



Upper School Student & Parent Handbook

Our 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.

Our 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.

Handbook Introduction

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

The Academy of the Sacred Heart is a community, and as such, the atmosphere of the school depends on 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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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 1800. 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.

Goals & Criteria

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:

- A personal and active faith in God;
- A deep respect for intellectual values;
- A social awareness that impels to action;
- The building of community as a Christian value;
- 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.

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 Upper School 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 in the Upper School 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 & 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 course teacher. Students and parents who reach out to a teacher via email may expect a response within 24 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.

Mater Prayer

Mater Admirabilis, we call upon you today as our mother and our model.

Help us to follow your example of gentleness by being kind.

Help us in our classes – to listen, to study well, to think about things on our own, to ask good questions, and to use, to the best of our ability, the minds that God has given us.

Help us to be generous with all our gifts; both spiritual and material.

Teach us to give with joyful, open hearts.

Pray for us, dear Mater, today and every day, that we may be worthy of our name “Children of the Sacred Heart.”

Amen.

Sacred Heart Traditions

Academy of the Sacred students enjoy many customs, practices and traditions.

Candlelight Ball: The [Alumnae and Alumni Association](#) honors the graduating class and formally welcomes them into both the local association and the international [AASH Network](#) (Associated Alumnae & Alumni of the Sacred Heart).

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

Academy of the Sacred Heart's college preparatory academic program in the Upper School is strong and challenging. Committed to educating to a deep respect for intellectual values, the Upper School at Academy of the Sacred Heart 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 Upper School 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 International Coalition of Girls' Schools (ICGS) 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%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-66%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	Below 60%	0.0

A grade of "Incomplete" may be used in the case of illness or other such extenuating circumstances and by prior arrangement with the administration. A timeline for completion of the course work must be submitted by the faculty member to the administration and a letter grade will be entered once the coursework has been completed and graded.

Academic Planning

When a student enters Grade 9, her schedule is planned by the Academic and College Counseling Office after consideration of her high school placement test scores, profile reports from her middle school, discussion with parents and teachers, and input from the student. Each spring, all other students (current Grades 9 thru 11) plan their schedule for the next year with their parents and with input from their teachers, Dean of Academic and College Counseling, and Directors. Students are required to carry eight (8) credits.

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

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

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

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 administrators in collaboration with the student's teacher. Any student found to be in

violation of the [Academic Integrity Policy](#) will face disciplinary action and will receive a zero on the assignments involved.

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(s) will be informed by the administrators immediately and a time will be set up for a meeting to create a strategy for success for the student.
2. The specific conditions of the student's probation regarding strategies to improve the student's academic standing will be finalized by the administration. The student and her parents will receive an email from an administrator explaining all the conditions of the student's academic probation. A student placed on academic probation will be monitored by the Dean of Academic and College Counseling (with a grade check every two weeks to monitor progress).
3. Any student on academic probation will be ineligible to participate in co-curricular or extracurricular activities such as athletics, drama, forensics, social events, or Focus:HOPE.
4. Sincere attempts will be made to help the student become academically successful.
5. 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, at which time the Head of School will make a decision regarding her continued enrollment at Academy of the Sacred Heart, Bloomfield Hills.

Technology Appropriate Use of Policy (AUP)

The Academy of the Sacred Heart is committed to the effective use of technology to enhance the quality of student learning guided by the *Goals & Criteria*. The [Technology 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 an administrator.

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.

College Counseling

Applying to college forms a capstone experience on a student's journey at Academy of the Sacred Heart. The College Counseling office is with them every step of the way. Our goal is that each student looks back on their college search with pride and moves forward with confidence. Wherever they ultimately go, we want them to continue to cultivate and carry with them the Sacred Heart Goals they have made their own. During the spring semester of junior year and fall semester of senior year, the college counselor will meet with the students to prepare them for the college application process. The counselor will meet regularly with students and their parents during their junior and senior years and will be extensively involved in assisting the students in college placement.

Final Assessments

Final assessments are given at the end of each term during exam days. These are usually in the form of cumulative exams, but some disciplines lend themselves to other forms of assessment. Exams may contain both objective and essay questions, projects and/or oral presentations or portfolios, with specific expectations and clear guidelines for grading. They will demand more than recall of factual information and afford the student an opportunity to apply her knowledge and skills to new material. Final exams are to be taken during their scheduled time. For exam security, if a student misses an exam, she will not be permitted to make up the exam. In the case of extenuating circumstances, parents may request an alternate exam schedule to be approved at the discretion of the administration.

