



Student Handbook

Girls 5-12



2019-2020

"There should be no vagueness in our interior life, we should know at all times what we are aiming at, and be able to give an account of our souls as to where we are going and why."

Janet Erskine Stuart, RSCJ

TABLE OF CONTENTS

INTRODUCTION	<u>Page</u> 2
ACADEMIC INFORMATION	
Academic Grades.....	3
Academic Integrity	3-4
Academic Permanent Record Policy.....	5
Academic Planning.....	5
Academic Probation	5
Acceptable Use of Technology Policy	5-6
College Counseling.....	6
Curriculum.....	6
Final Assessment	6
Graduation Requirements	6-7
Homework	7
Honors	7
Incomplete Coursework.....	7
National Honor Society	7-8
Selection of Valedictorian/Salutatorian.....	8-9
Student Review	9
Summer Assignments.....	9
Withholding of the Diploma.....	9
Withholding of Transcript.....	9
NON-ACADEMIC INFORMATION	
Appeals Board.....	10
Attendance	10-12
Behavioral Expectations	12-13
Cell Phones	13
Community Service	13-14
Detention	14
Driving and Parking.....	14
Early Risers/Enrichment.....	15
Elevator.....	15
End of Day.....	15
Expulsion	15
Gazelle Cards.....	15
Illegal Substances.....	15-16
In-School Suspension	16
Media Center	16
Order	16
Student Commons.....	17
Student Council, Clubs & Committees.....	17
Social Probation.....	17
Supervised Study	17
Suspension.....	17-18
Uniform Policy	18-19

SACRED HEART EDUCATION

Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart, envisioned Sacred Heart education to be an education serious in principles, strong in studies and rich in the spirit of love and life. In a recent document, the philosophy of Sacred Heart education was described in this way:

"Sacred Heart education is framed by the assumption that education is transformational because students and educators are engaged in learning for the purpose of coming to self-understanding as those loved by God. Such self-understanding is not possible without intentional formation in critical thinking. Committed to educating to a deep respect for intellectual values, Schools of the Sacred Heart develop curricular and student life programs based on educational research and on-going evaluation. The intention is to inspire students both with a life-time long love of learning and a sense of hope." (Network of Sacred Heart Schools)

Schools of the Sacred Heart commit themselves to educate to:

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

The following information and policies are written to guide the student. We hope that each student will make the above values her own and become more responsible for herself, her work, and her world. These values are expected to be lived, learned, and loved, each and every day, in and out of school.

The Academy of the Sacred Heart is a community, and as such, the atmosphere of the school depends on the sense of responsibility and the self-discipline of each member. The school community depends on trust and the wise use of personal freedom.

Personal Integrity

Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom as well as the building of community as a Christian value. The basis for any caring and productive community is respect and trust among its members. Honesty is a primary value of the ASH community and personal integrity extends to every aspect of a student's life at the school – the classroom, the playing field, co-curricular activities, off-campus trips, relationships with friends and classmates, interactions with faculty and staff, and communicating information between home and school. Though a simple commitment to telling the truth is a central component of personal integrity within the community, the concept goes well beyond that.

The community agrees to be honest and forthright in their dealings with one another and with the school; to obey the guidelines of the school; to be open, honest, and direct; to be guided at all times by the *Goals and Criteria* of Sacred Heart education and by the spirit of God's teachings in treating others the way they would choose to be treated. The school community commits itself to developing and upholding policies and practices that promote self-discipline, responsible decision-making, and accountability.

ACADEMIC INFORMATION

ACADEMIC GRADES

A letter grading system is used to indicate levels of achievement:

	<u>Point Value—US</u>	<u>Percentage</u>
A	3.71 - 4.00	93.00 - 100.00
A-	3.31 - 3.70	90.00 - 92.99
B+	3.01 - 3.30	87.00 - 89.99
B	2.71 - 3.00	83.00 - 86.99
B-	2.31 - 2.70	80.00 - 82.99
C+	2.01 - 2.30	77.00 - 79.99
C	1.71 - 2.00	73.00 - 76.99
C-	1.31 - 1.70	70.00 - 72.99
D+	1.01 - 1.30	67.00 - 69.99
D	0.71 - 1.00	63.00 - 66.99
D-	.001 - 0.70	60.00 - 62.99
F	0.00	Below 60.00

A grade of “Incomplete” may be used in the case of illness or other such extenuating circumstances, and by prior arrangement with the Director. A timeline for completion of the course work must be submitted by the faculty member to the Director.

ACADEMIC INTEGRITY

Academy of the Sacred Heart expects that students embrace rigor and challenge as essential to their education and that they respect ownership of their own and the work of others at all times. The school expects students to be independent in producing their own work and to rightfully acknowledge when the work of others has contributed to their own. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly.

Sacred Heart recognizes these facets of intellectual life as fundamentally necessary for the self-respect and thriving of each individual student, as well as for the health of our community, which is premised on respect, honesty, dedication to work and trust. Students should carefully follow the teacher’s instructions for specific assignments and if they ever have a question about the parameters of an assignment or what sources have been permitted for them to use, they should always ask the teacher for clarification before the assignment is due.

Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as stealing or falsifying documents.

Academic dishonesty includes, but is not limited to:

Consequences for Violations

Violations of the Academic Integrity Policy are serious offenses. Violations are cumulative from class to class and from year to year.

Due to the seriousness of the offense, violations of the academic integrity policy will be dealt with by the Director and the Dean of Girls in consultation with the student’s teacher. Any student found to be in violation of the academic integrity policy will face disciplinary action.

