minister  
Children's Choir

Band  
Bell Choir

Safety Patrol  
Student Council

### **Uniform Dress Code**

Good grooming contributes significantly to a person's physical health, to the realization of his/her dignity as a person, and to the general atmosphere of the school. It is important that children should be appropriately dressed for each school day when they arrive in order to maintain a positive learning environment.

## KINDERGARTEN

### Boys and Girls

- **Light blue SHS monogrammed polo shirt** with logo purchased from Schoolbelles
- **Navy pants** purchased from Schoolbelles
- **Navy sweatshirt or Navy sweater with SHS monogrammed** logo purchased from Schoolbelles
- **Navy shorts** purchased from Schoolbelles
- **Shoes/Socks** – Navy or black flat dress shoe (no heels) with solid dark socks (black or navy) or or solid white athletic socks with athletic shoes. No high tops or light-up shoes.

## GRADES 1-8

### Girls

- **Uniform Plaid:** Jumpers Grades 1-4 purchased from Schoolbelles  
Skirts Grades 5-8 purchased from Schoolbelles  
(Skirts must be no shorter than 1 inch above the knee)
- **SHS monogrammed polo shirt long/short sleeved Green/Navy purchased from Schoolbelles**
- **Uniform sweater** purchased from Schoolbelles
- **Green Fleece jacket or pullover with SHS logo** purchased from Schoolbelles
- **Navy dress slacks** year round purchased from Schoolbelles
- **Dress belt** if slacks have belt loops
- **Solid navy knee high socks**
- **White or navy tights**
- **Make-up** is NOT permitted.
- **Glitter** is NOT permitted.
- **Fake nails** or tips are NOT permitted.
- **Only clear nail polish permitted.**
- **Jewelry:** No fashion jewelry is allowed; only crosses or religious medals that reflect our Catholic faith
- **Earrings:** post earrings only; one earring per lobe
- **Solid Navy or Black flat dress shoes only**
- **No heels, must be flat shoe**

### Boys

- **Navy dress pants** are to be worn. (No Dockers, Bugle boy, etc.) purchased from Schoolbelles.
- **SHS monogrammed polo shirt long/short sleeved Green/Navy purchased from Schoolbelles**
- **Green Fleece jacket or pullover with SHS logo** purchased from Schoolbelles
- **Uniform sweater** purchased from Schoolbelles
- **Solid dark socks (black or navy)**
- **Dark belt**
- **Solid Black or Navy flat leather dress shoes only**
- **Earrings** are NOT permitted
- Boys must be **clean-shaven**

## GIRLS AND BOYS —Grades 1-8

### Warm Weather Optional Items (August, September, May, June)

- **Navy blue walking shorts** purchased from Schoolbelles with dark dress belt
- **SHS monogrammed polo shirt** Green/Navy purchased from Schoolbelles
- Solid navy or black flat dress shoe with solid dark socks (black or navy) or solid white athletic socks with athletic shoes. No high tops or light-up shoes.

## GYM CLOTHES GIRLS AND BOYS—Grades 1-8

- **Gym shorts** – Green purchased from Schoolbelles
- **Gym shirt with SHS logo** – Oxford Gray purchased from Schoolbelles
- **Sweatpants** – Dark green, open leg with SHS **monogrammed logo** from Schoolbelles
- **SHS Sweatshirt with SHS logo** - purchased from Schoolbelles

- **Team Pro Pant and Team Pro Jacket with SHS logo** – Dark green purchased from Schoolbelles
- All gym items must be purchased from Schoolbelles, CYO or DOA Apparel at 2300 W. Village Drive, Dearborn MI 48124. **Gym shoes should have support, be tied or velcroed. Gym shoes can be any color. No high tops or light up shoes.**

#### **All Students**

- White t-shirt only under all polos. Polo shirts must be tucked in.
- Tattoos are not permitted.
- **School dress shoes** may be black or navy solid color (loafers, tie shoes) and must be under the ankle. Shoes must have backs. Footwear NOT permitted during the regular school day: boots, high tops, gym shoes, high heels, sandals, flip-flops, slip-ons or platforms. Shoes without backs and bowling type shoes are not allowed.
- **Hair for girls and boys must be appropriate for students in a Catholic School environment.** Hair must be of reasonable length, style, and natural color. Boys' hair must be combed and tapered, cut above the shirt collar and cut above or around the ears and out of the eyes. No mohawks or spiked hair of any kind. Hair styles NOT permitted: feathers, highlighting, frosting, streaking/striping, dyed, non-customary type including "tails", sculpting, "lining" or any style or color that is distracting.
- Only post earrings are permitted one earring per lobe. Boys are not permitted to wear earrings. Make-up is not permitted. Tattoos are not permitted. Only clear nail polish may be worn.
- Students in grades 1-8 are required to have a gym uniform to participate in Physical Education class. For the safety of our students, students will sit out of gym activities if they do not have their gym uniform and this will affect their participation grade. The gym uniform must be purchased at Schoolbelles.
- All pieces of the school and gym uniform should be marked with the students' name.
- If there is a hardship in purchasing uniforms, please contact the school office.

All students are expected to be well-groomed, neat and presentable at all times. Clothing should be clean, properly fitting and modest. Uniform violations will result in notification from a staff member being issued and/or parent being called when appropriate. **For every third out of uniform slip students will earn a detention; grades K – 2 will be given one recess detention and grades 3 - 8 will be given a before school detention. If a student fails to report for detention, the student will serve an additional detention. If a student earns three detentions in one quarter for out of uniform, it will equal one in-school suspension.**

On the occasional "dress down day", appropriate school attire is still required. Hip huggers, spandex, yoga pants, midriff tops, tank tips, shorts (Bermuda style are the only form acceptable), T-shirts with inappropriate sayings, flip-flops, rubber shoes, sandals or shoes without backs will not be permitted. This list is a sample and not to be considered all-inclusive.

On Spirit Wear Day students can show their Shamrock Pride by wearing spirit wear with their uniform bottoms. Sacred Heart Catholic School Spirit Wear can be purchased online at [www.mydoapparel.com](http://www.mydoapparel.com).

#### **Uniform Violation Policy**

- Uniform violations will result in notification from a staff member being issued and/or parent being called when appropriate. **For every third out of uniform slip students will earn a detention; grades K – 2 will be given one recess detention and grades 3 - 8 will be given a before school detention. If a student fails to report for detention, the student will serve an additional detention. If a student earns three detentions in one quarter for out of uniform, it will equal one in-school suspension.**

Since it is impossible to identify in advance all possible deviations from acceptable dress and grooming, the Administration reserves the right to determine what is acceptable. **For every third out of uniform slip students will earn a detention; grades K – 2 will be given one recess detention and grades 3 - 8 will be given a before school detention. If a student fails to report for detention, the student will**

serve an additional detention. If a student earns three detentions in one quarter for out of uniform, it will equal one in-school suspension.

***Parents are responsible for ensuring that students are PROPERLY attired.***

## **CODE OF CONDUCT DISCIPLINE**

***Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as Snapchat or Facebook, will be disciplined, up to and including expulsion.***

***The use of the school logo or the mention of Sacred Heart Catholic School and/or Sacred Heart staff is banned on all social-networking sites.***

### **CODE OF CONDUCT**

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority and mutual cooperation are essential to the learning situation. The Catholic school, as a Faith Community, encourages an atmosphere conducive to learning not only academic skills but Catholic values as well.

The primary goal of Sacred Heart School is to provide a learning environment which fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline is to maintain effective, safe learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the Code of Conduct of Sacred Heart School. Should infractions occur, students will be held accountable for violations, and disciplinary measures will be taken.

The authority to make reasonable rules and regulations regarding discipline and to authorize suspension or expulsion is granted under Michigan Law, as indicated in sections 340.613 and 340.614 of General School Laws of Michigan, 1960.

### **PROCEDURE FOR BEHAVIOR CONCERN**

A teacher who feels that a student is not following classroom procedures, or is having difficulty with behavior in a particular class will address that student individually to let him/her know what expectations are not being met so that there is a chance to get back on track. If that does not re-focus the student, then a phone call to the parent will be made. During this conversation the expectations will be made clear so that together the teacher, parent and student are all working towards the same common goal. Please review the behavior rubric as a guideline located in the back of the handbook. It will only be if this process does not work that the administration would be called in for additional support to assure student success.

## **ASSIGNMENTS**

All assignments are due on the due date. If a student fails to turn in the assignment on the date it is due, they will have until the following day to turn in the assignment for **half the credit** (50%) of what grade was earned on that assignment. After that day, the student will receive 0% credit. It is very important that the student do the work that he/she has missed. Students will not be allowed to call home for missing or late assignments.

## **CYBER BULLYING**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as texting, Instagram or Facebook, will be disciplined, up to and including expulsion.

The use of the school logo or the mention of Sacred Heart Catholic School and/or staff is banned on all social-networking sites.

## **REPORT CARD**

All students start out with the highest marks in conduct and effort in all classes including Enrichment classes. Late assignments or assignments that were not turned in will result in a lower subject grade and effort grade.

It is recommended that students participating in extracurricular activities such as Band, Choir or CYO sports must maintain a grade point average of C or better in major subject areas: math, science, literature/reading, English, religion, social studies order to continue participation.

Students participating in Student Council should maintain all high marks in conduct and effort and not receive below a C in any subject.

We believe parents are their child's first teacher and the parents will make the decision if their child should participate. The faculty will only notify parents with the recommendation. Parents should check Powerschool on a regular basis for up-to-date progress and grades, in addition to report cards.

## **DETENTION**

A Detention can be given for behaviors that are unacceptable and have shown a lack of self-control or a consistent lack of making positive choices. A Detention is a consequence for a behavior that may have been better thought through. Teachers can set a Detention to be served with them when necessary to refocus the student. Detentions will be held on Thursdays at 7:30 am. Students are to report to the office. Students who are absent from school on the day they are to participate will make up the session on the next scheduled time. These students must present a written excuse from the parent on the day they return to school. During detention a student may assist in helping with an assigned task or the read the Bible or about a saint to help reinforce the importance of making positive choices.

**An individual teacher may choose to have a student stay with them after school on a particular day because of a behavior that was disruptive to the classroom. If the child chooses not to do an assignment during class and causes a disruption, the teacher can have the student call the parent to let them know that he/she will be staying to complete an assignment. Our goal is to make sure that the student does the work that is required so that he/she does not fall behind academically.**

## **PROBATIONARY CONTRACT**

Repeated acts, which indicate a pattern of non-compliance with the Code of Conduct, will require further action. One such action may be to place the student on a probationary contract for a predetermined length of time. The contract requires the student to follow the Code of Conduct scrupulously. A conference with the parent, student, administration and teacher(s) involved will be held to ensure complete understanding of the conditions of the contract. If a serious infraction of the Code of Conduct should occur, the student will be asked to withdraw from Sacred Heart.

## **EXCLUSION FROM SCHOOL**

### **I. Suspension**

The principal is empowered to suspend a student. While suspended, a student is not allowed to attend class, participate in, or attend any school-sponsored activity. Any suspended student who, without the permission of the Administration, returns to school grounds may be recommended for expulsion.