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 teachers or advisors for brief, personal conferences. Specific details regarding the format for the conferences are provided prior to the conference dates.

Graduation Requirements

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

The following represents the minimum graduation requirements.

<u>Required Courses</u>	<u>Course Requirements</u>
English	4 Credits (Required yearly)
Mathematics	4 Credits (Required yearly)
Science and Technology	3½ Credits
Social Studies	4 Credits (including Economics and U.S. Government)
Theology	3 Credits (Required Yearly)
World Language	3 Credits*^
Fine, Practical or Performing Arts	2 Credits
Physical Education/Health	1 Credit
Project Term	Number of days varies each year (<i>typically seven days</i>)
Service Learning	Year-long commitment (~60-70 hours)
Grade 9 Seminar	Required of all Grade 9 students

The recommended curriculum for admission to highly-selective colleges should include four (4) credits of English, mathematics, science, world language and social studies, and two (2) credits of fine arts.

- Any variations from the above (such as summer school classes taken for credit), must be pre-approved by the Dean of Academic & College Counseling.
- All online classes must be approved by the Dean of Academic & College Counseling.

*Students must earn 3 credits of world language.

^Students whose Nonpublic Service Plan of 504 Plan designates that she is exempt from the study of a world language offered in this curriculum will be enrolled in a Learning Lab period.

Homework

In general, a student is expected to spend one to two hours preparing for the next academic day. In designing homework assignments or long-range projects, faculty members will try to provide options that recognize the

diversity of aptitude, interests, and learning styles among the students. Consistent failure of a student to submit homework will be reported to the parents and to the administrators.

Honors

“High Honors” is a term that refers to the equivalent of a 3.7 grade point average in courses during a term. “Honors” refers to a 3.4 grade point average. “Commendation” refers to a 3.0 grade point average. These terms are based on the current term grade point average only, not on the overall (cumulative) grade point average earned by the student. No student who has an incomplete in a course is eligible for honors.

Incomplete Coursework

An “incomplete” is earned for work that is not complete because of extenuating circumstances as determined by the administration. Students must make up missing work according to a timeline established by the teacher and administration.

Letters of Recommendation

Upper School teachers and administrators are always happy to write letters of recommendation for our students. To request one, students should give faculty plenty of advance notice (at least two weeks) and all pertinent details, particularly if requesting a letter of recommendation for college admissions, scholarships, or employment. Letters of recommendation cannot be given to or viewed by students or parents at any time; they will be submitted directly by the Upper School.

Lost and Damaged Materials

School issued texts that have been lost or damaged will be paid for by the family at current market prices.

National Honor Society (NHS)

The Academy of the Sacred Heart is a member of the National Honor Society. Our local chapter is the Wansboro Chapter. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students at the Academy. Selection for membership is a privilege and not a right, and a faculty council convenes to choose new members based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. This chapter has established the following criteria for membership:

- The candidate must be a second semester sophomore, junior or senior.
- The candidate must have at least a cumulative GPA of 3.600 at the Academy of the Sacred Heart. A transfer student's grades from her previous school or schools should be referenced but will not be used in calculating her Academy of the Sacred Heart GPA.
- The candidate must have been a student at the Academy of the Sacred Heart for at least two (2) terms so that she has adequately established her successful academic reputation and history of leadership and scholarship. This period is necessary for students to establish themselves and for the faculty to get to know them.
- A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school adviser will be accepted automatically as a member of the Wansboro Chapter. Transfer members must meet the Academy's standards within one term in order to retain membership.
- The selection of each member to the chapter will be by a majority vote of the faculty council, which will consist of five-voting faculty members appointed annually by the NHS Advisor. The chapter moderator will be an ex-officio, non-voting, sixth member of the faculty council. No administrator may be included on the Faculty Council.

Members of the Wansboro Chapter of the National Honor Society may be disciplined for falling below the standards for selection (scholarship, leadership, service, and character). If a member falls below the standards for selection, the moderator will inform the member, in writing, of the nature of the violation and expected improvement(s) to be made within a specified period of time. The moderator will also meet with the member to clarify the violation and the expectations for improvement.

Selection of Valedictorian and Salutatorian

The Valedictorian will be the full-time student with the highest cumulative GPA with the most rigorous course load who meets the criteria below. The Salutatorian will be the student whose GPA is the second highest, who meets the same criteria.