FORMS OF ACADEMIC DISHONESTY

Academic dishonesty is an act in which a student:	Examples include but are not limited to:
Commits plagiarism	<ul style="list-style-type: none"> • Copying any work assigned to be done independently. • Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research. • Using the views, opinions, or insights of others without proper acknowledgement.
Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none"> • Changing or creating data in a lab experiment. • Writing up a fake interview • Lying about attendance or ability to complete assignments and/or assessments. • Lying about other people being responsible for low grades or missing scores/assignments. • Claiming credit for work in a group project when work was done by others. • Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper.
Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> • Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only. • Looking at someone else's work product, during an exam, test, or quiz. • Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher. • Using any kind of "cheat notes" during an exam, test, or quiz. • Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz. • Having unauthorized access to or using stolen exams, tests, or quizzes. • Providing or selling exam, test, or quiz information to other students. • Using an on-line translator for more than words or phrases.
Misuses or falsifies academic documents	<ul style="list-style-type: none"> • Signing another person's name.
Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> • Hiding books or reference materials needed to complete an assignment. • Tampering with lab experiment, art project, or electronic files of another student. • Fabricating or altering laboratory data.
Assists other students in any of these acts	<ul style="list-style-type: none"> • Knowingly allowing someone else to look at one's work product during an exam, test or quiz. • Letting others copy one's work.

ACADEMIC PERMANENT RECORD POLICY—UPPER SCHOOL

The Policy of the Academy of the Sacred Heart is in compliance with the HEW regulations as stipulated in the Family Educational Rights and Privacy Act (P.L. 90-247, Sec. 438) of August 21, 1974 (popularly known as the Buckley Amendment). The administration, faculty and staff are committed to the safeguard and respect of the individual's right to privacy regardless of the age of the individual.

Release of Records:

The transcript request policy of the Academy of the Sacred Heart is as follows:

1. All requests are regulated by the Privacy Act. Consequently:
 - a. All requests must be made in writing. Telephone requests are not sufficient.
 - b. For students under 18 years of age, the requests must be made by their parents/guardians.
 - c. For either individuals or institutions, the request must be accompanied by the signature of a parent/guardian or eligible student.
3. All transcripts are mailed by the Assistant. Hand carried copies are not official.
4. Allow five (5) working days for the processing and mailing of a transcript.

ACADEMIC PLANNING—UPPER SCHOOL

Entering into the ninth grade, a student's schedule is planned by the Upper School Director after consideration of her high school placement test scores, profile reports from her middle school, discussion with parents and teachers, and input from the student. Each spring, all other students (current Grades 9 through 11) plan their schedule for the next year with their parents and with input from their teachers, advisor, College Counselor and Upper School Director. Students are required to carry seven and a half (7½) credits.

ACADEMIC PROBATION

Any student who has ceased successfully progressing through the curriculum (as defined as a 70% or lower) will be placed on academic probation. Any student on academic probation will be ineligible to participate in co-curricular or extra-curricular activities such as athletics, drama, forensics, or Focus:HOPE. Academic probation will be reviewed every two weeks. The conditions of academic probation are as follows:

- 1) The student will be informed by the Director or the Dean of Girls immediately.
- 2) The student and her parents will meet with the Director, the Dean of Girls, and her advisor to establish a strategy for success for the student.
- 3) The specific conditions of the student's probation regarding strategies to improve the student's academic standing will be discussed during the meeting and finalized by the Administration.
- 4) If the student's overall grade point average remains below a 70% and/or if she continues to have failing grades in two required courses at the end of the marking period following her placement on academic probation, another meeting will be held, at which time the Head of School will make a decision regarding her continued enrollment at the Academy of the Sacred Heart.
- 5) The student and her parents will receive a letter from the Director explaining all the conditions of the student's academic probation. A student placed on academic probation will be monitored carefully by the Director, the Dean of Girls, and her advisor. Sincere attempts will be made to help the student become academically successful.

ACCEPTABLE USE OF TECHNOLOGY POLICY (AUP)

The Academy of the Sacred Heart is committed to the effective use of technology to enhance the quality of student learning. We believe this can best be accomplished within the context of our stated *Goals and Criteria*.

The AUP is written to incorporate many types of technology, not limited to the computer. The use of cameras, cell phones, webcams, or recording devices of any kind to photograph, video, or share an image of anyone on campus without the permission of the person being photographed and/or recorded is prohibited. Violation of this policy will be dealt with through the AUP.

The AUP guidelines are published separately and must be signed annually by the student and parent to ensure that students make appropriate and ethical use of school technology.

COLLEGE COUNSELING—UPPER SCHOOL

Each Junior, in an effort to prepare her for the college application process, is required by the College Counseling Office to schedule herself to attend a minimum of six (6) of the colleges and universities that visit the Academy each year. It would be best for the student to consider the kinds of schools visiting the Academy, and plan to attend meetings in order to learn about the large university versus the small college, rural versus urban, and the other differences amongst universities.

Attendance will be taken at each college visit meeting. Non-compliance on this requirement by the conclusion of the Third Quarter will result in an assignment to the delinquent student that will be determined by the College Counselor and the Upper School Director.

CURRICULUM

The school provides the flexibility which allows the full development of individual interests without sacrificing what is essential in the liberal education of a young woman today. A well designed college preparatory curriculum reflects both the interests and the needs of the student.

Every student at Sacred Heart receives intensive training in the basic academic skills of Art, English, Mathematics, History, World Language, Music, Science, Social Studies, Technology, and Theology. Sacred Heart offers each student a complete Physical Education program designed to develop a sense of sportsmanship, a respect for physical fitness, and an awareness of the enjoyment to be derived from athletic endeavors. In the Upper School, juniors and seniors may take honors and Advanced Placement courses as outlined in the Plan of Studies.

The Academy of the Sacred Heart is accredited by the Independent Schools Association of the Central States (ISACS), and the Network of Sacred Heart Schools, and is a member of the Association of Independent Michigan Schools (AIMS).

FINAL ASSESSMENT—MIDDLE SCHOOL

At the end of each semester, students in Grades 7 and 8 have a final exam in math. Students in Grade 8 have a final exam in their world language in May.

FINAL ASSESSMENT—UPPER SCHOOL

Comprehensive examinations or some form of final assessments are given at the end of each term during exam days. Exams may contain both objective and essay questions, projects and/or oral projects or portfolios, with specific expectations and clear guidelines for grading. They will demand more than recall of factual information and afford the student an opportunity to apply her knowledge and skills to new material.

GRADUATION REQUIREMENTS—UPPER SCHOOL

In order to receive a diploma from the Academy of the Sacred Heart, a student must satisfactorily complete the following program of courses. Students must be in attendance for four (4) years (considerations will be made for transfer students). One credit is granted for the successful completion of a full term of course work.

The following represents the minimum graduation requirements.

Required Courses

English
Mathematics
World Language
Social Studies

Science
Theology
Fine and/or Performing Arts
Computer Studies
Physical Education/Health
Project Term
Community Service
Freshman Seminar

Course Requirements

4 Credits
4 Credits
3 Credits*
4 Credits (*including ½ credit each of Government & Economics*)
3½ Credits (*including ½ credit of Intro to Robotics*)
2½ Credits, Required Yearly
2 Credits
1 Credit
Required Yearly
Number of days varies each year (*typically seven days*)
2 Hours each week
Required of all Grade 9 students

A curriculum recommended for admission to highly selective colleges should include four (4) credits of English, Mathematics, Science, World Language and Social Studies, and two (2) credits of Fine Arts.

Students are strongly encouraged to take a minimum of five academic classes each academic year. Included in the 7.5 required units is the option to register for a 0.5 or a 1.0 supervised study hall.

* Students must earn 3 credits World Language in the Upper School. Any variations from the above (such as summer school classes taken for credit), must be pre-approved by the Department and the Upper School Director.

HOMEWORK

In general, a student is expected to spend two to three hours preparing for the next academic day. In designing homework assignments or long-range projects, faculty members will try to provide options that recognize the diversity of aptitude, interests, and learning styles among the students. Consistent failure of a student to submit the homework will be reported to the parents and to the Director.

HONORS—UPPER SCHOOL

High Honors are attained at the end of each term by a student carrying the equivalent of a 3.7 grade point average in her courses. Honors are attained with a 3.4 grade point average. Commendations are given for students with a 3.0 grade point average. These honors are based on the current term grade point average only, not on the overall (cumulative) grade point average earned by the student. No student who has an incomplete in a course is eligible for honors.

INCOMPLETE COURSEWORK

An Incomplete is earned for work that is not complete because of extenuating circumstances as determined by the Director. Students must make up missing work according to a timeline established by the teacher and Director. If a student misses their deadline, the Incomplete will become an “F”. If a student in the Upper School earns an Incomplete, she will be eligible for “Honors” designation upon completion of that work.

NATIONAL HONOR SOCIETY—UPPER SCHOOL

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students at the Academy. The Academy of the

Sacred Heart belongs to the national organization of the National Honor Society. Our local chapter is the Wansboro Chapter. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership and service.

Once selected, members have the responsibility to continue to demonstrate these qualities. Selection to NHS is a privilege, not a right. Membership is granted only to those students selected by the Faculty Council. This chapter has established the following criteria for membership:

- The candidate must be a Junior or Senior.
- The candidate must have at least a cumulative Grade Point Average of 3.600 at the Academy of the Sacred Heart as determined by averaging her GPA in all of her subjects. The GPA is not rounded. A transfer student's grades from her previous school or schools should be recommending, but will not be used in calculating her Sacred Heart GPA, which is the only GPA considered.
- The candidate must have been a student at the Academy of the Sacred Heart for at least two (2) terms so that she has adequately established her successful academic reputation and history of leadership and scholarship. This period is necessary for students to establish themselves and for the faculty to get to know them.
- A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member of the Wansboro Chapter. Transfer members must meet the Academy's standards within one term in order to retain membership.
- The selection of each member to the chapter shall be by a majority vote of the Faculty Council, which shall consist of five voting faculty members appointed annually by the Upper School Director. The chapter moderator shall be an ex-officio, non-voting, sixth member of the Faculty Council. Neither the Upper School Director nor the Dean of Girls may be included on the Faculty Council.

Discipline, Dismissal, and Resignation of NHS Members

Members of the Wansboro Chapter of the National Honor Society may be disciplined for falling below the standards for selection (scholarship, leadership, service, and character). If a member falls below the standards for selection, the moderator will inform the member, in writing, of the nature of the violation and expected improvement(s) to be made within a specified period of time. The moderator will also meet with the member to clarify the violation and the expectations for improvement. Should the member not meet the expectations in the specified time, the member will be referred to the Faculty Council for hearing. The Faculty Council may grant additional time for the completion of improvements, require additional improvements or vote for dismissal of the member from the NHS.

Flagrant violations of school policies and rules, civil laws, or criminal laws will require a hearing by the Faculty Council, with a probable outcome of dismissal from the NHS. The NHS Constitution, Article X, guarantees the member "due process" as described in the 14th Amendment of the US Constitution. The moderator will notify the member, in writing, why the action is deemed necessary, and when and where the hearing will be held. The member has the right to respond either in writing or orally to the Faculty Council. If the member is dismissed, written notice will be sent to the member, her parents, and Upper School Director and the Head of School. The member will surrender her membership pin and identification card.

If a member chooses to resign, she must submit her resignation in writing. It must be dated and signed by the member and by her parent or guardian. Once a member has resigned or been dismissed from the NHS, she will never be eligible for membership again.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN—UPPER SCHOOL

The Valedictorian will be selected as the student with the highest cumulative GPA from her Sacred Heart grades, who meets the criteria below. The Salutatorian will be the student whose GPA is the second

highest, who meets the same criteria.

- A student must have been in attendance at the Academy or on Exchange at another Sacred Heart School for all of her junior and senior year.
- If a student has not been at the Academy all four years, her freshman and/or freshman and sophomore GPA from the sending school must be at least a **3.750**.
- Candidates must hold membership in the National Honor Society.
- Candidates must uphold the standards set forth by the *Goals and Criteria* for Sacred Heart schools, and may not have in her record any major infractions of school policy. Major infractions are those subject to a decision by the Head of School.
- The selection of the Valedictorian and Salutatorian will be confirmed at the completion of the Third Quarter of the senior year.

STUDENT REVIEW

When a student is having academic or social difficulties or in general seems to be having trouble adjusting to her life at Sacred Heart, the Director, Dean of Girls, or a faculty member may call for a Student Review. A Student Review is called with the student's parents, her teachers and advisor to exchange information, achieve clarity about the nature of the difficulties, and with the consensus of those present, outline a plan of action to help the student toward positive progress.

SUMMER ASSIGNMENTS

Reading and reviewing have a place of prime importance in a student's overall achievement in school. For this reason, required summer assignments are posted on the school website at the end of the school year in June. Students are expected to complete the assignments and be ready to report on them when they begin class.

WITHHOLDING OF THE DIPLOMA—UPPER SCHOOL

Seniors who have completed and passed all of their required coursework will be awarded a diploma. A diploma will not be awarded to a student who does not complete the required number of credits for graduation, or if the family's financial obligation to the school has not been met. A diploma may also be withheld from any student who has engaged in academic dishonesty or other actions that are inconsistent with the school's policies, code of conduct, and mission.

WITHHOLDING OF TRANSCRIPT

A transcript will be withheld if the family's financial responsibilities to the school have not been met.

NON-ACADEMIC INFORMATION

Key elements of community building in all Sacred Heart schools are mutual respect for others and demonstrated self responsibility. Students are expected to be polite and courteous, to respect themselves, their peers, adults and their surroundings. As a result, adults in the community take on the responsibility to assist with the instruction of and maintenance of personal responsibility, respect, and conduct.

APPEALS BOARD—UPPER SCHOOL

A student or parent may appeal a disciplinary decision based on the following:

1. Excessive absences and tardies
2. Breach of the community's behavioral expectations
3. In-School Suspension or Suspension
4. Academic Integrity violation

An Appeals Board consisting of the Director of the Upper School, the Dean of Girls, and the student's advisor will hear each appeal. In the case of an absence appeal, documentation (doctor's note, etc.) for considering the absences will be expected. The Board will make an appropriate recommendation. A contract, listing the actions taken and behaviors expected, will be provided for the student, the parents, and the Dean of Girls.

ATTENDANCE

Attendance is directly related to success, fostering community and instilling a sense of responsibility. While recognizing that students who are too ill to attend class should not be in school, due to the nature of the school calendar with periodic days off, any additional absences in a semester, whether excused or unexcused, negatively impact a student's education and makes it more challenging for students to keep up with their studies. It is important to try not to schedule appointments during school hours, and parents are asked not to plan family trips and vacations on school days. All absences from school, including sickness and appointments, become part of a student's official record.

If a student will be absent for any reason, a parent/guardian is required to report the absence to the school no later than **9 a.m. (248-646-8900 ext. 220)** indicating the reason for the student's absence. In the event an absence is not reported, the Assistant serving the Middle School for Girls and the Upper School will call the student's parents. If the parent has not made contact with the school by the end of the school day, the student will be deemed "unexcused" and may be issued an In-School Suspension.

Absence Limit and Consequences in the Classroom

By State law, having more than 10 absences is viewed as excessive within a semester and we agree. To encourage consistent participation in her education, a student will lose 1% point off her final grade for the semester with each absence over 10; this requirement is on a per class basis. In the overall absence limit there is no difference between an excused or unexcused absence.

Example:

Student final grade at semester is 93%

At 11 absences her overall grade will be a 92%

At 12 absences her overall grade will be a 91%

At 13 absences her overall grade will be a 90%, etc...

At 8 (eight) overall absences, the student and parents will be notified.

Note: Exemptions to this policy will be given to students with documentation of in-patient hospitalization. Documentation of hospitalization must be submitted to the Director within 5 (five) business days of discharge. Requests for exemptions for chronic medical conditions or other extraordinary circumstances must be submitted to the Director, in writing, before the start of the semester, and will be considered on a case-by-case basis.

Attendance and After-School Activities

Students absent for more than 50% of a school day (students need to arrive before lunch) may not participate in athletic or extra-curricular activities for the day or weekend should the absence occur on a Friday.

Attendance and Field Trips

Students who are over the absence limit of 10 in a class or earning a course grade below a 70% may not participate in field trips which would result in them missing class time.

Make-Up Work When Absent

The responsibility for make-up work is with the student. A student who anticipates an absence due to illness that will be over 2 (two) days is to notify her teachers by email for work she can do at home. This action will prevent the student from becoming too far behind in her academic work while she is out of school. The length of time a student has to complete make-up work due to an absence, in most cases, will be as many days as they were absent if the absences occur on consecutive days (with the exception of prolonged illness). Students with a school-related absence will be allowed to make up, without penalty, any work missed as a result of this absence according to school policy.

NOTE: An absence does not automatically extend the due date for a class assignment. In general, daily assignments can be turned in upon the student's return to school/class. Obligations such as papers, projects and classroom assignments which were assigned at least three days in advance of the absence will still be expected to be submitted on (or before) the pre-established due date unless otherwise designated by the teacher. Students will need to submit these via email or other acceptable digital means, or by having them delivered to the teacher on the day they are due.

NOTE: If a student arrives late in the morning having missed a test, quiz, assignment, or project during the time before arriving, they will have to complete or hand in what was missed before leaving school that same day or lose credit on the test, quiz, assignment, or project.

Procedure for a Pre-Arranged Absence

If an absence for reasons other than illness is necessary, a request for pre-arranged student absence must be made through the Director or Dean's Office. Where it is determined to be detrimental for the student to be absent, the Dean will advise the student and the student's parents or guardians.

1. Student obtains an "Advanced Absence" form from the Director or Dean.
2. When student presents this form to her instructors, each classroom teacher will record the number of absences to date, make comments where necessary, and sign the form. The teacher's signature does not imply approval for the proposed absence.
3. Parents or guardians read information on form and sign. Student returns the completed form to the Director or Dean who will approve the absence.
4. Family vacations of 3 (three) days or more that extend into scheduled school time require an Advanced Absence form.
5. Days missed because of pre-arranged absences will count toward the total absences allowed for the semester.
6. Parents must still report absences to the attendance line for every day of the absence.

NOTE: Completed homework assignments for a prearranged absence must be submitted on the day in which the student returns to school. Failure to do so can result in the loss of credit for the work. It is up to the student to make arrangements with teachers to take makeup tests or quizzes.

NOTE: Absences on the day(s) before or after a school break (thereby extending the school break) are not allowed. Any student who uses those days to extend the school break will lose credit on their work for the days she is out of school.

Late Arrival and Early Dismissal

Students arriving to school after the start of the school day, or those returning to school, are required to check in with the Kensington Portress before reporting to class.

When it becomes necessary for a student to leave the school property during the school day, parents must send a note, call or email the Assistant and specify the time the student is to be released and the reason for the early dismissal. After 8:30 a.m., students are required to check out with the Kensington Portress. If a student leaves without permission at any time, for any reason during the school day, she will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work assigned, done, or due during the time student was absent from class).

Parents or those authorized to pick up a student are asked to pick up students at the Kensington Portry. The adult picking up the child must enter the building at the Kensington Portry to meet their student.

Tardiness to Class

Arriving tardy to class is always discouraged because it is disruptive to the learning environment. A doctor's note must accompany a student arriving late from a doctor's appointment. Students arriving between 7:45 and 8:30 a.m. must report to the Upper School main office. Students arriving after 8:30 a.m. must secure a late slip from the Portress at the Kensington Portry to present to her teacher for admission to class. Students are expected to be in class and be on time. If a student is late to class beyond the halfway point of the class period, it will be considered an absence.

Tardy arrival to class will carry a warning for the first 3 (three) offenses. At the 4th tardy, the student will be assigned detention. At the 5th tardy, every tardy will result in a 1% point deduction in the final grade. Tardy and absence percentage point deductions happen at the end of each semester. Daily commuter traffic and construction are not acceptable excuses for repeated tardiness.

BEHAVIORAL EXPECTATIONS

Situations and circumstances in which a student is unable to live by the expectations established in the *Goals and Criteria* will be handled using the following behavior rubric as a guide.

The following will be considered when issuing consequences for inappropriate behavior:

1. The student's age
2. The student's discipline history
3. The seriousness of the violation or behavior
4. Whether the violation or behavior committed by the student threatens the safety of any student or staff member
5. Whether restorative practices will be used to address the violation or behavior
6. Whether a lesser intervention would address the violation or behavior

Behavior (verbal/written/physical)	1st Offense	2nd Offense	3rd Offense
Social Behaviors such as: disrespect (including facial expressions and gestures), sighing, insulting, intimidating stares, starting/spreading rumors/gossip, name-calling, exclusion, and insubordination, whether in person or digitally.	Teacher intervention & write-up If necessary, remove student and send to the Dean	Detention Meeting with Dean Student calls parent	Detention Meeting with Director and Dean Counseling established
Physical Behaviors such as: pushing, grabbing, pinching, stealing, hitting, punching, kicking, defacing or damaging property, tampering with locks or lockers.	Detention Remove student(s) and send to Dean Student calls parent	Meeting with the Dean Behavior Contract and/or counseling established	Meeting with Director, Dean, and parents Social Probation Further consequences to be determined on a case-by-case situation
Improper Use of Technology such as: using cell phones or electronic devices at inappropriate times/without permission; violating the AUP	Teacher intervention Device taken until end of school day	Device taken until end of school day Detention	Device taken until end of school day Student meets with Dean to create individual plan

CELL PHONES

PARENTS SHOULD NOT EXPECT STUDENTS TO RESPOND TO A SENT TEXT OR VOICEMAIL MESSAGE DURING THE SCHOOL DAY. FURTHER, IF A STUDENT IS NOT FEELING WELL, SHE SHOULD REPORT TO THE OFFICE ON HER FLOOR.

MIDDLE SCHOOL

THE STUDENT'S CELL PHONE MUST BE TURNED OFF ON SCHOOL GROUNDS UNLESS SHE RECEIVES PERMISSION FROM A SUPERVISING ADULT.

UPPER SCHOOL

A student may possess a cell phone on the school property, but may only use it in the Dean's Office, the Main Office, or in a classroom at the teacher's discretion. At the teacher's discretion, phones will be collected or displayed on desks during class. This policy is consistent with the school's desire to model appropriate use of electronic devices and supports the building of community.

The following guidelines should also be respected and followed:

- Use is prohibited in locker rooms and restrooms, even in another school. At NO time may a camera phone be used in a locker room or bathroom, per Federal regulations.
- On buses, cell phones may be used at the discretion of the adult supervisor (moderator, coach, etc.). Phones must then be put away while at the event/activity.

COMMUNITY SERVICE—UPPER SCHOOL

The Academy of the Sacred Heart in Bloomfield Hills has been committed to community service for over 40 years.

- Participation in the community service program is required of all students in the Upper School. Students in Grade 9 participate in a seminar which provides periodic opportunities for service. Students in Grades 10, 11, and 12 commit themselves to an agency for a one-year period. This amounts to approximately 50 hours of service during the school year.

- All students are required to participate in designated journaling activities and to participate in the scheduled reflections.
- Class time and service time are equally important. A student who misses service is required to make up her service time. One opportunity for service make-up is with monthly Saturday Focus:HOPE. There may be other service opportunities, but the Social Action Coordinator must approve such “make up” work before the student gives that service. The supervising adult for this service must document the “make-up” service.
- Students must document any other service beyond their Thursday placements.
- Community service is an extension of the overall program at the Academy of the Sacred Heart. All school policies will apply while participating in community service.

DETENTION

Once a detention is issued, a student will have one week to serve the detention. If the detention is not served within one week, at the end of the week, it becomes two detentions. If the two detentions are not served within one week, at the end of the second week, it becomes four detentions. If the four detentions are not served within one week, it becomes an in-school suspension.

Electronic Write Up Policy

The Electronic Write Up Policy provides students with a warning system that allows them to improve, correct, or change inappropriate behavior(s) before it leads to detentions or In-School Suspension. A write-up may be issued for the following reasons, but not exclusively:

- Improperly wearing the uniform
- Classroom and community disruption
- Disrespectful behavior (to self or others)
- Failure to turn in forms by the designated due date
- Leaving bags and/or personal belongings in the hallway unattended
- Having food, drink or gum in Chapel, Media Center, Field House or other spaces designated by faculty or administration
- Failure to use the school issued computer bag until a new bag is approved by the Director of Technology. This applies only to juniors and seniors.

The Dean of Girls’ Office is responsible for the tracking of these electronic communications. Upon receiving the second (2nd) write-up, a student will be issued a detention per the detention policy. Accrued write-ups are voided quarterly.

DRIVING AND PARKING

Any student who drives to school must register her car annually for \$20.00 with the Dean of Students. The parking tag must be displayed in the car at all times. Students are to adhere to the 20 mph speed limit and are expected to park only in the Field House parking lot. Students parking in other areas will lose the privilege of driving to school. Students continuing to violate this policy will have their cars towed. Parking in fire lanes is prohibited. The Bloomfield Township Police will issue a ticket for any fire lane violations. During school hours, the parking lots are considered off limits (except for coming and going). Students may not sit in cars in the parking lot or use the car radios as they sit on the grounds. Students needing to retrieve items from their vehicles during school hours must obtain a pass from the Dean of Students or Upper School Office.

Students must be aware that safety is of ultimate importance. Small children are on the grounds at all times during the day. Any student who is observed (by any faculty member, staff member or parent) driving recklessly or speeding on the school grounds will lose the privilege of driving to school, and may be suspended for her actions. Between 7:30 a.m. and 3:45 p.m., all student drivers should enter and exit at the Squirrel Road entrance.

EARLY RISERS / ENRICHMENT—MIDDLE SCHOOL

Students arriving to school earlier than 7:30 a.m. must go to the Early Risers program available from 7 to 7:30 a.m. at a nominal charge; no student may be on the MSG floor prior to 7:30 a.m. The door to be used for arrival for Early Risers is the Field House entrance off Squirrel Road.

The Enrichment program is available from 3:30 to 6 p.m. and is required for those students needing to remain at school after the end of Study.

Parents in the building are responsible for their children before and after the school day. A note, email or phone call to the Assistant is required to authorize a student to go home in other than the customary way.

ELEVATOR

Students may not use the elevator unless they are injured or are carrying something unusually heavy.

END OF DAY—UPPER SCHOOL

At the end of the school day, Upper School students are welcome to remain on campus. Students may choose to study in the Media Center (mindful of Media Center policies), Student Commons or Cyber Café. Students should notify their parents of their intended whereabouts after school in case of emergency.

EXPULSION

A student may be expelled for:

- Continual non-cooperation in academic areas or in activities.
- Repetition of an offense for which suspension has occurred.
- Deliberate destruction or theft of school property or property belonging to another member of the school community.
- Possession of, using, selling, buying or giving illegal substances to another.
- Behavior detrimental to the well being of the school community.

GAZELLE CARDS

Electronic Gazelle Cards are awarded to students for exemplary behavior. Gazelle Cards are awarded to students for outstanding behaviors which model the five Goals. Gazelle Cards are issued at the discretion of the adult community.

A Gazelle Card may be used to void an electronic write-up. Each remaining Gazelle Card may be entered into a random drawing. Prizes will be announced each semester.

ILLEGAL SUBSTANCES

The use, possession, or distribution of illegal substances of any kind, non-prescription or prescription drugs without official notification to school personnel, are not allowed on the grounds of the Academy at any time. The Academy of the Sacred Heart is a smoke free community. There is no smoking (including e-cigarettes) by anyone at any time in the school building or on the school grounds (this includes cars in the parking lot). Vaping is not permitted in school or on school grounds. Possessing or using vaping devices (including e-cigarettes or cartridges, oils, waxes or components) at or in school, or on school grounds, is not permitted. If suspected of carrying or using any related device she will be subjected to a search of her belongings. If she is found in possession of a vaping device (see above), the police officer will test the substance in the device. Violation of this rule results in disciplinary action.

The Academy's policy is to breathalyze every Upper School student and her guest at all major functions.

Consistent with the *Goals and Criteria*, the Academy of the Sacred Heart will take appropriate action when notified of student attendance, participation or planning for events during non-school hours where drug or alcohol use is indicated, and the sharing of such knowledge by parents with the Director or Dean is expected. In the event of alcohol/drug possession, consumption, or distribution, cases will be handled on an individual basis by the Director, in consultation with the Dean of Girls, and, as appropriate, the Head of School. If a student is known to be in possession of, using, under the influence of, selling, or giving illegal substances to others at the Academy, suspension or expulsion will follow. The laws of the State of Michigan and the standards of the *Goals and Criteria* will be followed in all cases.

IN-SCHOOL SUSPENSION—UPPER SCHOOL

The in-school suspension (ISS) will be served immediately. An in-school suspension means that the student comes to school, but she does not attend classes or any activities for the entire day. A student issued an in-school suspension will lose one percentage point per course off the final grade for the course. A second and subsequent in-school suspensions will result in an additional percentage point being deducted from the final grade. She is, however, permitted to make up the academic work missed that day. In the case of a student who has received two, three, or more in-school suspensions, her participation in co-curricular activities, including the opportunity to participate in an away Project Term experience, will be reviewed. A student may appeal the consequence of an ISS to an Appeals Board.

MEDIA CENTER

Hours: The Media Center is open from 7:30 a.m. to 3:30 p.m. Monday - Friday when school is in session.

Student conduct: The Media Center is part of enrichment and study and therefore should be quiet at all times. No food, beverages, or gum will be permitted. Students will be expected to treat all materials and equipment with due care and respect. Students not using the Center in accordance with accepted modes of behavior would have Media Center privileges severely curtailed.

Copier service: A copy machine for student use is located in the Media Center.

Borrowing materials: Books, magazines, and other Media Center materials circulate for two weeks. They may be renewed one time only, except under special circumstances. Students having overdue materials or outstanding fines may not check out any more materials until the overdue material is returned and all fines are paid. At the end of the school year, failure to return all materials and pay all fines will result in a "hold" on the student's report card and transcript.

Overdue materials: A fine of 10 cents per day will be charged for each overdue item. The maximum fine will be \$5.00.

Lost and damaged materials: Books, magazines and CD-ROMS that have been lost or damaged will be paid for at current market prices.

ORDER

Our environment is everyone's responsibility.

Backpacks and athletic equipment should not be left unattended. In regards to athletic equipment, arrangements can be made with the Athletic Director to use the Field House Locker Room or Equipment Room.

The school cannot assume responsibility for things left unattended.

At no time should food or drink be taken to the Chapel, Media Center or the Field House.

STUDENT COMMONS—UPPER SCHOOL

Students are asked to leave the Student Commons clean and in order. Students unable to maintain order in the Commons will be locked out for a specified amount of time as determined by the Dean of Girls.

STUDENT COUNCIL, CLUBS & COMMITTEES

Student Council, Clubs and Committees empower students to take action and responsibility for building a stronger community. Students are involved in club or committee, planning of events/activities, and decision making. The goal is to learn the skills of leadership as well as how to examine failures and successes. The quality of student programming depends on the best effort of each individual. Students will be encouraged to share their talents for the good of the school community.

For students in the Upper School, the application for student council begins in early May. Once a student is elected or selected to a leadership position, she is responsible to visibly uphold the Goals and Criteria and to participate in regular and ongoing leadership training. Leaders who fail to uphold these standards will have her leadership position reviewed by the Director and the Dean of Girls. Additionally, any group leader or class officer receiving four detentions in the course of a term will have her leadership position reviewed.

SOCIAL PROBATION

Students who do not participate in the life of the school community in a manner consistent with the *Goals and Criteria* may be placed on social probation. Once placed on social probation, a student may not participate in free dress, attend events, participate in drama and/or athletic practices/events. The duration of time spent on social probation will be determined by the Dean of Girls and in consultation with the Director and based on the severity of the transgression.

SUPERVISED STUDY

For academic reasons, a supervised study may be required for any student not maintaining a 70% average or experiencing academic difficulties.

SUSPENSION

For serious offenses, a student may incur an out-of-school suspension or expulsion. The offense would be made known to the Dean of Girls who would investigate the facts, notify the parents of the offense, listen to the student and organize a hearing for the student if deemed necessary. The hearing board will consist of the Director, the Dean of Girls, and the student's advisor (or other faculty member as selected by the student). The purpose of the hearing would be to give those involved an opportunity to explain the case and work out the consequences of misconduct. The final decision about the student's placement remains with the Director and the Dean of Girls. A contract, listing the actions taken and behaviors expected, will be provided for the student, the parents, and the Dean of Girls. Before the student returns to class, the parent must meet with the Director and the Dean of Girls. In the case of expulsion, the final decision rests with the Head of School.

