



# Middle School for Girls Student & Parent Handbook

### *Handbook Introduction*

The following information and policies are written to guide the students and parents of the Middle School for Girls. 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 a sense of responsibility and self-discipline of each member. The school community depends on trust and the wise use of personal freedom.

Academy of the Sacred Heart reserves the right to make changes to the Student/Parent Handbook during the school year. The handbook has been written in good faith to be as comprehensive as possible, and is intended to be a guide in regard to a majority of issues; however it cannot predict all issues that may arise in the school year and therefore it does not supersede good judgment or formation of solutions and/or consequences.

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## **SACRED HEART HISTORY & GUIDING PRINCIPLES**

### *History*

The Society of the Sacred Heart (R.S.C.J.) has its origins in Paris where it was established in 1800 by Saint Madeleine Sophie Barat. She responded to the educational needs that followed in the wake of the religious, intellectual, political, and social upheaval of the French Revolution. In its subsequent development as an order, now associated with some 200 schools and colleges throughout the world, the Society has remained dedicated to the education of young women and young men. Adapting its programs to the requirements of specific times and places, the Society maintains its concern with “the value of the student as a person growing into full Christian participation in a democratic society.”

Academy of the Sacred Heart is part of the Schools of the Sacred Heart that were founded by the Religious of the Sacred Heart in 1887. The first schools established were for the purpose of educating young women. Academy of the Sacred Heart is the oldest independent school in Michigan, founded in 1851.

### *Mission*

As a Catholic, Independent, Sacred Heart school for students of all faiths, Academy of the Sacred Heart educates students to learn, serve, and lead with confidence, self-awareness, and integrity.

### *Values*

The *Goals and Criteria* outlines the essential principles and values of Sacred Heart education. Each Sacred Heart School promotes the educational mission of the Religious of the Sacred Heart. We share with the other members of the nationwide Network of Sacred Heart Schools five common goals and a commitment to educate to:

- I. a personal and active faith in God;
- II. a deep respect for intellectual values;
- III. a social awareness which impels to action;
- IV. the building of community as a Christian value; and
- V. a personal growth in an atmosphere of wise freedom.

With a belief in the capacity of each student, Academy of the Sacred Heart students are expected to achieve their highest level of scholarship while learning to assume leadership roles as responsible, compassionate and contributing members of their community and their world.

### *Vision*

Academy of the Sacred Heart graduates are collaborative problem solvers and transformative leaders. We accomplish this by fostering a community of learners who are purposeful, authentic, knowledgeable, inquisitive, analytical, creative, discerning, empathetic, humble and resilient.

### *Philosophy of Education*

We offer an education that is marked by a distinctive spirit and are committed to the individual student’s total development: spiritual, intellectual, emotional, and physical. Academy of the Sacred Heart emphasizes serious study, social responsibility, and growth founded in faith; The Middle School for Girls lives out this philosophy by offering a college preparatory education for young women within and outside the classroom.

### *Standard of Conduct*

*“Self-control is so vital to the conduct of life that no price is too great for the habit; it is so indispensable that no kind of duty can be well done without it, and no action is too small in which to practice it. It is a vain expectation*

*to hope that self-control and unselfishness will come forth at command in a crisis, when they have not been practiced in the small occurrences of daily life. The rare crises of life reveal us to ourselves, but we are made in the small victories or defeats of every day.”*

– Janet Erskine Stuart

Students at Academy of the Sacred Heart participate fully in the school’s goals of fostering academic excellence and personal growth. The school’s policies provide a structure for responsible members of the community to move toward these goals. These policies represent the school’s expectations of all students, and every effort will be made to enforce them in a fair and consistent manner. The School reserves the right to interpret and apply these principles of conduct.

*“The schools of the Sacred Heart emphasize studies which nurture the desire for truth. You will be challenged by the intellectual dimension of your education. Great emphasis is placed upon your capability for critical thinking and reasoning. The intention of Sacred Heart education is to address the whole person. You come as you are and are cared for with great love. The hope is to implant in you a sacred love for yourself, to challenge you to be more honest, to lead you along the road of integrity.” - Life at the Sacred Heart, 1982*

This handbook is meant to encapsulate the school’s expectations of behavior that promote a healthy learning and living environment. This expected behavior communicates a

- respect for self
- respect for others
- respect for time
- respect for space

### *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 (Goal IV & Goal V). 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. Although 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 its 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 the Sacred Heart 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.

