



Middle School 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.

- **Curiosity** is fueled by our God-given intelligence and desire to know and understand the people and world around us, including God. While curiosity can lead us into trouble, when it is used rightly, it leads us to a deeper understanding of and appreciation for God’s creation and gives knowledge to use in the service of God, other people, and our world.
- **Empathy**, like charity, is rooted in our love for God. As Christians we are called to love other people, even our enemies. Empathy is the virtue that helps us to turn our love for others from a sterile concept, into something truly believed and felt. It helps us to make real the Lord’s command to, “love others as we love ourselves.”
- **Gratitude** is an acknowledgement of a gift. When this virtue is fully lived out, it leads to an understanding that our life, from beginning to end is a gift from God and other people. Consistently living a life of gratitude leads us beyond merely saying, “thank you,” to a life of service and generosity.
- **Integrity** requires that we live consistently. As Christians we are called to live publicly and privately in the same way. We should not act virtuously only in public where others can see, and differently when no one is watching. Also, our faith should not be something we live out only in private, but everywhere we go. Integrity helps us to live out our faith, own our mistakes, and stand up for others.
- **Resilience** is rooted in the virtue of hope. We know that with God’s help, all things are possible. Like Jesus, when we fall, we rise up again. Our faith helps us to trust that God has a plan for us, and cares about us. So, we can overcome difficulties, setbacks, mistakes, suffering, and even sin.
- **Respect** comes from an understanding that we are all created in the image of God; each one of us filled with dignity because of that. We respect one another because of this great dignity. We give a special kind of respect to those who have been put in authority over us: e.g., parents, teachers, coaches, pastors. Most important of all, we have a respect for God, which we call piety, because we understand that He is our creator, our sustainer, and our redeemer.



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Each grade will collectively write a mission statement for their class each year. This class mission will take into account the school's mission and vision statements as well as the virtues above. The purpose of the class mission statement is to guide the common life of the class and make clear those things for which they will strive together. The class mission statements will be posted in the classrooms in which those students work and learn.

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 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



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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 fourth time during the year, a message will be sent home by the school administration. When 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.

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



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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 with until the next day at the earliest. 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.



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Detentions will normally be served in the conference room from 3:20 to 3:50. Normally detentions are held on Mondays, Thursdays, and Fridays. 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). Standards not finished by the end of the detention time will be sent home with the student to be completed at home and returned to school the next day. At the end of the detention time, the student will proceed to the school front office to be picked up there or to ESS.

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 from 8:30-10:30 a.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 \$100 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



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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.

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.