- A student must have been in attendance at the Academy of the Sacred Heart or on exchange at another Sacred Heart school for all of her junior and senior year.
- If a student has not been at the Academy all four years, her freshman and/or freshman and sophomore GPA from the sending school must be at least 3.750.
- Candidates must uphold the standards set forth by the *Goals & Criteria* for Sacred Heart schools, and may not have in her record any major infractions of school policy. Major infractions are those subject to a decision by the Head of School.
- The selection of the Valedictorian and Salutatorian will be confirmed between the completion of Semester 1 and the interim of Semester 2.

Student Review

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

Summer Assignments

Some courses demand either a review or a preview of fall coursework. For this reason, required summer assignments are posted on the school website at the end of the school year in June. Students are expected to complete the assignments and be ready to report on them when they begin class.

Withholding of the Diploma

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

Withholding of Transcript

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

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

demonstrate 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) 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" and may face disciplinary action.

Tardy Attendance

A student who is late to school must check in at the main office for an admit slip to class. 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. After three tardies students must attend Office Hours after school with the teacher of their choosing. Office Hours must be served within one week of being assigned. Tardies from each semester are noted on report cards.

Attendance Policy for Academic Credit

Consistent attendance is a critical component of success. Should a student's attendance become cause for concern, the school will notify the student and the student's family. If attendance concerns are not resolved, the student will be placed on academic probation and notified of pending loss of academic credit. Students who exceed eight (8) absences in a class in one semester risk loss of credit. In the overall absence limit, there is no difference between an excused or unexcused absence.

Long or continuous absences due to illness verified by a doctor will be acknowledged as an exception to the general policy; in the case of extended absence, the student must perform whatever makeup work is specified by the teachers from whose classes she has been absent.

Attendance and After-School Activities

Students must present for at least three out of four classes in order to participate in athletic or extra-curricular activities for the day or weekend should the absence occur on a Friday.

Attendance and Field Trips

Students who are over the absence limit of eight (8) in a class or earning a course grade below a 70% may not participate in field trips which would result in them missing class time.

Make-Up Work When Absent

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 who attend exchange

must complete all assignments within three school weeks of their return. 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, a request for prearranged student absence must be made to the Director of the Upper School.

1. Student obtains an Advanced Absence form from an administrator.
2. When a student presents this form to her teachers, each classroom teacher will make comments where necessary, and sign the form. The teacher's signature does not imply approval for the proposed absence.
3. Student returns the completed form to the Director of the Upper School who will approve the absence.
4. Family vacations of three days or more that extend into scheduled school time require an Advanced Absence form.
5. Days missed because of prearranged absences will count toward the total absences allowed for the semester.
6. Parents must report absences to the attendance line for every day of the absence.

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.

Absences on the day(s) before or after a school break (thereby extending the school break) are not permitted. Absences on those days will result in a loss of credit. Pre-Arranged Absence Forms are required from an administrator or attendance office in advance of absences.

Early Dismissal Procedure

When it becomes necessary for a student to leave the school property during the school day, parents must call or email the 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 check out with the West Portress. A student returning from an appointment must check in at the main office for an admit slip to class.

Cutting Class and Truancy

Students who deliberately fail to attend a required class but who remain in the building are cutting class. This will result in a zero for any assignments completed in class that day and students will be accountable for making up the time outside of the scheduled school day. Students are considered truant if they leave campus during the school day without authorization. Truancy -- an unauthorized and unreported absence -- may result in loss of class credit and may include suspension from school and loss of privilege to participate in extracurricular activities.

THE SCHOOL COMMUNITY & EXPECTATIONS

Key elements of community building in all Sacred Heart schools are mutual respect for others and demonstrated responsibility of self.

Alumnae Visitors

Alumnae are always welcome, but we ask that the alumnae visits 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 & 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. Backpacks are permitted, but all other bags (i.e. sports bags) should be stored in the students' locker during the school day if not being used to carry class-related items.

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 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 & Criteria* of a Sacred Heart education. Unkind and disrespectful behavior is seen as a violation of the *Goals & Criteria* inherent in the mission, and will be addressed by the school in partnership with parents. Conduct that detracts from the educational experience including 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 is not allowed. Such conduct will result in disciplinary action up to and including suspension or dismissal from school. Additionally, serious breaches of our code of conduct may be disclosed to college admissions staff during the college application process.

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, 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, office hours, parent meeting, social probation, suspension, or expulsion.

Blackbaud Infraction

The Blackbaud Infraction informs students of how their behavior violated school policy and provides opportunities for them to improve, correct, or change inappropriate behavior(s). Blackbaud Infractions are given to students who disregard basic school guidelines. Upon receiving the third (3rd) write-up, a student will be issued a detention/community chores. Accrued infractions are voided each term.

The following actions/behaviors may result in an infraction:

- disruptive or inappropriate behavior in the cafeteria, library, lounges, meetings, school activities
- failure to be in correct uniform
- failure to sign in or check out as required
- excessive tardiness to school
- disregard of driving/parking regulations

Gazelle Cards

Gazelle Cards are awarded to students for exemplary behavior. Gazelle Cards are awarded to students for outstanding behaviors which model the five Goals. Gazelle Cards are issued at the discretion of the adult community. Each remaining Gazelle Card may be entered into a random drawing. Prizes will be announced each semester.

Mandatory Office Hours

Students who accrue three tardies will be required to attend after school office hours with the faculty member of their choice. If a student accumulates many mandatory office hours, a meeting with parents and students will be requested in order to identify and address the underlying causes of the lateness.

Detention and Community Chores

Students who commit disciplinary infractions will be required to stay after school for 30 minutes to complete either a detention or community chores, depending on the infraction. In detention, students must complete a written reflection supervised by a designated faculty member. In Community Chores, students complete assigned chores that support the good of the community in acknowledgement that the infractions committed detracted from the community and the commitments we have to one another. Students who accrue three uniform infractions will be required to stay after school on an assigned day to complete community chores.

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 school 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 an administrator. 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. 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, including 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). 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, students will be subjected to a search of belongings. Violation of this rule results in disciplinary action.

Inappropriate Materials

Students found in possession of, selling, distributing, viewing, or conducting any internet activity related to pornographic or other similarly inappropriate materials on school devices, property or events will be subject to disciplinary action. Such action may include suspension or dismissal from school.

Loss of Privileges

Students who do not participate in the life of the school community in a manner consistent with the *Goals & Criteria* may lose the privilege to participate in school events and activities. Administrators will request a meeting with parents and students to determine appropriate consequences.

Suspension

Serious violations of the *Goals & Criteria* and student handbook may result in suspension. Suspension means that a student shall be prohibited from attending classes for a period of time deemed necessary by the administrative team. Suspension may be deemed appropriate due to 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 and students will be expected to complete their assignments during that time.

Expulsion

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 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

An administrator or counselor will, if required by a college/university, indicate on college/university applications that a student has been expelled or received an out-of-school suspension.

Cell Phones, Earbuds, and Apple Watches

To support learning and in line with the *Goals & Criteria*, phones and apple watches will be collected at the beginning of each day and returned at the end of each day. Any student found with a phone during the school day having failed to turn it in at the appropriate time will receive an infraction. This policy is consistent with the school's desire to model appropriate use of electronic devices, protect student mental health and development and supports the building of community.

In order to support their daughters being fully present to the learning process, parents should not expect students to respond to a sent text or voicemail message during the school day. Parents should contact the main office in the case that they need to communicate a message to their child. If a student is not feeling well, she should report to the main office.

The following guidelines regarding the use of cell phones and technology should also be respected and followed:

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

Emergency Protocol

In the event of an emergency, the school will notify parents of the situation and the prescribed dismissal policy based on the type of emergency. Students who do not drive themselves will remain at school until parents arrive or until parents release students via phone confirmation.

Driving and Parking

Any student who drives to school must register her car annually for \$20.00 with the Director of the Upper School; this \$20 fee will be added to the Student Activity Fund. The parking tag must be displayed in the car at all times. Students are to adhere to the 10-mph speed limit and are expected to park only in the East parking lot. Parking in fire lanes is prohibited. The Bloomfield Township Police will issue a ticket for any fire lane violations. During school hours, the parking lots are considered off limits (except for coming and going) for students. Students will not be permitted to retrieve items from their car during the school day.

Students must be aware that safety is of ultimate importance. Small children are on the grounds at all times during the day. Any student who is observed (by any faculty member, staff member, or parent) driving recklessly or speeding on the school grounds will lose the privilege of driving to school and may be suspended for her actions. Students moving or removing barricades from their designated locations may have their driving privileges revoked.

Elevator

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

End of Day

At the end of the school day, Upper School students are welcome to remain on campus. Students may choose to study in the student spaces such as the commons, student lounge or Community Café as long as a faculty member is present. Students should notify their parents of their intended whereabouts after school in case of emergency.

Appropriate Use of Space

It is expected that students treat campus spaces with respect. Our environment is everyone's responsibility. Students are asked to leave the student commons and lounge clean and in order any time they use the space. Students are not allowed in the Faculty Room, and students may not congregate in classroom and office spaces without permission. The school cannot assume responsibility for things left unattended.

Non-School Activities

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 even outside of formal school activities.

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 child 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.

Service Learning

The goal of Academy of the Sacred Heart's Service Learning Program is to develop socially aware adults who value a life-long commitment to service and translate this commitment into service leadership. The Service Learning Program at Academy of the Sacred Heart primarily engages Goal III of the Goals & Criteria of a Sacred Heart education: "A social awareness that impels to action." Community service is an extension of the overall program at the Academy of the Sacred Heart. All school policies will apply while participating in community service.

Students engage in service activities that encourage the care and advocacy of the human person, an appreciation for community, a more conscientious environmental stewardship, and a sense of leadership in the spirit of Janet Erskine Stuart, RSCJ, "Try to render all possible service to others, not talking of the thing, but doing it."

- Participation in the service learning program is required of all students in the Upper School. Students in grade 9 participate in a seminar for the first semester before transitioning to their service placement for term two. Students in Grades 10, 11, and 12 commit themselves to an agency for a one-year period. This amounts to approximately 60 hours of service during the school year.
- All students are required to participate in designated journaling activities and to participate in the scheduled reflections.

Student Council & Student Clubs

Student Council and student clubs empower students to take action and responsibility for building a stronger community. Students who are involved in a club plan events and activities and help with decision making. The quality of student programming depends on the best effort of each individual. Students will be encouraged to share their talents for the good of the school community.

The application for Student Council begins in May. Once a student is elected or selected to a leadership position, she is expected to be a role model, upholding the *Goals & Criteria*, and to participate in regular and ongoing leadership training. Leaders who fail to uphold these standards will have their leadership positions reviewed by the administrators. Additionally, any group leader or class officer receiving two detentions/Community Chores or four Mandatory Office Hours in the course of a semester will have her leadership position reviewed.

UNIFORM POLICY

Philosophy & Expectations

The school expects that student apparel communicates professionalism and respect of self, others, time, and space. Dress for school and appearance should be appropriate for the work of education. 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.

All Upper School students are expected to follow this uniform policy when in the school building, at service, or on school-related business. Consistent failure to adhere to the school's dress code may result in a call home in addition to community chores.

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

Formal Uniform: Belair plaid skirt or chino pants, white oxford cloth button-down uniform blouse, navy blue blazer with logo (Upper School) or varsity sweater and closed toed and full back shoe.

On Fridays (except when otherwise informed), all students may wear their uniform skirt or navy chino pants with any professionally printed Academy of the Sacred Heart top, as long as it has both the school name and 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 varsity or cardigan sweater.

Field Trip Uniform: Formal Uniform unless otherwise noted

Non-Uniform Days: Non-Uniform days are a privilege. Students are expected to dress in a respectful and appropriate 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, are deemed to be inappropriate by the faculty. Students who fail to adhere to the non-uniform expectations will be sent home to change and will not be allowed to make up work missed in class.

Prize Day: Prize Day is a formal occasion and students are asked to dress appropriately. Graduating seniors are asked to wear white, all other students are asked to wear a dress, skirt or dress pants. When choosing an outfit to wear, students should be mindful of the length of skirts and dresses as they will be sitting, standing, and bowing in front of their peers, faculty, staff, and guests. Other Prize Day outfit expectations include the following:

- 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.

Graduation: The graduates wear a white dress or pantsuit, of their choosing, to graduation. This dress may be the same dress worn at Prize Day. As this is a formal occasion in the chapel, graduates are asked to dress appropriately. All dresses should have sleeves (no spaghetti straps, off-the-shoulder or backless dresses), and be no shorter than 5 inches above the knee.

Penalty for violations: The faculty are responsible for monitoring uniform infractions. If a student is not dressed properly, she may not be permitted to enter her classroom, and will be sent to an administrator. The administrator may be able to provide the student with proper clothing. Any clothing borrowed should be returned clean the following day. