

2022-2023 Sacred Heart Middle School Student Code of Conduct

Along with forming students intellectually, Sacred Heart School also endeavors to form the habits and character of our students in accordance with our Catholic faith and American ideals. This is accomplished by means of a partnership between parents, students, teachers, and the school administration. The following information explains the standards to which all of our students are to be held and the structure for supporting them. Please read through this information with your child so that you are familiar with it and are able to be active partners with the school.

Code of Conduct – Sacred Heart School endeavors to form our students in all of the virtues. We place an emphasis on the following six virtues, however, as they are especially related to our life together at school. These virtues will be what we all aspire to in the middle school (students, teachers, administration, and parents) and will be used in all of our discussions about character and behavior.

- **Charity** – Charity is the virtue that allows us to love God. In addition, because of our love of God, we are able to love other people, too, even those who hurt us. Charity is expressed not only in giving to those in need, but in the all the ways that we show our Christian love for one another.
- **Prudence** – Prudence is the virtue that helps us to make good decisions. We strive to follow our well-formed conscience and to consistently make good choices based on reason and faith.
- **Justice** – Justice is the virtue that helps us to give to each person what is due to him or her. For example, we owe our love and reverence to God, respect to our parents and teachers and our best effort to our teammates. When we do something that is wrong, it is just that we receive an appropriate consequence in order to correct the problem and help us to avoid this behavior in the future.
- **Courage** – Courage is the virtue that helps us to do the right thing even when it is difficult. Each of us finds ourselves in situations where it is a challenge to do the right thing either because we are afraid, feeling lazy, or are worried that others will make fun of us. Courage helps us to overcome these obstacles to being good and doing good.
- **Honesty** – Honesty is the virtue that helps us to use all that we communicate for good. Being honest means not only telling the truth but doing so in a way that builds up other people, rather than tearing them down. Gossip, put-downs, and the like, even if true, are not a part of honesty.
- **Integrity** – Integrity means acting consistently no matter the circumstances. We should not act differently with our friends or classmates than we do with our parents or teachers. We should always strive to be our best in word, thought, and action no matter where we are or who is with us.

Academic Honesty Statements - In order to encourage an atmosphere of academic honesty, all students are asked to include the following statements with their assignments. Students should append the academic honesty statement to their essays, papers, projects, reports, etc. Tests and quizzes will have this statement stamped on the page and students will be asked to initial it as a sign that they agree with the statement.

“This is my work. All of my sources of information and assistance have been credited in writing. I have neither given nor received inappropriate assistance.” – essays, papers, projects, etc.

“This is my work. I have neither given nor received inappropriate assistance.” – tests, quizzes, worksheets, etc.

Academic and Character Recognition – At the end of each trimester, students who earn a grade point average of an A- (3.7) or better and have not received more than one detention (and no Saturday detentions or suspensions) and are not currently on academic notice or probation, will be recognized as part of the Academic Honor Roll. Those students who complete twice the required stewardship hours or more in a trimester and have met the same behavioral conditions as above will be recognized with the St. Margaret Mary Service Award.

Students who are observed by a member of the school staff engaging in exceptional behavior may be awarded a Spartan Superstar Award in recognition of outstanding conduct. Students who receive this award will have their

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name listed with the other recipients in the entryway to the school and will participate in a pizza lunch at the end of the trimester in which he or she receives the award.

In addition, a variety of other individual and class privileges (e.g., spirit dress days, free dress days, outdoor lunch) are contingent upon academic and behavioral achievement. Such privileges and their requirements will be explained on a case by case basis.

Participation in field trips, which are an important part of the curriculum, are also contingent upon a student's academic and behavioral performance. At the discretion of the administration, a student may be required to remain at school during a field trip to complete an alternate assignment due to poor academic and/or behavioral performance.

Tardy to school

Students who arrive after the bell rings at 8:30 a.m. are considered tardy and they must check in at the front desk before heading to class. In most cases, tardiness is unexcused. Tardiness will be excused in the event of an unusual and significant traffic disruption in the area, student illness, or a student arriving at school from a medical appointment.

It is very important for students to arrive at school on time. This allows students to start the day ready to learn and free of the stress of rushing to school. Arriving late to school disrupts learning for both the student and his or her class. The education and formation of our students begins as soon as the school day starts. Tardiness may affect a student's grades as a result of missed work. Parents are expected to make the necessary arrangements to ensure that their child will be at school on time or early. Sometimes adjustments need to be made to the family schedule in order to ensure enough time to arrive at school on time.

When students are tardy (with the exception of excused tardiness), a message will be sent home by their teacher informing their parents about the tardiness with a reminder about the importance of being at school on time. When a student is tardy for a third time during the year, a message will be sent home by the school administration. If a student is tardy for a fifth time during the year, the student's parents will be contacted to arrange a meeting with the school administration. At this meeting a plan will be put into place to address the student's tardiness. Continuing tardiness after this point may result in a family not being invited to register for the following school year, loss of tuition assistance, or other consequences.

Absences

Student absences from school will be considered "excused" for the following reasons - illness or injury, serious illness or death of a family member, medical or educational testing or appointments. All other absences will be considered "unexcused". Whether excused or unexcused, all absences will be recorded on a student's permanent record.

Parents of students who have been absent more than five days in a school year (with the exception of an illness or injury accompanied by a doctor's note) will be required to meet with the school administration. At this meeting a plan will be put into place to address the student's absences. More than five days of absence from school may result in lowered or incomplete grades, loss of tuition assistance, a student not being allowed to register for the following school year, or other consequences.

Academic Probation – When a student demonstrates a pattern of late or missing work or poor academic performance (e.g., incomplete work, low scores on assignments or exams), he or she may be placed on academic probation. Receiving a grade of “D” or below on a report card in any subject area will result in a student automatically being placed on academic probation.

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Academic probation is a formal notification to the student and parent that the student's academic performance is not at the level expected of a Sacred Heart School student. The decision to place a student on academic probation will be made by the student's teacher(s) in consultation with the administration. Notice of this decision will come from the school administration. A conference will take place within three school days after receiving this notice between the student, his or her parents, any relevant teachers, and an administrator.

At this conference a written plan will be developed for addressing the academic concerns and will be signed by all present. This plan will be a "roadmap" for all to follow in addressing the student's academic issues. This plan will remain in place for at least 30 days but for no more than 90 days. Times for review of the student's progress and specific benchmarks will also be included in the plan. The academic probation may be ended or continued at the discretion of the school administration at these review points. However, if sufficient progress is not being made toward achieving these benchmarks, the student may be asked to leave Sacred Heart School.

Disciplinary Steps

Verbal Warning - It is expected that most minor disciplinary matters will be handled in the classroom by the teacher with a verbal warning. Sacred Heart School students are expected to be trying to do and be their best in terms of faith, academics, and behavior at all times. However, all of us make mistakes from time to time. When given a verbal warning by a teacher, the student is expected to acknowledge the warning to the teacher, change their behavior immediately, and endeavor not to repeat the offense.

Written Warning – After a verbal warning(s) has been given to a student for a particular kind of minor disciplinary issue (e.g., talking at inappropriate times in class, shouting out answers, inattention to class work or discussions) a written warning will be sent home to the student's parents if the behavior continues. The written warning must be signed by the student's parent(s) and returned to school the next day. Failure to return the warning the next school day with a parent signature(s) will result in a detention.

This written warning is intended to notify the student's parents about this ongoing matter and enlist their participation in helping their child to correct the behavior.

Detention – When minor disciplinary issues persist after a verbal warning(s) and a written warning, the student will be assigned detention. A student may also be assigned detention without prior warnings for a more serious disciplinary matter (e.g., use of inappropriate language, putting down another student).

Written notice of a detention will be sent home to the student's parent(s) on the same day as the incident occurs. The notice should be signed and returned to school the next day. Failure to do so will result in an additional day of detention. The school administration will also receive e-mail notification all detentions.

Detentions may not be assigned until the next day at the earliest. The date and time of the detention, as well as the location to which the student should report will be included in the notice. A detention notice is an opportunity for parents to work together with the school to correct the student's inappropriate behavior. It is expected that parents will discuss the inappropriate behavior with their child, strategies for correcting his or her behavior, and impose consequences of their own at home, as appropriate. Parents should not ask to move after-school detentions to accommodate practices, rehearsals, etc. as this is likely to give the student a sense that good Christian behavior is not important.

If a student arrives late to detention he or she may be required to stay in detention until a full 30 minutes has been served. During this detention time, students will normally write "standards" (e.g., the U.S. states and their capitals). At the end of the detention time, the student will proceed to the school front office to be picked up there or to ESS.

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Students who do not serve an assigned detention may be given additional consequences including a longer detention, additional days of detention, or other consequences.

Saturday detention – When a student demonstrates a pattern of misbehavior that results in multiple written warnings and/or detentions either from a single teacher or multiple teachers, that student may be assigned a Saturday detention by the school administration. This process will be initiated by the student’s teacher(s). Saturday detention may also be assigned to a student without prior detentions or written warnings if his or her misbehavior is serious enough to warrant it (e.g., showing serious disrespect to a teacher, defacing school property). Notification of a Saturday detention will come from the school administration.

Saturday detentions will be arranged during the next available Saturday, typically from 9:00 a.m.-12:00 p.m. These detentions will be supervised by Sacred Heart School staff. **The parent(s) of any students assigned to a Saturday detention will be expected to pay \$125 to compensate the detention supervisors for their time.** Parents are expected to provide transportation to and from the Saturday detentions for their child.

A Saturday detention is intended as a strong warning to the student and his or her parents. This is an opportunity for parents to work together with the school to correct the student’s inappropriate behavior. It is expected that parents will discuss the inappropriate behavior with their child, strategies for immediately correcting his or her behavior, and impose consequences of their own at home, as appropriate. Parents should not ask to move Saturday detentions to accommodate practices, rehearsals, etc. as this is likely to give the student a sense that good Christian behavior is not important. If a student continues to misbehave after a Saturday detention, that student may be subject to additional Saturday detentions, suspension, or expulsion, as deemed appropriate by the school administration.

Suspension - When a student demonstrates a pattern of misbehavior that results in multiple written warnings and/or detentions either from a single teacher or multiple teachers or continues to misbehave after receiving a Saturday detention, that student may be suspended from school by the school administration for a period of 1 or more days. A student may be suspended without prior detentions or written warnings if his or her misbehavior is serious enough to warrant it (e.g., fighting, cheating, theft). Notification of a suspension will come from the school administration.

Suspensions will normally begin on the next school day. However, a student may be asked to begin the suspension immediately (i.e., before the end of the school day) depending upon the nature of the misbehavior. Parents should not ask to move suspensions to accommodate scheduling issues, tests, etc. as this is likely to give the student a sense that good Christian behavior is not important. A suspension is intended as the strongest warning to the student and his or her parents. This is an opportunity for parents to work together with the school to correct the student’s inappropriate behavior. It is expected that parents will discuss the inappropriate behavior with their child, strategies for immediately correcting his or her behavior, and impose consequences of their own at home, as appropriate. If a student continues to misbehave after a suspension, that student may be subject to immediate expulsion from the school, as deemed appropriate by the school administration.

The parent(s) of a suspended student will be required to meet with a school administrator in person to discuss the circumstances of the suspension and necessary corrective action before the students will be allowed to return to school. Normally this will happen on the same day that the student receives the suspension notice.

Suspensions may be reported by the school to subsequent schools to which a student applies or to which the student has already been admitted.

Expulsion – When a student demonstrates a pattern of misbehavior that is seriously detrimental to his or her ability to learn and to functioning of the larger school community or engages in behavior of a very serious nature (e.g., bringing weapons, pornography, or illegal drugs to school; assaulting a staff member; arson) that student may be immediately expelled from the school by a joint decision of the school administration and pastor.

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When a student is expelled from the school, the student's parents are expected to pick the student up from school immediately. A meeting of the student, his or her parents, school administration, parish pastor, and any other relevant staff members will be held as soon as possible following the expulsion. This meeting will be to discuss the circumstances of the expulsion.

In addition, this meeting will also provide an opportunity for the student and his or her parents to appeal the expulsion. If the parents are appealing the expulsion, relevant mitigating information must be introduced at this meeting for consideration by the school administration and pastor. A written response to the appeal will be provided to the parents, normally within 3 school days.

Expulsions will be reported by the school to subsequent schools to which a student applies or to which the student has already been admitted.

Homework and Classwork

Late Work

All work is due on time – at the beginning of the class period. All late work will be penalized (with the exception of late work due to absences or other approved emergencies or work turned in late in accordance with an SSP) – Daily Classes: 1 day late -20%, 2 days late until the end of the unit – 40%, after the end of the unit 0% no credit is given for late work. Religion and Spanish classes: -20% one if turned in by the next class, -40% if turned in by the second class after the works was due, after the end of the unit 0% no credit is given for late work. All other electives: -20% by the next day, -40% by the day after that, after one week no credit is given. If there is time during class in which students can complete late or missing work, they should be given the opportunity and required to do so.

Extra Credit

Extra Credit will not be given. Bonus/Challenge Question Points may be added to a particular assignment or exam.

Making Up Assignments Due To Illness/Family Emergency

At SHS, students are responsible for identifying, completing, and submitting missed assignments when they return to school. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Making Up Assignments Due to a Planned Absence

It is the policy of Sacred Heart School not to provide homework in advance of a planned absence. However, we recommend that your child do one or more of the following during their absence

- Work on any long term assignments or projects (e.g., book report, Math Muscle, science fair project, state report).
- Do any regularly recurring work (e.g., Wordly Wise, Spelling workbook, Xtra Math or MathWhizz work).
- Study for upcoming tests and quizzes.
- Access PowerSchool to see the homework posted during your absence.

Upon returning to school from an absence, the student has as many days to make up missed class work or homework as the number of days he or she was absent. Please note: the due dates for long-term assignments do not change. If a long-term assignment was given before the absence occurred, the student is still responsible to turn in work on the due date, even if it is the day that he or she returns. **Long-term projects that were due during the absence are due**

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on the day the student returns to school. Long Term projects or assignments may always be turned in prior to a student's departure.

In Middle School, arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken as soon as possible (i.e., if multiple tests were missed, more than one day may be required for making them up) and within no longer than one week of the student's return.

Gum

Students are not allowed to chew gum on campus or during field trips or school programs.

Hallways During Passing Time

Students are expected to be quiet in the hallways while transitioning between classes or between the classroom and the lunchroom or playground. All students are also expected to keep their lockers closed and locked with their belonging neatly inside. Students should not leave their lockers open or unlocked or their belongings either on the floor of the hallway or on top of the lockers.

SACRED HEART SCHOOL UNIFORM/DRESS CODE

Lands' End Uniform: www.landsend.com (select the School tab and School Code 900085846)
Tommy Hilfiger: <https://www.globalschoolwear.com/school-search> (School Code SACR07)

DRESS UNIFORM

Students are required to wear one of these items to church gatherings, assemblies, and on field trips:

PreK-8 Boys & Girls	<ul style="list-style-type: none"> • SHS logo required: Navy blue uniform sweatshirt, fleece jacket, or half-zip pull-over fleece. • SHS logo not required: Evergreen v-neck vest, pull-over, or cardigan sweater.
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BOTTOMS

K-5 Boys	<ul style="list-style-type: none"> • Navy Pants and Khaki Shorts 	<p>Note: <i>May be purchased from other vendors, as long as the style is comparable to Lands' End.</i></p> <p><i>Cargo pants and pants with extra pockets are not allowed. Shorts, jumpers, skirts, and skorts are not to be no more than three (3) inches above the knee.</i></p>
K-5 Girls	<ul style="list-style-type: none"> • Navy Pants and Khaki Shorts • Hunter/Classic Navy Plaid Jumper or Pleated Side-Buckle Jumper • Hunter/Classic Navy Plaid Skort w/Tabs • Hunter/Classic Navy Full-Pleated, Plaid A-line, or Side-Buckle Pleat Skirt • Shorts must be worn under skirts and jumpers (Girls' Navy Bike Shorts available at Lands' End are one option) 	
6-8 Boys	<ul style="list-style-type: none"> • Khaki Pants or Shorts 	
6-8 Girls	<ul style="list-style-type: none"> • Khaki Plain Front Chino Pants or Shorts • Khaki Skort • Khaki Box Pleat Skirt • Shorts must be worn under skirts and jumpers (Girls' Navy Bike Shorts available at Lands' End are one option) 	

TOPS

PreK-8 Boys & Girls	<ul style="list-style-type: none"> • Long or short sleeved white or dark green polo • White turtleneck 	<p>Note: <i>Undershirts must be solid white and only visible at the collar.</i></p>
PreK-8 Girls	<ul style="list-style-type: none"> • Long or short sleeved white blouse (Peter Pan, Oxford, Fem Fit, or No Gape) 	

OUTERWEAR

All outerwear must be marked with the student's name. **Non-uniform sweatshirts or jackets worn to school may not be worn in the classroom, to assemblies, or church gatherings. Outerwear allowed in the classroom includes:**

PreK-8 Boys & Girls	<ul style="list-style-type: none"> • SHS logo required: Navy blue uniform sweatshirt, fleece jacket, or half-zip pull-over fleece. • SHS logo not required: Evergreen v-neck vest, pull-over, or cardigan sweater.
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SHOES/BOOTS/SOCKS

PreK-8 Boys & Girls	<ul style="list-style-type: none"> Shoes and socks must be worn at all times. Shoes must be closed-toed and fit snugly. Shoe laces must be kept tied. Shoes with wheels or lights are not allowed. 	<p>Note:</p> <p>All students K-8 must wear athletic shoes on PE days.</p>
K-5 Boys & Girls	<ul style="list-style-type: none"> Solid white, navy blue, black, or dark green socks, leggings, and tights. No logos permitted. 	
6-8 Boys & Girls	<ul style="list-style-type: none"> Socks may be any color, as long as they are not distracting. On school Mass/Assembly days, only solid white, navy blue, black, or dark green socks, tights, or leggings may be worn. No logos permitted. 	

MIDDLE SCHOOL P.E. - REQUIRED

6-8 Boys	Classic Navy School Uniform Mesh Shorts or Classic Navy School Uniform Active Gym Shorts.	<p>Note:</p> <p>Specified uniform shorts are REQUIRED. Purchase from Lands' End or Tommy Hilfiger.</p>
6-8 Girls	Classic Navy Girls Uniform Athletic Shorts or Classic Navy School Uniform Mesh Shorts or blue/white uniform shorts from prior years (no longer available through Lands' End).	
Students may wear a t-shirt of their choice, as long as it is school-appropriate.		

Head-Wear and Hair Accessories

- Hair accessories, including elastics, must be white, dark green, navy blue, black, or uniform plaid to coordinate with uniform colors. Headbands or accessories should not have distracting decorations.
- Middle school girls** may wear any color hair accessories on regular school days, as long as they are not distracting. *On mass days*, all hair accessories must be white, dark green, navy blue, black, or uniform plaid.

Hair

- Extreme hair styles (mohawks, shaved, spiked, designs, or logos) and unnatural colors (dyed or streaked) are **not allowed**.
- Boys' hair must be above the collar and out of the eyes. Boys may not have facial hair.

Belts

Students may wear black or brown belts with no ornamentation.

Cosmetics

- No makeup, other than light concealer or cover-up.
- Nail polish (even clear) is not allowed.
- No tatoos or henna tatoos are allowed.

Jewelry

- Girls may wear stud-size earrings only in the ear lobe. Boys may not wear earrings.
- Boys and girls may wear only one bracelet on each wrist.
- Religious medals and necklaces tucked into shirts are allowed.

Club Uniforms

Scout uniforms may be worn on meeting days.

Medical Exceptions

If a student will be out of uniform for a medical reason, a note/email with a satisfactory explanation (signed by a parent/guardian) is required indicating the number of days the student will be out of uniform.

Non-Uniform Days

Free dress days are a **privilege**.

- Tank tops, halter tops, spaghetti straps, torn jeans, cut-offs, baggy pants, and low necklines are **not allowed**.
- Girls may wear jeans (without rips), capri pants, shorts, skirts, dresses, or skorts. Yoga pants are **not allowed**.
- Basketball shorts and sweatpants (including joggers) in good repair are allowed.
- All shorts, skirts, dresses, and skorts must be at least the same length as those in the school uniform.

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- **Students who choose not to participate in free dress or theme days should follow the guidelines for regular uniform days.**

Other

- Uniforms are to be clean, correctly sized, in good repair, and appropriately worn.
- All clothing and accessories worn by students must be safe, not distracting to the learning environment, and school appropriate.

Lost and Found

Unmarked lost and found uniform items are turned over to the Parents' Club used uniform program to be re-sold as a fundraiser for the school.

Failure to Adhere to the Uniform Policy

Any student not in compliance with the Uniform Policy, including inappropriate attire on non-uniform or theme days, will be subject to the following consequences:

- 1st Offense: Uniform Notice sent home to be signed by parents (must be returned w/in 2 school days or recess detention will be assigned)
- 2nd Offense: Uniform Notice sent home to be signed by parents (must be returned w/in 2 school days or recess detention will be assigned)
- 3rd Offense: Recess detention and parent communication
- 4th Offense: After school detention, and call to parents
- 5th Offense: Non-admittance to class and student sent home

The administration reserves the right to go immediately to step 5 if a student's clothing/hair is extremely out of line and inappropriate for a Catholic school environment.

The School Administration has the final say on all dress code matters.

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I have read, understood, and agree to abide by the policies and procedures outlined in the Middle School Code of Conduct. I further understand that any violation may result in disciplinary action as outlined in the policy.

Printed Name of Student

Signature of Student

Date

I have reviewed and discussed the Middle School Code of Conduct with my child. We both understand the expectations, responsibilities, and consequences contained therein.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date