A student may be suspended for:

- Insubordination (an attitude of unwillingness to cooperate)
- Possession of alcoholic beverages or drugs on campus
- Leaving school without permission or skipping classes or service and required school activities
- Improper behavior, as defined by the Director and the Dean of Students
- Smoking or vaping on campus or at school related functions
- Reckless driving on school property
- Unexcused absence

A suspension includes remaining out of classes or activities for the entire day, including athletic practices and games, or drama practices or performances.

UNIFORM POLICY

The wearing of the school uniform reflects a sense of pride and identification with the Academy. The uniform allows all students to focus attention on academics and the life of the school community, and represents a belief that all students share standards of personal appearance. All Middle School and Upper School students are expected to follow this uniform policy when in the school building, at Service, or on school-related business.

All uniform blouses, polos, skirts, blazers and sweaters must be purchased from Dennis Uniform Company. Dennis Uniform is located at 1532 N. Opdyke, Suite 450, Auburn Hills, phone (248) 340-8890.

MIDDLE SCHOOL FOR GIRLS & UPPER SCHOOL		
ITEM	REQUIRED	PERMITTED
US/MSG: Uniform skirt	Belair plaid	US ONLY: Marymount plaid (not on liturgy days) if you already have it. NO new Marymount plaid purchases
US ONLY: Blazer	Navy blue, two styles available, with patch (from previous years) or stitched logo (from Dennis Uniform ONLY)	
US/MSG: Short and long sleeve polo shirt (<i>banded bottom optional</i>)	With stitched logo (from Dennis Uniform ONLY)	Navy blue, red, green (white allowed if you already have it, no new white polo purchases for Upper School). All polos must be stitched with the logo
US/MSG: Oxford-style blouse (<i>banded bottom optional</i>)	White	
MSG: Crew neck sweater or V-neck vest (with logo)	Navy Blue	
US: Cardigan Sweater	Navy Blue, with stitched logo (from Dennis Uniform ONLY)	
US: Chino Pants (plain front or pleated) for service days	Navy Blue	MSG: Option instead of skirt daily except Liturgy days
US/MSG: Shoes (<i>closed toe, full back, one color</i>)	NO moccasins, slippers, Uggs, Crocs, sandals, clogs, boots, fur-lined, spiky heels. Any design on athletic shoes must be the same color as the shoe.	
US/MSG: Socks	Solid navy blue, white or black socks—no logos or designs—crew length, knee socks or tights only. For liturgy days, navy blue knee socks or tights ONLY.	

Upper School Liturgy Day Uniform: Belair plaid skirt, white oxford blouse, blazer (with logo patch or logo stitched on it), navy blue uniform knee socks or navy blue tights.

Middle School for Girls Liturgy Day Uniform: Belair plaid skirt, white oxford cloth button-down uniform blouse, navy blue crew-neck sweater or v-neck sweater vest with logo, navy blue knee socks or navy blue tights.

NOTE: ***Upper School and Middle School for Girls:*** On **FRIDAYS** (except when otherwise informed), all students may wear their uniform skirt with ANY professionally printed Sacred Heart top, as long as it has both the school name and the Rose Window professionally printed on it. This includes letter sweaters, sweatshirts, t-shirts, and jerseys that meet those requirements. The rest of the week there are no shirts or jackets allowed over the polo or blouse, except for the required crew neck sweater or V-neck vest for MSG or the blazer or cardigan for Upper School (or a letter jacket for seniors ONLY).

The Academy of the Sacred Heart allows students to wear SPECIAL ATTIRE to celebrate occasions which include, but are not limited to, the **Feast of Mater** (October) when students can wear pink accessories and shirts and **Blue & Gold days** when we wear our school colors (blue and gold/yellow). There will also be occasional spirit days and dress down days; on those days dress down day rules will apply (see below). The school will provide the students with a class t-shirt they may also include in their attire repertoire for spirit/dress down days.

- **Field Trip Uniform:** Formal Uniform unless otherwise noted
- **Non-Uniform Days:** Students are expected to dress in a neat and appropriate (as deemed by the faculty) manner for school. Sleeveless shirts are appropriate only if the sleeve-width is greater than two (2) inches. Tube tops, halter tops, bare midriffs, short-shorts and boxer shorts, leggings, and/or yoga pants are deemed to be inappropriate by the faculty. Additionally, flip flops, slippers, and shower-type shoes may only be worn if designated for the non-uniform day. Students wearing inappropriate clothing as judged by the faculty and administration will be sent home to change and will not be allowed to make up work missed in class.
- **General Appearance:** Personal appearance should be of utmost importance and not offensive. Facial piercings (other than the ears), gauges, or visible tattoos are prohibited. Hair should be a natural color.

Penalty for violations: The Dean of Girls is responsible for monitoring uniform infractions. If a student is unable to dress properly, she may not be permitted to enter her classroom, and will be sent to the Dean. The Dean of Girls may be able to provide the student with proper clothing. Any clothing borrowed should be returned clean the following day. Questions about the proper uniform should be directed to the Dean of Girls.

Prize Day Assembly: At the closing assembly, Grade 12 graduates are asked to wear a white dress and all other students are asked to wear a summer dress; underclass students are asked not to wear a white dress. All dresses should have sleeves (no spaghetti straps, off-the-shoulder or backless dresses), and be no shorter than 5" above the knee. No shorts or rompers are permitted.

Graduation: The graduates wear a white dress, of their choosing, to graduation. This dress may be the same dress worn at Prize Day. As this is a formal occasion in the chapel, graduates are asked to dress appropriately. All dresses should have sleeves (no spaghetti straps, off-the-shoulder or backless dresses), and be no shorter than 5" above the knee. Should the style of the dress not be consistent with this policy, a shawl or sweater will be worn in the Chapel.