During the time that the student is suspended, s/he is required to make up all work missed. ***A student may not return to class if the student has not completed his/her assignments while on suspension.*** Teachers are neither required nor expected to provide tutoring or additional instruction for such purposes.

The Administration may decide that an in-school suspension is appropriate. During an in-school suspension, the child will be placed in another classroom and will not have any contact with his/her classmates. The student during this time will be asked to reflect on virtues, read the Bible or about saints and will do work at home which is due the next day.

The Principal shall determine the length and type of suspension.

***It is recommended that students who participate in CYO sports should maintain a record of good behavior in order to play and represent Sacred Heart at practices and games. Although it is the parent's decision, it is recommended that a suspension from school should result in a suspension from practicing and/or playing.***

**A suspension is recorded in Powerschool.**

### **II. Expulsion**

The term "expulsion" shall mean the permanent dismissal of a student from Sacred Heart School. Expulsion is reserved for serious or repeated violations of those articles of misbehavior stated under "Violations" which is determined by school Administration to be contrary to the best interests of the school and/or detrimental to the good name of the school. The decision for expulsion is reserved to the principal.

## **VIOLATIONS**

The following are categories of misconduct that may result in detention, suspension or expulsion. These categories are general in nature and are not deemed to be all-inclusive.

### **I. Matters pertaining to educational development:**

- a. Poor conduct in church
- b. Cheating
- c. Refusal to complete home assignments
- d. Refusal to participate in any class without a note of excuse
- e. Refusal to return papers submitted for parent/guardian signature
- f. Refusal to have proper school supplies
- g. Disruptions in classroom
- h. Misuse of technology as stated but not limited to the tech policy

**II. Matters pertaining to public and private property:**

- a. Theft
- b. Misuse of books, materials, and equipment
- c. Defacing property
- d. Gum chewing is forbidden on school grounds during the school day
- e. Trespassing (unauthorized presence in a building)
- f. Willful, malicious destruction of another person's property or school property.  
Total restitution will be demanded.
- g. Arson, assault or bomb threat
- h. Forgery
- i. Plagiarism

**III. Matters pertaining to citizenship:**

- a. Violation of state law, local ordinances, approved safety and fire codes, or laws pertaining to civil obedience.
- b. Use of profane language or disrespectful speech to teachers, school staff, lunch monitors, school volunteers or other students
- c. Possession, sale, or distribution of controlled substances - tobacco, alcohol, drugs, fireworks, or any smoking materials
- d. Possession of immoral materials
- e. Possession or use of dangerous and/or threatening articles - all types of guns, knives, darts, matches, etc.
  - 1. Possession of wireless devices
  - 2. Harassment and/or sexual harassment of individuals

**IV. Matters pertaining to attendance:**

- a. Violation of compulsory attendance laws
- b. Persistent tardiness
- c. Skipping school
- d. **Leaving school grounds without permission, this includes not going directly home after school without written permission from parents.**

**V. Matters pertaining to the safety of others:**

- a. Physical attacks or threats to students or school employees
- b. Fighting in the school, on the playground, or at bus stops
- c. Extortion
- d. Throwing food, snowballs, or other substances on the school premises or bus stops

**VI. Persistent disobedience and/or breaking of school rules and regulations**

- a. Frequent dress code violations

**VII. Gross misbehavior** - conduct detrimental to the normal functioning of the school or activities; persistent interruption of classes or school routine

**CONFLICT RESOLUTION**

To address an issue or concern, a parent or student must follow the procedure stated below, keeping in mind that the issue must first be discussed with the person(s) most directly involved. A courtesy of an appointment is needed

- Level One: Classroom Teacher
- Level Two: Principal
- Level Three: Pastor

## **LUNCH TIME BEHAVIOR**

Our lunch monitors are in complete charge of the students during lunch recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, and not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to insure the safety of the students. This list is not meant to be a definitive list, nor does it address all areas of concern to the fullest.

- Students shall remain seated during lunch until they are dismissed by a parent.
- Reasonable talking is permitted. (no yelling or screaming)
- Proper table manners are required and must be maintained.
- All students are responsible to clean up after themselves.
- Absolutely no abusive behavior (fighting, kicking, pushing, removing hats, etc.) will be tolerated. Students are not to fight while on the playground. Disputes may be settled with the lunch monitors. There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. **No distinction is made as to “real” or “play” fighting.**
- Students may not leave the playground without permission.
- Safety requires that students never throw snow or pebbles at another person
- Students who are injured while playing should report to one of the lunch monitors. They will provide treatment for minor wounds and will send the student to the office for treatment, if necessary. As usual, parents will be notified of any injury that may need further attention.
- Food, candy or gum is not to be taken out on the playground at any time.
- In general, we expect that the **behavior and language** of each child would reflect the Catholic teachings that parents and teachers try to instill in all of the Sacred Heart children.
- No excluding other classmates
- Good sportsmanship is expected; recess is fun!

**Boundaries:** The following lines and areas are out-of-bounds:

- Outside the safety walk lines painted on the parking lot
- In between parked cars
- Behind the dumpsters
- Stairs going up to Michigan Building
- Outside stairs going up to the Computer Lab
- When auxiliary playground is used (the old Convent area between Garrison Building and Howe-Peterson) the hill area

**Play areas:** Designated “Zones” allocate appropriate play areas for various activities.

- **No Running Zone**
  - The playground equipment
  - The stones remain on the ground
  - Students are discouraged from “unsafe” climbing/hanging.
  - Students go down the slides one at a time feet first on their bottoms.
- **Free Play Zone**
  - From the east basketball hoop up to the NO RUN ZONE
  - Tag games, catch ball, jump rope, Four Square, etc.
  - Basketball hoops are for skill building and “fun games”
- **Team Sport Zone**
  - No kick-offs allowed, only “throw-offs”
  - Touchdown lines are the inner safety lines that surround the parking lot

- A ball that ends up on Michigan Avenue or at Howe-Peterson will be retrieved by the adult supervisor ONLY ONCE – after that, it will be held and kept by the school till the next recess
- If playing baseball only whiffle balls and plastic bats are allowed.

Non-observance of the stated rules will result in a “time out” and/or a detention.

### **HALLWAY BEHAVIOR**

Students are expected to walk in an orderly manner while entering and exiting the building. Students are expected to walk **quietly** while changing classes. Students should stay to their right when going up and down stairways and in the tunnel to allow other people/classes to pass.

### **BUS CONDUCT**

Students who ride the Dearborn Public School buses must obey transportation rules. Disobedience to the driver and/or violation of the following regulations will be reported to the school or transportation administration. Two violations will result in the student being suspended from the bus for a day. If incidents continue to occur, bus privileges will be revoked.

1. Students will not use improper/profane language.
2. Students who disfigure or damage the bus in any way will be required to pay for the damages and could be suspended from riding the bus.
3. Students will be seated as directed by the driver.
4. Students *must be seated* when the bus is in motion. Buses are designed to transport two students per seat. Seated students shall not deny a second party a right to a seat. **Students may be assigned seats.**
5. Students will not throw anything within the bus, out of the bus, or at each other.
6. Students are expected to be at their designated bus stop 10 minutes prior to their bus stop time.
7. When necessary, cross *in front*, not in back, of the bus.
8. Students will only ride the bus to the stop they are regularly assigned.
9. Students are not allowed to engage in any activity which could be harmful to the health, safety and well-being of passengers and driver. (i.e. smoking, lighting matches or lighters, using irritant powders, use of incense or spraying anything from an aerosol can. Examples, which would result in immediate loss of riding privileges, are smoke bombs and fireworks.)
10. Arms, heads and hands are to be kept inside the bus.
11. The emergency door is to be used only in case of any emergency. Students are not to open it unless directed to do so by the driver.
12. Students will not eat or drink on the bus.
13. Students possessing or using weapons on the bus (possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury) will lose their bus privileges.
14. Students will refrain from scuffling (excessive horseplay) or fighting while on the bus or at the bus stop.
15. Students may not ride to and from different bus stops with friends.
16. Students who do not take the bus normally may not ride on the bus to a friend's house.
17. All students who ride the bus will meet in the school's main lobby in the Garrison building and wait for the teacher to dismiss them.
18. **Students will not use any technology devices on buses.**

### **WALKERS**

All students who walk home will meet in the main lobby for dismissal. A teacher will walk them to the corners (Garrison and Michigan) for safe crossing. Students are to go directly home. **No student has school permission to go to other area businesses before or after school unless a parent has written a note releasing Sacred Heart of responsibility.**

# HEALTH ISSUES

## MEDICATION

Should it be necessary for a child to receive medicine during the school day, please contact the office for instructions. When medication is administered, the following provisions shall apply:

- **Medication Release Form signed by the parent/guardian and doctor must be on file in the office before any medication can be dispensed, non-prescription and/or prescription.** (Verbal permission will not be accepted.) This includes cough drops.
- prescription medication shall have the pharmacy label indicating the physician's name, child's name, and strength of the medication.
- medication shall be given to the child listed on the label only and will be given in accordance to the label instructions.
- the medication must be in its original container.
- the dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the child.
- No child will be allowed to take medicine without supervision
- A new Medication Release Form, signed by a doctor, must be filled out each school year.

## ILLNESS

For the protection of your child and other students, your child will not be admitted if s/he displays any of the following symptoms:

- ◆ temperature of 99.6 and above
- ◆ intestinal distress
- ◆ undiagnosed rash
- ◆ eye or ear discharge
- ◆ any type of non-treated communicable disease

Should a child be absent from school for a fever-related illness,  
s/he is not to return to school for

**24 hours after the fever has returned to normal.**

A child is never sent home before a parent or guardian is contacted. Emergency Care cards are kept on file in the office. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home. Communicable diseases should be reported to the school office as these, in turn, are reported to the Wayne County Health Department. Students are excluded for the following illnesses but may be re-admitted after the time required:

<u>Illness</u>	<u>Time Required</u>
Chicken Pox	Exclude until all lesions have dried and crusted, usually about 6 days after onset of rash.
Pink Eye	Exclude until under medical care and drainage from eyes has cleared.
Fifth Disease	Exclusion not recommended if Fifth Disease occurs in healthy host
Impetigo	Exclude until 24 hours after treatment has been initiated
Mononucleosis	No exclusion. Frequent hand washing and avoid drinking from a common container to minimize contact with saliva
Mumps	Exclude until 9 days after neck area swelling has disappeared
Head Lice/Nits	No exclusion if the child is healthy. Discourage from close head contact with others.

**Sacred Heart School Lice Policy:** An active case of head lice is described as having live lice (bugs) or viable nits (eggs) present in the child's hair. Families should notify the office of an active case of head lice. This applies even if the lice are discovered on the weekend or over a school holiday vacation. When a case of head lice is reported to the office, we will notify all parents in the school via an email and send out a paper copy to the particular classroom it was reported in. We will always preserve your privacy. The classmates of the infected child may be inspected by a staff member in the school office, hallway or classroom in a non-threatening manner; You and your child will be notified privately if the staff member suspects a case of head lice in your child. Your child will not be sent home (per the Center for Disease Control recommendations), but will not be re-admitted to the class the following day unless a treatment is administered. The classmates will be re-inspected several days after the first report, and we ask that the parents re-inspect on a daily basis for the first week after a report. For the safety of our school, school staff may check to assure child is free of nits/head lice at any time. If you as a parent would like to be present during inspection for lice on your child, please send a written note to the school office by the 2<sup>nd</sup> Friday of September of each new school year.