### *Communication Philosophy*

Academy of the Sacred Heart believes that good communication skills are crucial. As such, the school believes the following forms of communication are integral to success:

- Appropriate dress
- Good manners
- Limited and appropriate use of personal devices in the school setting in service of community, learning and well being
- Positive social interactions with peers – in person, online and in social media.

- Respectful interactions with faculty and staff
- Positive non-verbal behavior

The school encourages the practice of open, straightforward and honest communication. In regard to developing essential communication skills, particularly with faculty and staff, students are encouraged to address concerns and communicate directly with those adults. The school views parents as partners in developing the communication skills of students and recognizes that parents can provide valuable coaching with regard to this communication. The school encourages the development of students as primary advocates for their academic, athletic and social learning.

If parents have questions regarding a particular course, we ask that the student initiate the inquiry with the specific teacher. Should the parent require additional information beyond this first contact, please direct the email to the classroom teacher. Students and parents who reach out to a teacher via email may expect a response within 24-48 hours during the business day. Out of respect for their personal time, teachers are generally not available for correspondence with families in the evenings or during the weekend.

### *Sacred Heart Traditions*

Middle School for Girls enjoy many customs, practices and traditions.

*Congé:* This day is recognized by students at Academy of the Sacred Heart as signaling a day when they take leave of their regular studies and channel all energy into having fun at the end of the year.

*Feast Days:* The Schools recognize the accomplishments and impact of two of the Founding Mothers of Schools of the Sacred Heart -- St. Madeleine Sophie Barat and St. Rose Philippine Duchesne -- on their Feast Days, May 25 and November 18 respectively.

*Goûter:* Goûter is a long-standing tradition in Sacred Heart schools. In the days of the boarding schools, when it was not uncommon for classes to meet until five o'clock in the afternoon, it was necessary to provide the students with a mid-afternoon snack. Today, goûter, is a special treat to which students in Sacred Heart schools look forward to on special feast days and holidays.

*Prize Day:* Prize Day brings a formal end to the school year in Sacred Heart schools. Students are recognized for their academic and growth achievements throughout the year. The school community comes together for a formal assembly to distribute the prizes.

## **THE ACADEMIC PROGRAM & EXPECTATIONS**

The Middle School for Girls is committed to educating to a deep respect for intellectual values and seeks to inspire students to a lifelong love of learning. Our academic program across all divisions is founded upon our mission: to inspire young women to lead and serve, through lives of purpose that integrate faith, intellect, community, social action, and personal growth in an atmosphere of wise freedom. The Middle School for Girls program is designed to nurture and inspire young women to develop their gifts, to build empathy and compassion for their world, and to gain confidence in the knowledge that their lives have meaning, promise, and purpose.

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

### *Academic Grades*

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

#### **GRADING SCALE**

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-66%
D	63-66%
D-	60-62%
F	Below 60%

Students will also receive a conduct and effort mark on report cards. The explanation for each are as follows:

**Conduct** – Conduct is a reflection of a student's commitment to positive behavior in the classroom. Students respect themselves, their classmates, and their teachers. Positive attitude and behavior is required; a student is expected to be open to learning, not to disrupt learning for herself or others. Respectful behavior also includes listening attentively and respectfully to classmates and teachers.

**Effort** – Effort includes preparedness, participation, and responsibility.

- **Preparedness:** Students arrive on time to class with necessary materials, including all work that is due.
- **Participation:** Students will actively participate in class activities, discussions, and projects. The comments or questions will be valuable and positive. Following directions is also part of being an active learner.
- **Responsibility:** Students assume responsibility in the classroom by communicating with teachers and classmates if they are absent. Seeking help and advocating for one's self is also part of a student's responsibility.

Conduct and effort are rated using the following system on report cards:

- Exceeds Expectations (EE)
- Meets Expectations (ME)
- Approaches Expectations (AE)
- Below Expectations (BE)

A student may audit an academic class for a Pass/Fail grade at the discretion of the teacher and the Middle School for Girls Director.

#### *Academic Permanent Record Policy*

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 records 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.
2. All records are mailed by the Administrative Assistant. Hand-carried copies are not official.
3. Allow five (5) working days for the processing and mailing of records.

#### *Academic Integrity*

Academy of the Sacred Heart expects our students to embrace rigor and challenge as essential to their education and that they respect ownership of their own work 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.

Academy of the 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, assessment, 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 artificial intelligence (AI) or 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:

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"> <li>● Copying any work assigned to be done independently.</li> <li>● Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research.</li> <li>● Using the views, opinions, or insights of others without proper acknowledgement.</li> </ul>
Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none"> <li>● Changing or creating data in a lab experiment.</li> <li>● Writing up a fake interview.</li> <li>● Lying about attendance or ability to complete assignments and/or assessments.</li> <li>● Lying about other people being responsible for low grades or missing scores/assignments.</li> <li>● Claiming credit for work in a group project when work was done by others.</li> <li>● Attempting to misrepresent the authorship of student work, i.e., having AI or someone else write a paper.</li> </ul>
Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> <li>● Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only.</li> <li>● Looking at someone else's work product, during an exam, test, or quiz.</li> <li>● Collaborating on an exam, test, quiz, or assignment with any other person without prior approval from the teacher.</li> <li>● Using any kind of "cheat notes" during an exam, test, or quiz.</li> <li>● 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.</li> <li>● Having unauthorized access to or using stolen exams, tests, or quizzes.</li> <li>● Providing or selling exam, test, or quiz information to other students.</li> <li>● Using an on-line translator for more than words or phrases.</li> </ul>
Misuses or falsifies academic documents	<ul style="list-style-type: none"> <li>● Signing another person's name.</li> </ul>
Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> <li>● Hiding books or reference materials needed to complete an assignment.</li> <li>● Tampering with lab experiments, art projects, or electronic files of another student.</li> <li>● Fabricating or altering laboratory data.</li> </ul>
Assists other students in any of these acts	<ul style="list-style-type: none"> <li>● Knowingly allowing someone else to look at one's work product during an exam, test, or quiz.</li> <li>● Letting others copy one's work</li> <li>● Sharing digital files or documents</li> </ul>

### *Consequences for Academic Integrity Policy 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 managed by the Middle School for Girls Director in collaboration with the student's teacher. Any student found to be in violation of the [Academic Integrity Policy](#) will face disciplinary action.

### *Academic Recovery Plan & Probation*

Any student who has ceased to be successfully progressing through the curriculum (as defined as a 59% or lower) in any class will be placed on academic probation. The conditions of academic probation are as follows:

1. The student and parent will be informed by their classroom teacher of the failing grade and a plan will be set up between student and teacher to create a strategy for success for the student.
2. If the student does not follow through on the above plan and expectations to remain successful, the classroom teacher and Middle School for Girls Director will reach out to parents to set up a meeting to discuss circumstances and solutions. The student will be put on an academic recovery plan and be placed on probation.
3. The specific conditions of the student's probation regarding strategies to improve the student's academic standing will be finalized by the Middle School for Girls Director. The student and her parents will receive an email explaining all the conditions of the student's academic probation. A student placed on academic probation will be monitored by the classroom teacher and the student's advisor (if appropriate) with a grade check every two weeks to monitor progress.
4. Any student on academic probation will be ineligible to participate in co-curricular or extracurricular activities such as athletics, performing arts, forensics, social events, or Focus:HOPE.
5. Sincere attempts will be made to help the student become academically successful.
6. If the student's overall grade point average remains below 59% and/or if she continues to have failing grades at the end of the marking period following her placement on academic probation, another meeting will be held to discuss a plan of action to determine steps to be taken during the summer and to see if continued enrollment is recommended.

### *Appropriate Use 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 [Appropriate Use Policy](#) is published separately and must be signed annually by the student and parent to ensure that students make appropriate and ethical use of technology. Violations of this policy and inappropriate use of technology will be handled by the Middle School for Girls Director.

Internet access is provided by the school. Students are required to review and sign the Appropriate Use Policy and Contract before using the school's internet service and are expected to adhere to the Appropriate Use Policy at all times when using a device on campus.

The Appropriate Use Policy 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.

### *Final Exams*

Final exams are given to students in Grades 7 and 8 at the end of each semester in Math and at the end of the year in World Language for students in Grade 8. World Language teachers may use exam results to place students in their language level for the following year.

### *Fall and Spring Conferences*

Parent conferences take place twice a year at the interim of semester one and semester two. Parents are invited to meet with their student's teacher's for brief, personal conferences. Specific details regarding the format for the conferences are provided prior to the conference dates.

### *Homework*

In general, a student is expected to spend up to 45 minutes to an hour 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. Each student is expected to maintain a personal planner to help her with the management of her homework. Consistent failure of a student to submit homework will be communicated to the parents, the advisor (when appropriate) and to the Middle School for Girls Director.

### *Incomplete Coursework*

An "incomplete" is earned for work that is not complete because of extenuating circumstances as determined by the Middle School for Girls Director. Students must make up missing work according to a timeline established by the teacher and Middle School for Girls Director.

### *Letters of Recommendation*

Middle school teachers and administrators are always happy to write letters of recommendation for our students. All requests for letters of recommendation - for high school, camps, scholarships, etc. - must be submitted in writing (email is acceptable) to the Administrative Assistant at least seven school days before the letter is due. Requests must include all pertinent details, including, but not limited to: the name of the teacher(s) from whom the letter(s) is/are requested, the name of the institution to which the letter should be sent, the contact information for the person to whom the letter should be sent, and the date by which the letter is needed. Letters of recommendation will not be given to students or their parents directly and will be mailed directly to the school or organization requesting the information.

### *Lost and Damaged Materials*

School issued texts, resources, or any classroom materials that have been lost or damaged will be paid for by the family at current market prices for replacement through the Finance office via the Tuition Management System.

### *Summer Assignments*

Reading and reviewing have a place of prime importance in a student's overall achievement in school. Additionally, Summer reading is an opportunity for students to read and relax. Reading helps students continue practicing the skills they have learned, while giving them the chance to read different genres. 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. Working through concepts on iXL for reading and math is also highly encouraged to keep up skills throughout the summer. Teachers may also make recommendations on an individual basis to ensure student success for the following year.

### *Withholding of Records*

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

## **ATTENDANCE POLICY AND PROCEDURES**

The general expectation for attendance is that students respect the community by respecting class time. Missing class is detrimental to learning outcomes and meeting academic goals. Each student is expected to show this respect by arriving promptly to school, to all scheduled classes and to required meetings or assemblies. When there is a special schedule or program, all students are expected to attend.

Attendance is directly related to success, fostering community and instilling a sense of responsibility. 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.

### *Attendance Reporting*

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. by calling 248-646-8900 ext. 220 (or emailing [attendance@ashmi.org](mailto:attendance@ashmi.org)) and indicating the reason for the student's absence. In the event an absence is not reported, the assistant 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."

### *Tardy Attendance*

A student who is late to school must sign in at the Middle School for Girls office. Parents are notified if a student's attendance is a concern, or if tardies become a chronic problem. Excessive tardies constitute a disrespect of class time, and reduce learning capacity. Tardies from each semester are noted on report cards.

### *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.

### *Make-Up Work When Absent*

As an opportunity for growth in an atmosphere of wise freedom (Goal V), the responsibility for make-up work is with the student. A student who anticipates an absence due to illness that will be over two (2) 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. Following any absence, the student is responsible for contacting course teachers to catch up on assignments or missed content

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. 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 risk losing credit on the test, quiz, assignment, or project.

#### *Procedure for a Pre-Arranged Absence*

If an absence for reasons other than illness is necessary, students need to have teachers sign off on an absence form, which is located in the MSG office. Where it is determined to be detrimental for the student to be absent, the Director will advise the student and the student's parents or guardians.

1. Student obtains an Absence Form from the MSG office
2. When a student presents this form, each classroom teacher will make comments where necessary, communicate missed work or work that needs to be completed and sign the form.
3. Student returns the completed form to the Turn In Bin in the MSG office
4. Family vacations of two days or more that extend into scheduled school time require an Absence Form
5. Days missed because of prearranged 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.

#### *Early Dismissal Procedures*

When it becomes necessary for a student to leave the school property during the school day, parents must call or email the Administrative Assistant and specify the time the student is to be released and the reason for the early dismissal. Students are required to sign out in their respective learning community and present their early dismissal pass to the Portry Attendant at the dismissal door. A student returning from an appointment must come to the Middle School for Girls office to sign-in.

Before 2:45 p.m., parents or those authorized to pick up a student are asked to pick up students at the West Entrance. For pickup after 2:45 p.m., students must be picked up at the Field House. The student will come outside to meet their ride.

#### *Early Dismissal due to Illness*

If a student is not feeling well, she should report to the main office where the nurse/school will contact parents if the student needs to go home. Students should not be organizing times to go home without letting someone at the school know. In the event that your daughter reaches out to you to go home, we request that the parents please ask her to let us know or inform the school so that we can ensure her safety and care.

#### *Cutting Class*

Students who deliberately fail to attend a required class but who remain in the building are cutting class. Students will be accountable for making up the time missed outside of the scheduled school day. Repeated offenses will face disciplinary action.

## **THE SCHOOL COMMUNITY & EXPECTATIONS**

Key elements of community building in all Sacred Heart schools are mutual respect for others and demonstrated responsibility of self. Students are to be polite and courteous, and to respect themselves, their peers, the 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.

### *Alumnae Visitors*

Alumnae are always welcome, but we ask that the alumnae visit not disrupt class time. All alumnae are asked to visit faculty and students during the lunch break or after school has ended.

### *Athletics*

The mission of Academy of the Sacred Heart's athletic department is to provide a high-quality, interscholastic sports program that encourages athletes of varied talents and abilities to develop their unique strengths, while instilling the values of the *Goals and Criteria*. Academy of the Sacred Heart celebrates the individual talents of every athlete and is committed to offering its athletes an educational experience in an intimate and nurturing, yet challenging environment. The [Athletic Handbook](#) will be provided to athletes by the Athletic Director.

### *Backpacks*

Students are to carry only their school-issued computer inside of their school-issued computer bag. All other bags, including backpacks, are to be stored in the students' locker during the school day.

## **Behavioral Expectations**

### *Positive Discipline*

Academy of the Sacred Heart incorporates the Positive Discipline program into our school culture. It is a program that encourages the development of healthy social and other life skills that is mutually respectful to adults and children. Positive Discipline uses both kindness and firmness at the same time and is neither punitive nor permissive. Interpersonal and intrapersonal skills, judgment and the ability to respond to the limits and consequences of everyday life with responsibility and integrity are emphasized by our faculty and staff in their daily interactions. Positive Discipline is preventive: as individuals in the community develop more skills to self-regulate and problem solve, disciplinary incidents are reduced.

### *Student Conduct*

Students are expected to engage in the spirit of the *Goals and Criteria* of a Sacred Heart education. Overt displays of negative attitude toward peers or adults undermine the quality of community and the safety of the learning environment and are not tolerated. Conduct that detracts from the educational experience includes verbal and physical altercations, harassment (defined below), disruption of class activity, illegal activity, willful and deliberate disrespect or disregard for authority of faculty or staff, vulgarity, and obscene language. Such conduct may result in disciplinary action, reporting in the college application process, possible suspension or dismissal from school.

Learning, particularly in regard to choices and behavior, requires feedback to support student growth. The intent for such feedback is that it be educational; in most cases, the correction will take the form of a verbal correction, redirecting conversation and reflection. Some infractions warrant consequences that promote greater accountability and may involve detention, parent meeting, social probation, suspension, or expulsion.

### *Harassment*

Bullying, intimidation, or harassment at Academy of the Sacred Heart is prohibited. This includes but is not limited to bullying or harassment on the basis of a person's gender, sexual orientation, race, color, religion, ethnicity, national origin or disability.

Examples of this type of conduct include but are not limited to repeated incidences of:

- explicit and offensive references or gestures
- unwelcome physical contact
- intimidating interference with personal space
- unwelcome verbal, written or physical advance or suggestions
- name calling or taunting, including the appropriation and distribution of another's image, messages, or likeness.
- language of any kind which is disparaging or demeaning

This policy prohibits harassment whenever it is related to school activity or attendance and includes school grounds, travel to and from school, and/or school activities. Should substantiated conduct outside the school environment – including use of social media - come to the attention of school officials, the student may also be subject to disciplinary action including suspension and dismissal from school.

Bullying or harassment is prohibited through any electronic communication including but not limited to social media, cell phone, computer, e-mail, instant messaging, text messaging, blogs and websites. A student who has complaints of offensive conduct is encouraged to report such conduct to their advisor or the Middle School for Girls Director. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated. If it is determined that this type of conduct has occurred, appropriate disciplinary action will take place. Any student who engages in this type of activity will be disciplined as determined by the administration. This discipline may include suspension or expulsion. Academy of the Sacred Heart will not tolerate retaliation against any student who reports, in good faith, offensive conduct, bullying or harassment or provides in good faith, information in connection with any complaint.

### *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 and vaping) 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. Violation of this rule results in disciplinary action.

### *Suspension & Expulsion*

Suspension will be assessed for serious violations of the *Goals and Criteria* and student handbook. Suspension means that a student shall be prohibited from attending classes for a period of time deemed necessary by the Middle School for Girls Director. In addition, suspension may be imposed because of a prolonged pattern of repeated lesser violations. During suspension, the student will not be allowed to attend classes. When a suspension is served, any class missed will be considered an official absence.

Expulsion shall mean that a student will not be allowed to continue attendance at Academy of the Sacred Heart. The administration shall invoke expulsion when the situation warrants this penalty. The Head of School is the only administrator who can enforce the penalty of expulsion.

*Reasons for suspending or expelling a student include but are not limited to:*

- behavior of the student that is dangerous and/or detrimental to other students and staff including verbal/written threats
- bullying either in person or on a social network site
- cheating
- consumption, possession and/or sale of alcohol, vapes, or a controlled substance
- criminal vandalism
- demonstration of physical violence
- frequent absences
- insubordination (an attitude of unwillingness to cooperate)
- possession of dangerous objects, chemicals or weapons
- reckless driving on school property
- stealing
- any other major misconduct that the school feels warrants suspension or expulsion

*Birthdays*

One day each month will be set aside to celebrate the birthdays for the entire month. Each month the date for the celebration will be posted on the web calendar and the Sacred Heart community will participate in a non-uniform dress day to celebrate.

For all parties that take place outside of school hours, the school requests that an entire advisory or class be invited. If that is not possible, it is recommended to invite less than half the class. To prevent hurt feelings and confusion, party invitations may not be given out at school unless the whole class is invited. Sensitivity to this is an opportunity to model inclusion under Goal IV.

*Electronic Devices (Cell phones, earbuds, apple watches, etc...)*

In order to support students being fully present to the learning process, parents should not expect students to respond to a sent text, email, or voicemail during the school day. Cell phones, ipads, kindles, etc.. must be turned off/silenced and placed in her locker while on school grounds unless she receives permission from a supervising adult. Smartwatches that are able to receive texts are not allowed. Simple pedometer watches or regular watches are allowed. Earbuds or headphones should not be worn without permission from a classroom teacher.

*The following guidelines should also be respected and followed:*

- Use is prohibited in locker rooms, changing 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 be put away while at off-campus events, service, or activities.

*Discussion Of Concerns*

Parents are asked to contact the appropriate teacher about any concerns that they have regarding their daughters and their daughter's education. If their concerns are not resolved through discussion with the teacher, the Middle School for Girls Director will meet with both parents and teacher to assist in resolution of the concern.



### *Drills - Fire/Tornado/Lockdown Drills*

Safety drills are held periodically throughout the school year. Students will follow the directions of the faculty members in their classroom and maintain silence. In the event of an emergency, students will not be dismissed from school until parents have made contact with the school. Students will remain at school until parents arrive or until parents release students via phone confirmation.

### *Elevator*

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

### *Early Risers/Enrichment*

Students arriving to school earlier than 7:30 am must go to the Early Risers program available from 7:00 to 7:30am at a nominal charge; no student may be in the building unsupervised at any time and no student may be on the MSG floor prior to 7:30 am. The door to be used for arrival for Early Risers is the Field House entrance off Squirrel Road.

Extended Day is available from 3:30 to 6pm and is required for those students needing to remain at school. Middle School for Girls students must be under adult supervision and attend Extended Day if they need to stay after school. A sibling in the Upper School is not able to supervise a younger sibling. All students are required to be registered in the Enrichment Program in case of an unplanned late pick-up.

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

### *Community Cafe & Food*

The Middle School for Girls has a no pop and no caffeinated drink policy in classrooms during the school day. Students can only bring non-flavored, non-carbonated water. Students can enjoy whatever beverage they like at recess or lunch. Students are welcome to visit the Community Cafe before or after school hours and during designated times during the school day. When an adult is not present, Sacred Heart students are asked to model integrity by paying for their purchase. Camera footage in the Community Cafe may be used to clarify any discrepancies that arise and student accounts may be suspended or revoked if appropriate.

### *Appropriate Use of Space*

It is expected that students treat campus spaces with respect. 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. Students may not congregate in classroom and office spaces without a teacher present.

### *Out of School Activities*

To be successful in achieving our educational mission, it is essential that families and the school work together; a successful partnership can exert a strong influence by modeling adult working relationships based on civility, honesty, and respect, and by helping young people become educated, mature, and responsible young adults.

Our students' safety and well-being are of paramount concern. In this spirit, we expect Academy of the Sacred Heart families, as members of this community, will work cooperatively with us to ensure the welfare of the students in our mutual charge.

Basic recommendations for your child on evenings and weekends:

1. Know the plan: Determine where your child is going and with whom. If there is a home-hosted event, contact the parents of the home to determine if there is appropriate supervision and if basic tenets of the law (no alcohol to minors, no substances) and acceptable behavior will be followed. It is developmentally normal that a child may not want to tell you these details or want you to contact the family; nevertheless, it is within your parental rights and responsibility to know.
2. Make a back-up plan, if/as needed: Having established with your teen ground rules for behavior, make an additional back-up plan should conditions change. If there is illegal behavior, unsafe conditions, or some other reason that your son or daughter wishes to leave, make it known that your teen is encouraged to call you (or a designated adult) for pick up at an agreed upon location.

If you are entertaining thoughts of hosting a student event at your home, make yourself aware of the liabilities and responsibilities in regard to the law, the student handbook, and the suggestions made in 1) and 2). Academy of the Sacred Heart students involved in inappropriate or illegal activities at any time are liable for disciplinary action, up to and including dismissal.

## UNIFORM POLICY

### *Student Appearance: Philosophy & Expectations*

The school expects that student apparel communicates respect of self, others, time, and space. Dress for school and appearance should be appropriate for the work of education, and student dress should demonstrate an understanding of the difference between being dressed for a day at school and dressed for a recreational/social activity outside of school time. If a question arises as to what is appropriate, any member of the faculty reserves the right to make a judgment in regard to student dress and appearance. In general, Academy of the Sacred Heart relies upon the judgment and cooperation of both students and their parents in the implementation of these norms.

The wearing of the school uniform not only reflects a sense of pride and identification with the Academy, but is a visible daily reminder of Goal IV. 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 students are expected to follow this uniform policy when in the school building or on school-related business. Students who are repeatedly not dressed in their appropriate uniform will be issued a consequence.

All uniform blouses, polos, skirts, 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.

**Formal 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.

**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 the school name or the Rose Window professionally printed on it. This includes 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 crew neck sweater, vest, or cardigan.

### **Non-Uniform Opportunities:**

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, ripped jeans, leggings worn as pants, and/or yoga pants, are deemed to be inappropriate by the faculty. Shoes worn on non-uniform days must be school appropriate and have a closed toe.

**Prize Day:** At the end of year assembly, students are asked to wear a summer dress, skirt or dress pants. When choosing an outfit to wear, please be mindful of the length of skirts and dresses as students will be sitting, standing, and bowing. Other Prize Day outfit expectations are that, undergarments should not be visible; no denim or sweatshirt material; no sleeveless dresses or tops; straps less than 1 inch require a sweater/cardigan; students should be able to walk confidently in their shoes. No shorts or rompers are permitted.

**Penalty for violations:** Students who are repeatedly not in uniform will be given consequences determined by the Middle School for Girls Director.

## Uniform Guidelines

Item	Additional Information
Belair plaid uniform skirt	Skirt may not be rolled at the waist and should be no more than 5" above the knee.
Short- or long-sleeved polo shirt with stitched ASH logo (from Dennis Uniform ONLY)	Navy blue, red, green; white is not allowed Needs to be tucked into skirt/pants
White Oxford-style blouse ( <i>banded bottom optional</i> )	Needs to be tucked into skirt/pants
Navy blue crew neck sweater or v-neck vest with ASH rose window logo	Can be worn on daily uniform days. Must be worn on Liturgy/Formal Uniform days.
Navy V-Neck Cardigan Sweater with ASH rose window logo	Can be worn on daily uniform days. Cannot be worn on Liturgy/Formal Uniform days.
Navy blue Chino Pants (plain front or pleated)	Option instead of skirt except on Liturgy/Formal Uniform days where the skirt needs to be worn
Shoes ( <i>closed-toe</i> )	NO slippers/"fur-lined" shoes (such as Uggs), Crocs, sandals, moccasins, boots, clogs, or spiky high heels.
Socks / Tights	For the daily uniform: solid navy blue, white or black socks must be worn. Navy blue or black tights/leggings may also be worn for daily uniform.  For Liturgy days/Formal uniform: Only navy blue knee-length socks or navy blue tights may be worn.
Sacred Heart athletic jerseys given by the athletic department	Athletic jerseys may be worn on game days and may also be worn on Fridays as part of the ASH Shirt and Skirt Day. Care should be made so undergarments do not show when wearing the athletic jersey.

## **HEALTH AND WELLNESS**

Health and wellness policies are developed in accordance with Goal V, Criterion 2: All members of the school community take personal responsibility for health and balance in their lives supported by a school culture that promotes spiritual, intellectual, physical and socio-emotional well-being.

### *Allergy Policy*

In recognition of the growing number of students enrolled at the Academy of the Sacred Heart with potentially life-threatening allergies, this policy has been developed to establish consistent, systemic practices by which students with allergies may be cared for during the school day. We emphasize the essential partnership between the school, families and medical personnel to maintain the health and safety of the student with life-threatening allergies. Our goals are to protect the individual student with life-threatening allergies from exposure to specific allergens and to increase awareness and compassion in the school community.

### *Exclusion to Illness Policy*

The Academy of the Sacred Heart follows the recommendations of the Oakland County Health Division, Centers for Disease Control and Prevention (CDC), and the Michigan Department of Health and Human Services regarding communicable diseases. The exclusion period recommended is the minimum amount of time and applies to uncomplicated cases. Often the school will require a letter of clearance from your child's pediatrician in addition to keeping your child home during the exclusion period.

We understand the need for parents to return to work. However, we are responsible for the well-being of all students under our care. Therefore, the school reserves the right to request a clearance note from a physician at the school's discretion. The full exclusion to illness policy can be found in the handbook appendix.

### *Physical or Psychological Well Being*

If a student is suspected of endangering his or her physical and or psychological well being in any way, the school has the right to require that the student receive a physical and/or psychological evaluation immediately. Prior to returning to the school, the evaluation would need to be reviewed by a designated staff member and the family would need to meet with the Learning Community Leader. If a student needs to leave the school for an extended period of time due to personal illness, psychological issues or family needs, the school will work closely with the family in making arrangements for a student's leave and re-entry into the school.

## **GLOSSARY OF SACRED HEART TERMS**

For a list of common and unique words used at Sacred Heart Schools worldwide and specifically at Academy of the Sacred Heart, Bloomfield Hills, please refer to the [\*Glossary of Sacred Heart Terms\*](#) document.