Ringworm	Exclude from gymnasiums, swimming pools, and other activities likely to lead to exposure or others while under treatment.
German Measles	Exclude until 7 <sup>th</sup> day after onset
Scarlet Fever	Exclude until under treatment for 24 hours
Strep Throat	Exclude until under treatment for 24 hours

### **MEDICAL EMERGENCIES**

Parents are called for medical emergencies, and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified according to the numbers listed on the Emergency Cards kept on file in the office. It is absolutely essential that telephone numbers are kept current on the card.

### **MEDICAL EXCUSE FOR NON-PARTICIPATION**

Should a student have a medical excuse for non-participation in gym, s/he will not be allowed to play on the playground during recess. In order to begin participating again in gym and recess, there must be a physician's note stating that the student is able to return.

### **ACCIDENTS**

In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious mishaps, children will be taken to the office and parents will be notified. School law prohibits the use of First Aid equipment and internal medicine without a medical release form filled out with doctor's signature. All accidents should be reported to the supervising teacher or school office immediately.

### **STUDENT ACCIDENT INSURANCE**

Michigan Catholic Conference provides accident coverage to school students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis which means that the parents first file the medical expense claim with their insurer, and then the MCC policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, the MCC

policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage.

### **PROTECTIVE SERVICES INFORMATION**

If a parent/student suspects child or adult abuse or neglect it is their responsibility to contact the State of Michigan Department of Human Services at: **855-444-39111 (toll free number)**. All reports are strictly confidential.

### **TOBACCO**

There is no tobacco use on school premises at all. The building is marked as such. Refusal to follow the rules will result in disciplinary action, up to and including discharge.

## **GENERAL SCHOOL POLICIES**

### **ATTENDANCE**

Punctual and regular attendance is important for consistent academic progress. A report card may be withheld from a student who has been absent for twelve or more days in any one quarter should teachers feel there is insufficient material on which to evaluate achievement. Absenteeism in excess of 16% of the school year may jeopardize student promotion.

All absences should be reported to the school office by telephone. Calls should be made before 9:00 a.m. If the absence is not reported, the home of the absent child may be called to verify the reason for the absence. You can save us the time of calling by reporting prior to 9:00 a.m. A dated note of excuse *must also be presented* to the student's homeroom teacher on the day of return. Any student who has an excused absence may receive credit for made-up assignments. **Students in grades 5-8 are totally responsible** for contacting each teacher for missed assignments. This should be done the day the student returns to school. In grades K-4 assignments will be collected for the absent child.

Parents/Guardians may request assignments for long-term absence (after the student has been absent three (3) or more consecutive school days). The request should be made before 9:00 a.m. Assigned work and books may be picked up between 3:30-3:45 that day in the main office. Arrangements may differ with lower elementary students (K-4). Students are advised to contact other students during the evening of their absence if their absence is for only one day. Following an absence, it is the *student's responsibility* to contact the teacher on the day of return for make-up work. If a student has an excused absence, they will have two days for every one day they are absent to make up the work. Tests may be made up within two days of return to school. Lessons and tests may need to be made up after or before regular school hours.

A student/parent may contact teachers immediately prior to the vacation to request *reading assignments* that will be given during this absence. All missed written assignments are to be requested by the student upon the student's return to school. Students are discouraged from missing school because of family and/or sports commitments. *Written* work can be made up, but the actual tracking time and classwork cannot, leaving the student at a disadvantage.

### **BICYCLES**

Bicycles are to be walked while on school property and are to be placed in the bicycle rack and locked. The school is not responsible for stolen or damaged bicycles.

## **CANDY, GUM, and BEVERAGES**

Energy drinks, candy and gum are absolutely forbidden during or between classes. Although discouraged candy may be eaten in moderation during lunch – in the cafeteria only. Energy drinks and gum are never allowed in the building, on the school grounds or on the bus.

## **CARS ON SCHOOL GROUNDS**

The staff at Sacred Heart School is very concerned for the safety of all students. To enable the children to walk safely to and from cars and buses, parents **must** abide by these rules:

**ARRIVAL: From 8:20 – 8:25 a.m. Tardy at 8:30 a.m., all students must be seated in their homeroom.**

- Do not drop off early. Enter via the Michigan Avenue entrance; turn right into the parking lot.
- Proceed to the student drop-off area (see map below), children exit via the right side of the car and report directly to their classrooms.
- Exit via the Michigan Avenue gate and turn right only onto Michigan Avenue.
- Please only park in parking lot, we need to keep the line moving.
- **Please keep the circular driveway clear (for our seniors and handicap) for the 9:00 a.m. Mass.**
- No Parking allowed in the Howe-Peterson parking lot; please use Howe-Peterson's auxiliary lot located on the corner of Howe and Garrison Streets.

***PLEASE . . .***

- **If you have business in the office or with a teacher or are parking for Mass:**
  - Drop children off as indicated above.
  - Park in designated areas only.
  - Do **not** park in main lot of Howe-Peterson Funeral Home, please use Howe-Peterson's auxiliary lot located on the corner of Howe and Garrison Streets

***Dismissal: Half days at 12:30 p.m.; Full days 3:40 p.m.***

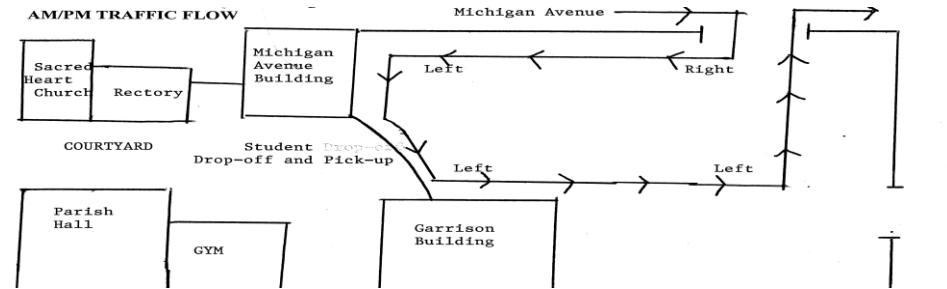
- Enter from the east via Michigan Ave.
- Turn right to the parking lot and park your car in the marked spaces. (Do not park in the lane near playground equipment).
- For grades K-5 please pick-up your child/ren from their teacher in the student pick-up area. Grades 6-8 may proceed cautiously to their parent's car. Older siblings in grades 6-8 may pick-up their younger siblings from their teachers and proceed cautiously to their parent's car.
- Once you have picked up your child/ren, exit via the Michigan Avenue gate and turn right only.
- Wait and look for your child/children in the student pick-up area. **Please do not congregate at any one place as this creates confusion when the teachers are trying to make sure the students are getting safely to their parents.**
- Children (K-5) **ARE NOT** allowed to leave the “in the student pick-up area” until the parent comes to pick them up. Grades 6-8 may proceed cautiously to their parent's car.
- Students whose rides have not yet arrived will wait in the student pick-up area for parents.
- On full/half-days students may not change clothes at school without permission from the office.
- On full/half-days students may not go to local restaurants or gas stations without parent's written permission.

***PLEASE . . .***

- Due to the limited amount of parking spaces please leave immediately after picking up your child to free up parking spaces.
- Remember courtesy, patience, and safety is always a plus in parking situations.
- **Students are not allowed to use cell phones or any technology device to contact others while on school grounds or at school from 8:00 am – 4:00 p.m. or if attending Champions (latchkey) from 7:00 a.m. – 6:00 p.m.**

Parents cannot drop-off and pick-up students at the front doors on Garrison on bus days. This creates a problem with the bus/traffic pattern. You may use the Garrison entrance **only when buses are not running**. Please inform teachers of where your child is to meet you for that specific day of pick up.

***Moving cars are never permitted on the parking lot from 11:30 am until 1:00 p.m. because of recess. If parents need to access the school buildings, the Howe-Peterson parking lot across Howe St. (west) is available near Garrison or public parking off Military.***



### CLASSROOM ASSIGNMENTS

We do not take requests for classroom placement. The decision for placement is a collaborative effort with input from the classroom teacher, enrichment classroom teachers, Special Services if applicable, and the administration.

### CLASSROOMS

Each school day begins with school-wide morning Prayer, school announcements and pledge.

Homerooms are considered the "home" of the students at school. All are expected to share the responsibility of keeping the room orderly, clean, and attractive. Great care is requested of all students in keeping the desks neat and avoiding anything that would damage the furniture or equipment of the classroom. Teachers are expected to have high standards in this regard.

The desks, books and materials are assigned to students for their use. No student has the right to freely use another person's assigned materials without permission. Students will be held responsible for any damage done to books, desks, lockers, and all other school equipment entrusted to them.

### COMMUNICATIONS

Keeping our parents informed is important to us. Every two weeks (dates are noted on the monthly calendar and annual calendar) families will receive "Green envelopes" via email which contains current school information. It is our policy to publish only Sacred Heart School and Parish information. All parents should supply the school office with an email address and inform the school office if there is an email address change. Parents are required to read all items in the "Green Envelope". All Sacred Heart School or Parish information and/or any communication sent home through the school from homeroom parent letters, PTO, CYO etc. must get prior approval from the principal.

Telephone use by students will be limited to emergency use only. Students must get teacher permission before using the telephone in the office. The office staff has the right to deny student use of the telephone if it is not an emergency or illness. **Students will not be allowed to call home for forgotten items such as homework or to make social plans. Students are not allowed to use cell phones or any technology device to contact others while on school grounds or at school from 8:00 am – 4:00 p.m. or if attending Champions (latchkey) from 7:00 a.m. – 6:00 p.m.**

## **CONCUSSION AWARENESS**

All students (Grades PreK – 8) in order to participate in Physical Education Class and the CYO sports program must have a Concussion Awareness Educational Material Acknowledgement Form on file in the school office. The Concussion Educational Material and the Acknowledgement Form are available in the school office, on our website at [www.shparish.org](http://www.shparish.org) or in the bi-monthly Green Envelope.

## **CROSSING GUARD**

The city of Dearborn provides crossing guards at the intersection of Michigan and Military and at Beech and Military both before and after school.

## **DAILY SCHEDULE**

7:00 – 8:20 a.m. Champions (latchkey) for registered students Preschool - 8

Walkers or car riders are not to arrive on campus before 8:20 a.m. At 8:20 a.m., an adult will be on duty for supervision, either inside or outside, depending on weather conditions. If a situation arises where a student is constantly at school before 8:20 a.m., s/he must be enrolled in the Shamrock Fun Club.

8:20-8:25 a.m. Students arrive at school and line up. Playing/running is NOT permitted.

8:30 a.m. School begins. Students are considered tardy to school unless they are in the classroom by 8:35 a.m. Parents will be informed of persistent tardiness so that corrective measures may be taken. Written explanations for unavoidable delays are expected.

For the safety of all children, we ask that parents do not come into the building with their child(ren). The teachers/staff will meet the students in the designated area at 8:20 a.m. and escort them into the building. ***All contacts with teachers should be made by calling the school office, as teachers are required to supervise their classes at all times. Communication between parents and teachers is important, so please do not hesitate to call the office to set up an appointment or email the teachers.***

10:30 a.m. Students arriving after 10:30 will be considered absent for half the day. If the student arrives before 10:30, s/he will be considered tardy.

11:45 – 12:25 Recess/Lunch for grade Preschool (20 minutes for recess and 20 minutes for lunch)

12:05 – 12:45 Recess/Lunch for Grades K – Grade 4 (20 minutes for recess and 20 minutes for lunch)

12:05 – 12:45 Lunch/Recess for Grades 5 – 8 (20 minutes for lunch and 20 minutes for recess)

2:00 p.m. Students who leave before 2:00 for an early dismissal will be considered absent for the half the day.

3:40 p.m. Afternoon Dismissal – If you wish to speak to a teacher, please call the office to set up an appointment.

3:40 – 6:00 Champions (latchkey) for registered students.

Students are not permitted to go back to the classrooms after dismissal to retrieve forgotten items without permission.

## **EARLY DISMISSAL**

Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, etc., a note of explanation/permission must be cleared through the school office before 9:00 a.m. Parents/guardians must sign out the student in the school office.

### **FIRE DRILLS**

Fire drills are not announced. When the buzzer sounds, the building must be cleared immediately. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire fire drill – in the classroom, halls and on school grounds.

### **TORNADO DRILLS**

Tornado drills are not announced. When the announcement is made, the building proceeds to their designated area immediately. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire tornado drill—in the classroom, halls and tunnel.

### **EMERGENCY DISMISSAL DURING SCHOOL HOURS**

Each Classroom Crisis Captain will begin the phone chain to notify parents of the students in that grade. Students will only be released to another adult with parent consent or if that parent is on the student's emergency card.

### **EMERGENCY MEDICAL CONTACT CARDS**

For the safety of our students, emergency contact medical cards need to be completed before the first day of school. It is important for the parents to notify the school office of any changes immediately. A separate emergency card needs to be kept on file if your child attends latchkey.

### **HANBOOK: RIGHT TO AMEND CLAUSE**

No matter how careful the handbook writer, unforeseen situations will arise. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

### **LOCK-DOWN**

For the safety of our children and staff, there will be times that the building will be in lock-down which means no one may enter or leave the building until the danger has been cleared and it is safe for all concerned.

### **MEDICAL EMERGENCIES**

In the event your child has a medical emergency that is life threatening, we will call 911 first. You will be contacted if your child has a non-threatening emergency first if we feel it is not life threatening.

### **FUNERAL MASSES**

If a student of the school dies, the whole school will attend the funeral Mass if it is celebrated at Sacred Heart. If a parent or a sibling of a student dies, that student's class may be excused to attend the funeral Mass if it is celebrated at Sacred Heart. If a staff or faculty member dies, the administration may close school for faculty to attend the funeral Mass. If a grandparent of a student dies a student may be excused to attend a funeral Mass if it is celebrated at Sacred Heart.

### **GUESTS/VISITORS**

All visitors and parents are required to report to the main office upon entrance into the building. Visitors/parents may not visit teachers or students during school hours (including lunch periods and exchange sessions) unless previously approved by the principal. Appointments/requests will be taken in

the office and relayed to the teachers involved. ***Meetings with teachers must be scheduled in advance.***

Parents visiting the school to bring in birthday treats or items for other special events must report to the main office and receive a visitor badge after receiving permission from administration. Forgotten lunches need to be delivered to the main office. A staff member will make sure that the lunch is delivered.

### **ITEMS NOT PERMITTED IN SCHOOL**

For the good of all, the following items are not permitted in the school building, on the grounds or in gym/locker areas:

- Aerosol containers
- Calculators (unless required for mathematics)
- Cellular phones\*
- CD Players (portable)\* (without permission)
- IPods (without permission)
- Drugs
- Electronic games\*
- Expensive jewelry
- Glass bottles/containers
- Hair dryers or curling irons
- Hair spray
- Large sums of money
- Pagers
- Perfume/cologne
- Personal electronic equipment
- Cameras (w/o permission)
- Playground equipment
- Radios of any kind
- Roller blades
- Scooters
- Skate boards
- Tape recorders
- Toys of any kind
- Trading cards
- Anything deemed unsafe or a distraction by the Administration

***\*These items will be confiscated and held for parent pick-up. Sacred Heart has the right to search these items for misconduct or inappropriate materials.***

### **LOCKERS**

Lockers are the property of the school. It is the responsibility of the student to keep them clean and undamaged. If a student wishes to use a lock, a duplicate key or the combination must be filed in the office.

Any items kept in a student's locker are to be left untouched by other students. Valuables should not be kept in lockers. Nothing may be permanently affixed to lockers (inside or outside). Appropriate items may be affixed to the inside of lockers with **magnets only**. Food cannot be left overnight in lockers. Lockers may be inspected by the administration at any time.

### **LOST AND FOUND**

Lost and found articles are stored on a shelf at the back of the cafeteria. Parents and students are encouraged to check this shelf looking for missing items. All school items (clothing, lunch boxes, etc.) should be clearly labeled. Unclaimed items will be donated to a local charity at the end of each quarter.

### **LUNCH**

Students must remain on campus during the lunch period. They may bring their own food and drink (**energy drinks, pop and/or fast food lunches are NOT permitted**) or take advantage of the hot lunch served Monday through Friday. Milk, juice and snacks will be available for purchase daily. In **exceptional** cases, parents may bring lunches for their child after the school day begins. The lunches are to be taken to the office and the office staff will deliver them to the lunch room.

## LIBRARY RULES

1. A Library contract must be signed and returned before books may be checked out.
2. For grades Preschool - 4, library books may be checked out for one week.
3. Students are welcome to look at the magazines while in the Library during their library time; however, magazines are to stay in the Center unless there is a special need for a magazine for class research. A note from the teacher will be needed.
4. Courteous and studious behavior is always expected in the Library Media Center.

## COMPUTER LAB RULES

1. A Technology User Agreement must be signed by the student and the parent/guardian in order to use the computers in the computer lab.
2. There will be times when a large volume of printed material may need to be printed and the student has to return to class. In that case, the student will need to tell the Computer Teacher or one of the volunteers what is to be printed. It will be saved for the student to pick-up later.
3. Computers and other equipment are to be treated properly in the Computer Lab.
4. Each student is to provide their own headphones. Headphones will be stored in a baggie for that student to use only.
5. Students may be required to have a flash drive.

## OFFICE HOURS

The School Secretary will be available for school business on school days between the hours of 8:00 a.m. and 4:00 p.m. Because the office is extremely busy during lunchtime (11:45-12:50) and dismissal time (3:15-3:40), we ask that you **do not** call the office during this time unless it is an emergency. Your cooperation in this matter is greatly appreciated.

## PARENT TEACHER CONFERENCES

Student-led Parent Teacher Conferences are scheduled each November. All parents of kindergartners through 4<sup>th</sup> graders are given a specific time to meet with their child's teacher to discuss their child's progress. For grades 5-8, parents are seen on a first-come-first-serve basis. ***Throughout the year, parents are encouraged to contact their child's teacher with questions or concerns. Please call the school office or write a note to the teacher requesting a meeting.*** Teachers will also be communicating with parents as needed.

Regularly scheduled conferences are held at the end of the first quarter. All parents are encouraged to attend. Information about the scheduled conferences will be sent home as the time approaches. At other times, parents and teachers are encouraged to request a conference if they so desire. Grades are posted online and parents should review grades weekly.

## PESTICIDES

As part of Sacred Heart School's pest management program, pesticides are occasionally applied. Parents 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. If prior notification is needed, please provide the school with your name, address, and telephone number by the 2<sup>nd</sup> Friday in September of each new school year. Areas are posted after pesticides have been applied.

## RECESS POLICY

Sacred Heart students are expected to partake in daily-supervised outdoor recess. It is the parents' responsibility to assure that their child is adequately dressed for daily recess. The responsibility for canceling recess for any reason such as inclement weather rests solely with the school principal or the principal's designee. Students will go out for a full recess if the weather is 20 degrees or higher wind chill.

Should a student have a medical excuse for non-participation in gym, s/he will not be allowed to play on the playground during recess. In order to begin to participate in gym and recess again, there must be a physician's note stating that the student is able to return.

#### **SCHOOL EMERGENCY CLOSING**

In the event of inclement weather, Sacred Heart School will adhere to the decision of the *Dearborn Public Schools*. If, however, the school is forced to close for some reason which would not affect the public schools, it will be announced on one of the following Radio Stations: WJR or WWJ. By listening to one of these stations or by watching FOX 2, WDIV (channel 4), or ABC (channel 7), parents will be informed more promptly than by trying to contact the school. You can also log on to [www.schoolclosed.com](http://www.schoolclosed.com) for a list of closed schools.

#### **SCHOOL SUPPLIES**

Textbooks, workbooks, and some supplies are furnished by the school at an extra cost. Students are expected to use books and materials with care. Replacement fees are charged for lost or damaged items. Each year parents are given a list of supplies that they need to provide for their child.

#### **REQUESTS FOR ADDITIONAL TEXTBOOKS**

Students will not be given more than one textbook per subject unless there are special circumstances deemed necessary by the administration.

#### **SPECIAL EVENTS**

Throughout the year, special events may occur. When the event is only for a specific grade (i.e. Kindergarten celebration, etc.), school siblings of participating students are discouraged from missing class in order to attend the function.

#### **STUDENT RECORDS**

A cumulative record of each student is kept on file in the school office. The student record includes previous report cards, test results, health records, any auxiliary services provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. All fees owed to Sacred Heart must be paid prior to us sending student's records. Parents can review their child's records by making an appointment with the principal.

#### **SUSPECTED CHILD ABUSE**

State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly and directly to the Department of Social Services in the county where the suspect injury occurred.

#### **TARDINESS**

When a student is late for school, s/he must report directly to the school office. An admittance slip will be issued to the student for entrance to a classroom.

## **TORNADO POLICY**

A **Tornado Watch** is a general indication that tornadoes are possible within a designated period of time. In the event of a tornado watch which falls within school hours and the school areas, the student will NOT be sent home. A **Tornado Warning** is information that a tornado is likely to strike within a matter of minutes. It is imperative that each student promptly follows the direction of the faculty. In the event of a tornado warning, the students will be held in school until an all-clear is given by proper authorities. This could cover a period of hours. Staff members will stay on duty during this period. Parents are requested not to call the school in the event of a tornado warning, so that the telephone lines will be open for emergencies that may arise.

For the safety of our school community, during a tornado warning students and staff are in shelter in place. Signs will be posted on locked doors. It is recommended that parents do not attempt to take children from school in a period of tornado warning. After tornado warning has been lifted, school will resume to normal operations

## **SACRED HEART SCHOOL ADVISORY**

### **OPERATIONAL GUIDELINES**

#### **ARTICLE I- NAME**

This organization shall be known as "Sacred Heart Parish School Advisory Committee" and shall be referred to in these guidelines as the Committee.

This Committee is a Council.

#### **ARTICLE II- PURPOSE AND FUNCTION**

##### **SECTION A**

The Committee's purpose is to advise the Pastor and Principal in recommending and developing policies for the operation of Sacred Heart School.

The policies will be consistent with the overall education policies of the parish and subject to Archdiocese Education Office regulations and instructions.

Consistent with this purpose, the Committee's responsibilities shall include, among other things:

##### **SECTION B**

1. In consultation with the Principal, to develop and recommend policies that are compatible with the school mission and philosophy that will enable the school to reach its goals and give general direction for administrative action.
2. To foster a better understanding of and support for formal Catholic education throughout the Parish and the community. To provide a forum for parent and parishioner input. Communicating with the public about the programs offered, recruiting students and promoting the school.
3. To develop annual goals with defined objectives and a process for monitoring and evaluating the Committee's effectiveness. The annual goals will be submitted to the Education Commission for recommendation and incorporation in the overall educational/formational goals of the Parish.  
This committee will not be involved in evaluating individual staff members, administrators or students.
4. To assist the Pastor in identifying a candidate for the position of school Principal, in accordance with the Archdiocese School Policies, recognizing the Pastor's authority as the Hiring Agent.

5. To take such other action or make such other recommendation as may be requested by the Pastor, the Principal, the Pastoral Council or the Education Commission.
6. To participate in the Conflict Resolution Process for the purpose of making a recommendation based on established policies.

## SECTION C

The Parish School Advisory Committee is a standing committee of the Parish Education Commission and is responsible to inform the Education Commission of Committee proceedings. The Commission is an advisory or consultative group. Its function is to recommend general policies, where feasible. The principal is responsible for determining and implementing these policies.

## ARTICLE III- MEMBERSHIP

### SECTION A

The Parish School Advisory Committee membership is a calling, service and ministry, not to be confused with the political role of the public school board. It implies a willingness to accept and an eagerness to seek information, training and spiritual formation. Members must have a genuine interest in promoting Catholic education. All members provide time, talent and energy to the mission of the School.

The membership is composed of eight individuals. Of these, three are permanent members: The Pastor, the Principal and the Parent Teachers Organization (PTO) President. The remaining five members will be determined in this way: three members by election or drawing, one member by pastor appointment and one member by principal appointment.

### SECTION B

#### Eligibility:

1. Must be a registered member of the Parish or have (a) child(ren) in Sacred Heart School.
2. Cannot be employed by the School or Parish.
3. Cannot be a spouse/child/parent of an employee of the School or Parish.
4. Cannot be a spouse/child/parent of an active member of the School Advisory Committee or Education Commission of the Parish.

#### Term

1. Term of office for both elected and appointed members is ordinarily for three years except for the initial elected and appointed members who will be chosen for one, two and three year terms. A second term of three years is permitted for both elected and appointed members. A third consecutive term is not permitted.
2. Nominations and elections will be in the spring for the following term, beginning in October.

3. Vacancies of appointed members will be filled by appointment by the Pastor and Principal of the school. Vacancies of elected members will be filled by a drawing those nominated. The drawing will be held at the end of the school year. Such members shall serve on the Committee until the expiration of the vacated positions.
4. A Committee member may be removed from membership by a majority of the Committee for the following reasons:
  - a.) Three unexcused absences from regular or executive sessions within a period of one school year.
  - b.) Written request to be released from the commitment of a Committee member to the Committee Chairperson.
  - c.) Violation of the Committee Code of Ethics
  1. Character assassination
  2. Undermining Committee action
  3. Divulging information from executive sessions
  4. Overstepping authority as a Committee member
  5. Moral misconduct
  6. Conflict of interest

#### ARTICLE IV- OFFICERS

##### SECTION A

There will be three officers:

1. Chairperson
2. Assistant Chairperson
3. Recorder

##### SECTION B

Each officer will serve a one-year term. Each officer can serve up to two consecutive terms in the same office. Before serving in that office again, the member shall not be in that same office for one year.

Officers shall be nominated and elected by secret ballot or by consensus at the end of the first meeting of the new year.

##### SECTION C

Duties and Responsibilities of Officers:

1. The Chairperson will:
  - a. After consultation with the Principal, prepare the Agenda for the meeting.
  - b. Preside at all meetings of the School Advisory Committee.
  - c. Recommend individuals to serve as a chairperson for a subcommittee.
  - d. The School Advisory Committee will approve the Chairperson of various committees by consensus.
  - e. Oversee the work of the Chairpersons of various sub-committees.
- f. The Chairperson will attend the Education Commission meeting or have the option to appoint someone in his/her place.

- g. The Chairperson will take a leading role in guiding the committee to consensus.
- 2. The Assistant Chairperson will have all the powers to perform the duties of the Chairperson in the absence of the latter.
- 3. The Recorder will keep a record of the proceedings of the meetings and distribute them to the members of the Advisory Committee at least two weeks prior to the next meeting and to the members of the Education Commission prior to their meeting. The Recorder will also conduct the correspondence of the Committee.

## ARTICLE V- MEETINGS

### SECTION A

The School Advisory Committee will meet regularly (once a month) during the school year on the school premises. A special meeting of the Committee may be called by the Principal, Pastor, Committee Chairperson, or three Committee members with the approval of the Pastor or his designee, provided that two weeks prior notice is given. In an emergency, the Pastor may waive or modify the two-week notice requirement. Unless otherwise announced, all meetings will be open meetings, but not an open forum.

### SECTION B

At least one-half of the Committee including the Principal or Pastor must be present for an official meeting.

### SECTION C

The executive committee, consisting of the three officers, Pastor, and Principal shall hold meetings when the need arises. These meetings will be held in a closed session. What happens in the executive session is privileged information that must not be carried outside the Executive Committee.

### SECTION D

The right of anyone to address the Committee will be limited to those whose petitions are on the agenda by submitting them in writing to the Chairperson or Administration at least 48 hours before the meeting.

### SECTION E

Members are invested with authority ONLY when meeting as a School Advisory Committee, that is with the Principal and/or Pastor being present and convened on school premises.

### SECTION F

Installation of new members will take place at the first meeting after the election.

### SECTION G

The consensus method will be used in decision-making.

## ARTICLE VI- AMENDMENTS

### SECTION A

Amendments must be presented in writing to the Committee at least one week prior to the regular meeting. Voting on the amendment would not take place before the next meeting.

### SECTION B

At least five members of the Committee are needed to amend the Operational Guidelines provided the amendment has been approved at a previous meeting.

## APPENDIX

Below is listed the procedure by which a parent/guardian or parishioner may take an issue to the Committee:

1. Initially, issues should be directed as follows: TEACHER, PRINCIPAL, SCHOOL ADVISORY COMMITTEE
2. Presentation of issues should last no longer than ten minutes.
3. School Advisory Committee should listen intently to the issue and ask questions to clarify the position.
4. A discussion/debate with the parent/guardian shall not take place.
5. After listening to the issue, the School Advisory Committee gives recommendations to the Principal. The Principal then makes a decision, taking into consideration the recommendations of the Committee.
6. A written response is given within five days of the presentation signed by the Chairperson.
7. Further appeal can be brought before the Pastor and then finally before the Archdiocese, if applicable.

### **EDUCATION COMMISSION**

The Education Commission meets monthly to discuss Catholic identity, faith formation, evangelization within the parish. All are welcome to join.

### **PROTECTING GOD'S CHILDREN POLICY**

All parents, guardians, volunteers, staff, must attend an Archdiocesan workshop on Protecting God's Children before they can volunteer for any school activity which includes sports, after school events, field trips, lunch/recess duty, etc. If there is an activity that involves children, you must attend this workshop. You will get a certificate and a copy of it must be kept on file in the school office. Every volunteer will also have a background check done.

## **PARENT TEACHER ORGANIZATION**

The mission of the Sacred Heart PTO is to support and enhance academic excellence and a community of faith and service. The organization serves as an advocate on behalf of our children and supports the dedicated staff and principal as they empower our children to learn in a Christ-centered environment.

Members of the PTO include all parents/guardians of students attending Sacred Heart School, members of the Administration and teaching staff, and the pastor and his associate. Open meetings are held one evening per month except during Lent. Only Board officers and Board Members are eligible to cast a vote on PTO issues but welcome input from members during discussion of issues.

The purpose of the PTO is the major fundraising arm of the school. Proceeds from their activities are used to enhance the educational needs of the school.

## **PARENT PARTICIPATION PROGRAM**

### **Program Objectives**

- To involve parents/guardians of all students enrolled in grades preschool - 8
- To support and enrich the school's educational and extra-curricular activities
- To use of God given gifts to spread God's word through or humble actions.

### **Program Requirements**

- Each family with students in K-8 is required to work 25 parent participation hours per academic school year. Each family with preschool students only is required to work 10 parent participation hours per academic school year.
- Of the 25 hours required only 12.5 hours **IN TOTAL** may be applied to extracurricular Sacred Heart Community activities (parish, scouts, CYO, religious education, Oktoberfest etc.).
- Hours may be earned only by an adult family member.
- As an option, a family may choose to fulfill all or part of its requirement by paying \$20.00 per hour, or four reams of paper equal one PPP hour.

### **Program Guidelines**

- Hours cannot be transferred from one family to another.
- Time spent in any activity for which pay is received is not eligible for this program. Payment received can be returned and credited toward hours.
- Hours are credited on a 1 for 1 basis only (1 hour donated equals 1 hour of credit, with hours being rounded to the nearest 15 minutes). **Note: all hours completed outside of regular school hours must be recorded and certified only by the activity chairperson on the sheets provided for the given activity. There will be no miscellaneous notices to the PPP chairperson.**
- Activities not listed as PPP activities in this handbook must be pre-approved through the PTO Officers and Board.
- Parents who volunteer for in-school activities (like lunch/recess duty) **must sign in at the office.**
- Hours are credited only in the school year they are earned. *Hours cannot be banked for the following year.*

### **Bookkeeping**

- Parent or guardian is responsible for signing in their PPP hours worked AT THE TIME OF THE FUNCTION. If function is completed outside of school hours, parent or guardian must record the time on the sheets provided for the given activity and have it certified by the activity chairperson.
- If activities are completed at home (per teacher request) the teacher will initial the entry made by parent/guardian of completed work in the PPP book located in the school office.
- The PPP chairperson will maintain records of each family's accumulated hours using the PPP log in book located in the school office and activity chairperson's reports and will provide quarterly statements of the families. (Note change from previous years as individual sheets will absolutely not be collected or credited.).
- **Hours must be logged in within thirty (30) days of completed activity. All hours must be completed by the first Monday in May by 3:00 p.m.**
- *There will be no miscellaneous notices of hours completed to the PPP chairperson. Only information in the school office log will be credited.*

### **Exceptions**

Occasionally, due to extenuating circumstances, a family may not be able to fulfill the program requirements. When this occurs, the family may petition in writing to the PPP chairperson of possible adjustments to their Parent Participation Program requirements.

### **Eligible Activities**

All activities must be approved by the PTO Officers and Board prior to start of activity.

**Of the 25 hours required only 12.5 hours IN TOTAL may be applied to extracurricular Sacred Heart Community activities (parish, scouts, CYO, religious education, Oktoberfest etc.).**

**\*\*\*\*Before any Parent/Guardian can volunteer, volunteer must complete Protecting God's Children and have a background check done.**

The following is a representative list of activities which can provide Parent Participation Hours:

- ♦ Alumni mailing list

- ◆ Art around Town
- ◆ Bible Quiz
- ◆ Bingo-4-Books
- ◆ Book Fair workers
- ◆ Classroom help such as homeroom parent, teacher assistance, class field trips
- ◆ Committee Members meeting (1 PPP hour)
- ◆ School Advisory Committee (SAC)
- ◆ Technology Committee
- ◆ Marketing Committee
- ◆ Education Commission
- ◆ CYO such as Coaching & Assistant Coaching (non-stipend positions only), concessions help, CYO tournaments (maximum 12.5 hours allowed --This is considered part of the parish 12.5 hours allowed).
  - must complete CYO requirements prior to PPP hour requirements
- ◆ Field trip driver and/or chaperone (certain requirements apply)
- ◆ Fundraising assistance for bookkeeping, distributing, etc. (not for selling)
- ◆ Fine Arts Enrichment Coordinator
- ◆ Fundraising (not selling)
- ◆ Chairperson/Assistant
  - Legacy Fund – Tickets/Legacy Dinner
  - Magazine Drive
  - Daddy/Daughter Dance --- Mother/Son Activity Night
- ◆ Homeroom parent (do not automatically receive yearly hours—must turn in time)
- ◆ Pre-approved Christian service activities
- ◆ Lego Club Coordinator
- ◆ Library aide
- ◆ Open House (designated help as directed by the principal and/or PTO Board)
- ◆ Paper (new) donation – 4 reams of white paper equal 1 PPP hour and 2 reams of colored paper equal 1 PPP hour
- ◆ Parish activities (i.e. Liturgical Ministries such as usher, lector, Eucharistic Minister; Service during mass counts for 15 minutes)
  - Nursery help, Parish picnic, Oktoberfest, Legacy Night, Scouts, CYO
  - Maximum 12.5 hours allowed if your yearly requirement is 25 hours.
- ◆ Playground/recess helpers
- ◆ Protecting God's Children Certification (3 PPP hours)
- ◆ PTO events and Activities such as:
  - Uniform Resale, Rummage Sale, Family Sock Hop, Pancake Breakfast, Teacher Appreciation Luncheon, Mom to Mom Sale, Trivia Night Coordinator, Hospitality Activities, and other various approved fundraising activities
  - P.T.O. meetings (1 PPP hour – once a month)
  - Religious Education Program catechists and Sunday school program (maximum of 12.5 hours allowed)
  - Recess Playground Duty
  - Rummage Sale
  - Sacred Heart Legacy Dinner/Tin Can Raffle
  - School Advisory Committee member attending meetings
  - Scouts (maximum of 12.5 hours allowed) – Den/Pack/Troop Leaders, Activity Chairperson – This is part of 12.5 total hours that can be earned from parish.
  - Skilled trades – painter, electrician, carpenter, handyperson
  - Speakers & Presentation set-up
  - Marketing Meeting 1 PPP hour

#### **NON-Eligible Activities**

- ◆ Attending Parent Night or Open House
- ◆ Attending Parent teacher conferences

- ◆ Scrap/slightly used paper (will accept as a donation only)
- ◆ Donating non-approved items
- ◆ Any birthday/classroom food donation
- ◆ Attending events for your child
- ◆ Food Donations
- ◆ Christian Service donations

**NOTE:** Families not fulfilling their program requirement by the end of the school year will be assessed at the rate of \$20.00 for each hour not completed. Final report cards will not be issued and participation in end of school year activities such as 8<sup>th</sup> Grade Graduation and class picnics or end of year activities will not be allowed until all program requirements are fulfilled.

## **ARCHDIOCESE OF DETROIT**

## **VOLUNTEER CODE OF CONDUCT**

### **IV. CODE OF CONDUCT FOR VOLUNTEERS**

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

**A volunteer must:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

**A volunteer must not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this *Code of Pastoral Conduct* or failure to take action mandated by this *Code of Pastoral Conduct* may result in removal as a volunteer with children and/or youth.

# **CHAMPIONS**

Sacred Heart School offers a before and after school care service through Champions for students enrolled at Sacred Heart School. This program is licensed by the State of Michigan and is designed for working parents or those whose schedules demand comprehensive supervised care for their children before and after school. Under caring supervision, children will be provided opportunities for games, arts and crafts, recreation and physical activities, indoors and out. Quiet activities, such as homework and enrichment programs, are provided as well. Students must be pre-registered at [www.discoverchampions.com](http://www.discoverchampions.com) for the program as this is not a "drop-off" center.

## **COMPUTER NETWORK: ACCEPTABLE USE POLICY**

1. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to others.
2. Users must respect the legal protection provided by copyright and license to programs and data.
3. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop programs that harass others or infiltrate a computer, computing system or network and/or damage or alter software components of a computer, computing system or network.
4. Use should be consistent with the guiding ethical statements and accepted community standards. Malicious use is not acceptable and will not be tolerated.
5. The network may not be used in any ways that violate applicable laws or regulations.
6. Use of the network and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
7. Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.
8. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
9. Repeated, unsolicited and unwanted communication of an intrusive nature is not acceptable. For example, continuing to send e-mail messages to an individual after being asked to stop is unacceptable.

Much of what is expected when using the network is normally thought of as common courtesy. Each problem that arises will be handled on an individual basis, but intentional misuse of the network as described above or any other rude or irresponsible behavior in regard to using the computers or network could result in losing the privilege of using the network for a period of time. The principal and the media specialist would determine this time. Other forms of discipline could be warranted if the action committed is of a severe nature.

Students and parents will be asked to sign a copy of this policy. This copy will be kept by the media specialist.

## **COMPUTER NETWORK: ACCEPTABLE USE ENTIRE POLICY**

### **Sacred Heart Catholic School Electronic Information Access and Use for Educational Purposes Policy**

Sacred Heart Catholic School (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information

resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, Ipads, Kindles, Nooks, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. the School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- (f) "School Systems" means the School Equipment and the School Networks.
- (g) "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

### **Sacred Heart Catholic School Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

### **Privileges and Responsibilities of Users**

#### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

#### **User Responsibilities**

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.

- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

**Users are prohibited from:**

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Teacher\_\_\_\_\_

Grade\_\_\_\_\_

Student Name\_\_\_\_\_

**Declaration**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Electronic Information Access and Use for Educational Purposes Policy**

All students are required to return this signed form in order to use the computers. Please be sure to read the information carefully before signing the form.

#### **MANAGEMENT OF ASBESTOS INSULATION PRODUCTS**

#### **IN ARCHDIOCESE OF DETROIT SCHOOLS**

Sacred Heart School has inspected and tested each school building for the presence of Asbestos Containing Materials (ACM) in the building. Materials used in construction, remodeling or renovation that contain asbestos are known as Asbestos Containing Building Materials (ACBM). Federal law requires the school to inspect, test, and identify known or suspected ACBM. Additionally, the law requires the school prepare Management Plans. These Management Plans contain information regarding:

1. The location, quantity and type of ACM or suspected ACM

2. The school's plan for assuring that these materials do not pose a health threat to those persons utilizing the school building
3. A record of any subsequent abatement work, complete with names of those who did the work, who inspected the work and air monitoring test results. Also, records of subsequent inspections and periodic surveillance inspections can be found in the Management Plan.

Each school building is surveyed every six months to inspect the conditions of ACM to insure that it has not been disturbed. Every three years the school is thoroughly inspected by EPA accredited inspectors who not only inspect the condition of ACM but also reassess the operation and maintenance procedures and amends the action plan to reflect any change in condition of ACM. SHS had the three- year inspection.

The Management Plan for SHS is available for your inspection Monday through Friday during normal school hours at the school office. If you have any further questions, you may contact the Buildings and Grounds Department who are our designated persons for asbestos.

## **SEXUAL HARASSMENT**

### **ARCHDIOCESE OF DETROIT SCHOOL POLICIES AND GUIDELINES**

**The Archbishop officially promulgated the following policy on sexual and other forms of illegal harassment for all schools.**

It is the policy of the Archdiocese of Detroit and Sacred Heart School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at Sacred Heart, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and Sacred Heart School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of Sacred Heart. Each individual faculty, staff member, student, or others who are in a working relationship with the school, are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

Sacred Heart will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor of faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

#### **Definition of Sexual Harassment - Student Relationships**

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

#### **Examples of Sexual Harassment**

- ◆ sexual innuendoes
- ◆ jokes of a sexual nature
- ◆ sexual propositions

- ◆ sexually suggestive pictures or cartoons
- ◆ foul and obscene language, jokes or gestures
- ◆ unwanted and unnecessary physical contact
- ◆ unwelcome comments about appearance
- ◆ sexting

#### **Reporting Sexual Harassment**

The school will delegate a person to answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any faculty, staff member, student or other person in a working relationship with Sacred Heart, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, student or other person, in a working relationship with Sacred Heart, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

#### **Other Forms of Illegal Harassment**

Other forms of illegal harassment refers to verbal or physical conduct or communication that shows hostility or aversion toward another based on race, color, religion, national origin, gender, age, disability or has the purpose or effect of interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.

## **DRUG AND ALCOHOL POLICY**

*It is the policy of Sacred Heart Catholic School to provide a safe and healthy school environment free from drug and alcohol abuse. Accordingly, the School has adopted the following policy:*

1. Possession, use, transfer, reporting for or working while under the influence of, or any other contact with, alcohol or illegal drugs at school is prohibited. Violation of this policy will result in disciplinary action, up to and including possible discharge or expulsion.

- a. "Possession" includes: *on your person, in your personal effects, in your vehicle or under your control.*
- b. "Use" includes *any form of consumption, ingestion, or inhalation.*
- c. "Transfer" includes: *purchase, sale, exchange, dispensation, sharing and/or handling whether or not for money or other form of compensation.*
- d. "At school" includes: *any time for which you are on the School premises, which includes parking lots, lunchrooms, lockers and School vehicles, etc.*
- e. "Illegal drugs" includes: *any narcotics, controlled or illegal substance, including marijuana, unless it is in a container labeled by a physician or pharmacist identifying the student as a person for whom the drug was prescribed, the drug and the dosage.*

2. The School may offer or require a student who is reasonably believed to be under the influence to have drug or alcohol screening test, such as a Breathalyzer, performed at School expense by qualified personnel. Refusal to submit to testing, when requested, or positive test results, will result in disciplinary action, up to and including discharge.

- a. "Refusal" includes: *any delay in submission testing.*

b. "Positive test results" includes: any trace of alcohol or illegal drugs.

3. The School reserves the right to search a student, including emptying his/her pockets; and student's purse, back pack, briefcase, lunchbox or other personal property; when the School has a reasonable suspicion that this substance abuse policy may have been violated. Refusal to cooperate in these procedures may result in disciplinary action, up to and including discharge or expulsion.

## **WEAPONS**

### **ARCHDIOCESE OF DETROIT SCHOOL POLICIES AND GUIDELINES**

Students are prohibited from bringing weapons to school and school sponsored activities, or having weapons in school or at school sponsored activities, on the school premises, on a school bus or en route to or from school, or in the immediate vicinity of the school.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk, and stiletto, knife with a blade over 3 inches long, pocket-knife opened by mechanical device, iron bar or brass knuckles.

#### **Definitions**

- ◆ A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapons" as defined by the State law.
- ◆ School premises include the school building and the adjacent grounds including but not limited to parking lot, playground, student lockers, and busses.
- ◆ Immediate vicinity of the school means a block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, locker, automobile, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.

When a body search is conducted it shall be in the principal's or pastor's office or other appropriate place. Another person of the same sex will conduct the search of the student.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.

The principal may exercise the options to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:

- ◆ any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- ◆ the frame or receiver of any such weapons;
- ◆ any firearm muffler or firearm silencer; or
- ◆ any destructive device.

## **WELLNESS POLICY**

### **SACRED HEART CATHOLIC SCHOOL STUDENT WELLNESS POLICY**

#### Belief Statement

Sacred Heart School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

#### Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WOC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operation responsibility; and involving parents, students, school food service providers, the school board, school administrations, and the public in developing this policy.

#### Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduce risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According the US Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, color cancer and diabetes.

Sacred Heart Catholic School will comply with the goals for Student Wellness established by Wayne County and the Archdiocese of Detroit, Office of Catholic Schools. Sacred Heart Catholic School utilizes and post signs by the Michigan Department of Health.

### **GOALS FOR STUDENT WELLNESS**

#### Goals for Nutrition Education

Students in preschool through grade 8 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt

healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.

The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens or other like activities.

Sacred Heart Catholic School shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

#### Goals for Physical Activity

Students in preschool through grade 8 shall participate in regularly scheduled formal and informal physical activity programs. Students in grades K-8 receive physical education classes for fifty minutes once a week. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.

Elementary schools shall provide a daily, supervised recess period to all students.

Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

#### Goals for other School-Based Activities Designed to Promote Student Wellness

##### *Consistent School Activities and Environment – Healthy Eating*

It is recommended that upon request food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.

School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.

All food service personnel shall have adequate pre-service training including food service handling and abide by local health code policies.

Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options (see Attachment A).

The school shall make efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (My Pyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.

All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.

Staff promotes hand washing or hand sanitizing before lunch and snacks; hand washing after restroom use. Signs are posted in the bathrooms promoting and demonstrating proper hand washing techniques.

Sacred Heart Catholic School also accommodates the needs of children with food or drug allergies by providing separate dining tables that are constantly monitored for exposure to known allergies. Signs are posted outside classrooms disallowing foods that are unsafe for students with allergies.

Access to any area involved in storage, preparation and service of food on the school campus shall be limited to authorized personnel.

### *Consistent School Activities and Environment – Physical Activity*

Sacred Heart Catholic School is encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical activity facilities and equipment on school grounds shall be safe.

Sacred Heart Catholic School is encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Sacred Heart Catholic School has a flu response plan that is located in the Guidance Counselor's office.  
*Food and Physical Activity as a Reward or Punishment*

School personnel shall not withhold food or beverages from students as punishment.

### Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).

All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:

- a la carte offerings in the food service program
- food and beverages sold as part of school-sponsored fundraising activities should encourage and include healthy choices

Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

### Guidelines for School Meals

Sacred Heart Catholic School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Sacred Heart Catholic School has no soda, energy drinks or snack vending machines on the premises.

### Measuring Implementation & Community Involvement

The principal shall be responsible for implementation of the Wellness Policy.

The Wellness Committee based upon feedback may revise the wellness policy as appropriate and review the Wellness Plan annually.

### Attachment A

#### *Healthful Food and Beverage Options for School Functions\**

At any school function (parties, celebrations, meetings, etc.), healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below:

- raw vegetable sticks/slices with low-fat dressing or yogurt dip
- fresh fruit wedges-cantaloupe, honey dew, watermelon, pineapple, oranges, etc.
- fruit salad
- cereal and low-fat milk
- 100% fruit or vegetable juice
- frozen fruit pops with fruit juice or fruit as the first ingredient
- single serving applesauce or canned fruit in juice
- fruit smoothies made with fat-free or low-fat milk
- dried fruits – raisins, cranberries, apples, apricots, etc.
- single serving applesauce or canned fruit in juice
- peanut butter with apple wedges or celery sticks
- fruit smoothies made with fat-free or low-fat milk
- trail mix (dried fruits and nuts)
- dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- lean meats and reduced fat cheese sandwiches
- party mix (variety of cereals, nuts, pretzels, etc.)
- baked chips with salsa or low-fat dip
- low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- mini bagels with whipped light or fat-free cream cheese
- pasta salad
- bread sticks with marinara
- fat-free or low-fat flavored yogurt & fruit parfaits
- fat-free or low-fat pudding cups
- fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, cheese cubes)
- flavored soy milk fortified with calcium
- pure, ice cold water

*\*This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

## **EXTRA-CURRICULAR ACTIVITIES**

**Art Enrichment:** Students in grades 2 – 8 are invited to explore and create a variety of different forms of art in a 12 week session which meet one day a week after school. There are two 12 week sessions during the school year. Students will showcase their art pieces at the end of each session.

**Band:** Students in grades 5 – 8 are invited to participate in band. The band director will place the student in the appropriate band: beginner or advanced. Students will perform two concerts a year at Sacred Heart as well as school functions such as Pep Rallies, Talent Show and Homecoming. Parents are responsible for all fees including instruments.

**Bell Choir:** The bell choir is open for students at the upper grade levels. Practice is once per week under the direction of the music director. The culmination is involvement at Sunday and school liturgies.

**Bible Quiz:** The private and parochial schools of Dearborn, Dearborn Heights and Wayne, with financial assistance from the Dearborn Community Cable Fund, sponsor this scripture-based game show for students in grades 6 – 8. The show's format is in two parts, the first being a question and answer period followed by "Quick Draw" where students are given a clue and asked to draw for their own team. Trophies are awarded at the end of each season for first, second and third place.

"Bible Quiz Time" is videotaped and aired on the local access cable channel. Students have the opportunity to learn the technical aspects of video production through workshops and practical experience as camera operators for this game show.

Parental involvement as coaches, advisors, assistants and chaperones is a vital part of this extra-curricular program.

**Boy/Cub Scouts:** These programs are under the jurisdiction and guidance of parents and Sacred Heart Parish.

**Children's Choir:** The Children's Choir is designed to encourage children to share their love of music with others. The purpose is to use the gifts God has given His people to enhance the learning and the spiritual growth of the school and church community. Children's Choir rehearses as a group once a week after school in the Music room. They participate in the all-school liturgies throughout the year, as well as a few special parish liturgies. The ability to express one's feelings through music is truly a gift. In the Children's Choir they strive to make this expression possible.

**Chess Club:** Students will enjoy the challenging skills of learning Chess. Parents are responsible for all fees for this club.

**Christian Service Projects:** Students at all age levels are encouraged to participate in food drives, outreach programs, etc. that help to support the parish and local communities.

**C.Y.O. Athletics:** A variety of C.Y.O. (Catholic Youth Organization) athletic teams are available to students in grades 5-8. All team sports are organized and supervised by coaches appointed by the Seasonal Athletic Director.

**Freshman Basketball:** The fundamentals of basketball are introduced to our 3<sup>rd</sup> and 4<sup>th</sup> grades. Students will enjoy learning and playing basketball games while developing their skills.

**Futsal:** Students in 1<sup>st</sup> through 8<sup>th</sup> grade enjoying learning skills of soccer and compete in-house.

**Girl Scouts/Brownies/Daisies:** These programs are under the jurisdiction and guidance of parents and Sacred Heart Parish.

**Mathcounts:** Mathcounts is a national coaching and competition program designed to stimulate 7<sup>th</sup> and 8<sup>th</sup> grade students' interest and achievement in mathematics. Teachers and volunteers coach student "mathletes" beginning each fall and continuing throughout the year. Students compete in teams and as individuals in on-site competitions. Students also compete in local meets in February with winners progressing to state contests in March.

**Student Council:** In order to promote leadership skills and provide experience with the democratic process of self-government, a student council has been established. Scholastic and conduct standards for officers and representatives have been determined. Each homeroom in grades 6-8 elects two representatives per class. Officers (president, vice-president, secretary, treasurer) are then elected from the group of representatives. The Student Council plans and directs non-academic activities for the school. These plans are then submitted to the administration for approval. The Student Council meets regularly during the school year. Faculty members serve as moderators for the Council.

**Talent Show:** Students in grades K-8 are invited to participate in this variety show usually performed around St. Patrick's Day. Entertainment includes comedy sketches, instrumental and dance performances, lip sync, magic and gymnastic talents. Parents and school staff are also invited to participate in this annual event. Screening sessions are held prior to the performance date to ensure that each act is within the time limits as well as for other practical concerns.

**Dearborn City Beautiful:** The City Beautiful program is sponsored by the City of Dearborn. It encourages 7<sup>th</sup> grade students to help clean up their school and property as well as other areas in their neighborhoods that need attention. Students who participate help fund-raisers for these projects. Every other year the entire school joins the community for an all-school clean-up parade.

# SHAMROCK SUPER STARS

## MATRIX FOR SUCCESS – BEHAVIORAL PLAN

### SHAMROCK SUPER STARS MATRIX FOR SUCCESS

#### LOCATIONS

E X P E C T  A T I O N S		CLASSROOM	HALLWAY	PLAYGROUND	CAFETERIA	CHURCH	ASSEMBLY	BUS
	RESPECT SELF	<ul style="list-style-type: none"> <li>Stay on task</li> <li>Give your best effort</li> <li>Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Walk at all times</li> <li>Use hallway pass</li> </ul>	<ul style="list-style-type: none"> <li>Play safe</li> <li>Stay within boundaries</li> <li>Get permission to leave area</li> </ul>	<ul style="list-style-type: none"> <li>Eat healthy food</li> <li>Stay seated</li> <li>Exit through assigned doors</li> <li>Ask for adult permission to leave cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Participate actively</li> <li>Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Sit in assigned seat</li> <li>Sit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep all personal items with you</li> <li>Sit appropriately</li> </ul>
	RESPECT OTHERS	<ul style="list-style-type: none"> <li>Hands/feet to self</li> <li>Help/Share with others</li> <li>Raise your hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate voice levels</li> <li>Walk to the right</li> <li>Maintain personal space</li> <li>Use only your own locker</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Share equipment</li> <li>Demonstrate good sportsmanship</li> <li>Help those in need</li> </ul>	<ul style="list-style-type: none"> <li>Practice good table manners</li> <li>Talk quietly</li> <li>Wait your turn and walk in line</li> <li>Raise your hand for adult help</li> </ul>	<ul style="list-style-type: none"> <li>Listen/Watch</li> <li>Be reverent</li> <li>Maintain personal space</li> <li>Participate at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>Listen/watch</li> <li>Clap politely</li> <li>Keep your hands to yourself</li> <li>Raise your hand at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>Speak to staff and others politely</li> <li>Follow adult directions</li> </ul>
	RESPECT PROPERTY	<ul style="list-style-type: none"> <li>Take care of materials</li> <li>Clean up after self</li> <li>Keep the room clean</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Share equipment</li> <li>Demonstrate good sportsmanship</li> <li>Help those in need</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Bring in what you take out</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after self</li> </ul>	<ul style="list-style-type: none"> <li>No slamming of kneelers</li> <li>Books handled with respect</li> </ul>		<ul style="list-style-type: none"> <li>Respect and follow all bus rules and policies</li> </ul>

### Procedure for Referring a Student to Administration because of Behavioral Difficulties

1. A teacher who feels that a student is not following the classroom procedures or is having difficulty with behavior in a particular class will address that student individually to let him/her know what expectations are not being met so that there is a chance to get back on track. A Time to Think Form\* will be completed by the student. (Primary level of intervention, all students)\*\*
2. If the above procedure does not refocus the student, then a phone call or email to parents will be made by the teacher. During this conversation the expectations will be made clear so that together the teacher, parent and student are all working towards the same common goal. A Time to Think Form\* will be completed by the student. (Secondary level of intervention, some students)\*\*

3. If the above two procedures are not effective, then the administration will be contacted for the next stage in dealing with behavioral difficulties. At this time a parent meeting will be called. Principal, Counselor, Homeroom teacher, parents and student will attend this meeting. A detention, in school suspension, or a behavioral plan may be implemented at this time. (Tertiary level of intervention, few students)\*\*

\*Time to Think Form will be sent to the Principal's Office for filing.

\*\*If a teacher feels that a behavior is very serious, the teacher may omit the first two steps and immediately send the student to administration.

## A Time to Think Form for Preschool – Grade 1

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

**Think it Over**

Where was I?

 classroom	 groups	 cafeteria	 Specials
 hallway	 bathroom	 recess	

I was

 crying	 stomping feet	 making mean faces	 hitting	 pushing
 saying mean words	 shouting out	 making noises	 not doing work	 not listening

Next time I should

 be a good sport	 nice feet	 nice hands	 quiet mouth	
 do my work	 be nice	 look at teacher	 raise hand	 listen

Student Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## A Time to Think Form for GRADES 2 - 4

### 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Grade A Time to Think



Name: \_\_\_\_\_

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

1. What did I do wrong?

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2. Why was my behavior a problem?

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3. As a child of God, what can I do differently next time?

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4. Do I need to apologize to anyone?

Did I apologize?

Yes       No

Yes       No

To Whom? \_\_\_\_\_

Student Signature

Staff Signature

Parent Signature

## A Time to Think Form for GRADES 5 - 8

### 5th, 6<sup>th</sup>, 7th, and 8<sup>th</sup> Grade A Time to Think

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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



Where was I when this occurred?

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Circle on the rubric what **you** did.

Explain what **you** did?

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Next time, how can I use my words and actions to grow as a child of God?

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I will make a better choice next time and understand that for every action there is a consequence.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sacred Heart Catholic School Bullying Policy

### Preamble:

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and retaliation are not tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

Sacred Heart Catholic Community provides a safe environment. We have zero tolerance for all bullying as defined in our handbook.

Bullying includes but is not limited to repeated mean behavior, verbal, physical, emotional, and cyber-bullying of any kind.

Sacred Heart Catholic Community investigates all reports of bullying, in a safe environment. False accusations against the target or bully or retaliations will be reprimanded and reported to administration.

Disciplinary actions can include detention, suspension or expulsion.

All pupils, teachers and administration are protected under the policy and that bullying is equally prohibited without regard to its subject matter or motivation.

Teachers, principal and school counselor are responsible for ensuring that the policy is implemented.

This policy will be included in the Parent-Student Handbook.

Once a report of bullying is received by a teacher, principal or school counselor, the administration will speak to the students involved: the alleged bully, the victim and any by-standers who witnessed the alleged bullying incident. After gathering details of the incident a report will be made and the parents of the alleged bully and the victim will be contacted. If continued acts of bullying occur, a meeting will be held with teachers, principal, counselor, student and parents of the individuals involved.

Acts of bullying can be reported in good faith in writing, in person, by email or by phone to either a teacher, principal or school counselor. Any information received through these reports will be kept in confidence and will only be used to eliminate the cause of the bullying.

After receiving an accusation of alleged bullying, an investigation will begin during the school day within 48 hours of the complaint.

The school rubric will be followed that outlines behaviors and the consequences for the specific behavior.

A positive behavior support team made up of the principal and staff will be established to deal with violations of the policy or related complaints

Educational programs will be presented to pupils and parents on preventing, identifying, responding to and reporting incidents of bullying and cyber-bullying. Educational programs to show the negative effects of bullying will be presented.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other abusive conduct or communication that has the

purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity as online postings on social-networks, such as Facebook, will be disciplined, up to and including expulsion.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

At school means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. At school includes conduct using a telecommunications access device or the telecommunications service provider is owned by or under the control of the school.

Bullying means the repeated use of one or more acts of any written, verbal, or physical act or gesture, or any electronic communication, or any combination thereof, that is intended to or that a reasonable person would know is likely to harm one or more person(s) either directly or indirectly by doing any of the following:

Substantially interfering with educational opportunities, benefits, or programs of one or more person(s).

Adversely affecting the ability of a pupil or school staff to participate in or benefit from the school's educational programs or activities by placing the pupil or school staff in reasonable fear of physical harm or by causing substantial emotional distress.

Having an actual and substantial detrimental effect on a person(s) physical or mental health.

Causing substantial disruption in or substantial interference with, the orderly operation of the school.

"Cyber-Bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing images, sounds, data or intelligence of any nature, including a post on social network, internet web site or forum, transmitted through a computer, cell phone or other electronic device.

"Hostile Environment" means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

The above Sacred Heart Bullying Policy has been adapted from the Matt's Safe School Law.

Sacred Heart Catholic School Language  
for Students who are Experiencing  
Bullying or Unwelcomed Behavior

STOP!!!!!!

I feel .....

When you.....

Next time, I want you to .....

WALK AWAY!!!!!!

TALK TO AN ADULT!!!!!!!!!

Student Name \_\_\_\_\_

## Sacred Heart School Rubric Grades K - 8

Behaviors	Warning	First time	Second time	Third time	Fourth time
<b>Non-Contact</b> Teasing/Name calling Eye Rolling Insulting/hurtful remarks Spreading rumors/Gossiping Rude gestures Intimidating stare/verbal Inappropriate note or verbal remarks Disrespect towards others and property Taunting Ridiculing Humiliating Other *Applies to each quarter	K-2 Date: _____ 15 second teacher Intervention Verbal warning Documentation	Grades 3-8 Date: _____ 15 second teacher Intervention Time to think form Written warning Documentation	Date: _____ 15 second teacher Intervention Time to think form Parent Contact 1 before school detention Documentation	Date: _____ 15 second teacher Intervention Time to think form Parent Contact 2 before school detentions Documentation Parent Conference with the principal Corrective Action Plan	Date: _____ 15 second teacher Intervention Time to think form Parent Contact 3 before school detentions Parent Conference Individual Behavior Action Plan
<b>Moderate Physical Contact</b> Hitting Pushing/Shoving Grabbing Slapping Poking Tripping Other *Applies to each quarter	K - 2 Date: _____ 15 second teacher Intervention Written Warning Documentation for minor Infractions	Grades 3-8 Date: _____ 15 second teacher Intervention Time to think form Parent Contact 1 before school detention Documentation	Date: _____ 15 second teacher Intervention Time to think form Parent Contact 2 before school detentions Documentation Parent Conference	Date: _____ 15 second teacher Intervention Time to think form Parent contact 1 day in school suspension with a reflection paper done at school. All school work may be made up at home that night and returned the next day for a grade without penalty. Documentation Parent conference with principal Student is placed on probation	Date: _____ 15 second teacher Intervention Time to think form Parent contact 1 – 2 day in school suspension with a reflection paper done at school. All school work may be made up at home that night and returned the next day for a grade without penalty. Documentation Parent conference Review placement in school with principal and pastor
<b>More Severe Physical Contact and Intimidation</b> Punching/kicking/knocking down Extortion Teasing based on race, religion, gender, sexual, handicap, other Harassment/stalking Threats of emotional or physical violence Planned/systematic exclusion of another/shunning Intimidation Other *Applies all year		Date: _____ 15 second intervention Time to think form Parent contact 1 day in school suspension Documentation	Date: _____ 15 second intervention Time to think form Parent contact 1 – 2 day in school Suspension with a reflection paper done at school. All school work may be made up at home that night and returned the next day for a grade without penalty. Documentation Parent Conference with principal	Date: _____ 15 second intervention Time to think form Parent contact 2 – 3 days in school Suspension with a reflection paper done at school. All school work may be made up at home that night and returned the next day for a grade without penalty. Documentation Parent Conference with principal Student is placed on probation	Date: _____ 15 second intervention Time to think form Parent contact 3 – 5 days in school suspension Documentation Parent conference Individual Behavior Action Plan Student will be placed on probation with all school activities denied for the remainder of the quarter. Review placement in school with principal and pastor.
<b>Very Severe</b> Stealing Damaging property Individual or school property Vandalism to School/Individual Property Bomb threat Carrying or in possession of a weapon Stabbing Shooting Other *Applies all year	<p style="text-align: center;"><b>Recommendation for Expulsion</b></p> <p>Most severe level consequences will be based on the seriousness of the action and also may be subject to Michigan State Laws and the Sacred Heart School Handbook. All and federal laws regarding extreme level behavior violations will be upheld. Proper authorities will be notified. Any student who has behavior infractions beyond the third time will be required to have a parent meeting and a Corrective Action Plan will be determined at that time. After the 4<sup>th</sup> time a student repeats a behavior in a year, an Individual Behavior/Action plan will be developed. While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for ALL students. Detention: 7:30 a.m. to 8:20 a.m. for grades 3-8. K-2 will serve a recess detention or until 4:00 PM that day.</p> <p><i>*If the teacher feels that a behavior is so severe that it cannot be handled in the classroom, the student can be sent to administration even if it is a first offense, or warning.</i>      <i>*The administration will use their discretion to determine the appropriate consequence.</i></p>				

**Please sign and return this section to school.**

I have read the Sacred Heart School Parent-Student Handbook and will comply with the policies and procedures stated within.

Child's Name: \_\_\_\_\_ Grade \_\_\_\_\_

**Parent/guardian Signature:** \_\_\_\_\_

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

**Child(ren) Signature(s) for Grades 5 - 8**

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

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

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

**Note: This page must be signed and returned to school by Thursday, September 7, 2017 in order for students to be admitted to school.**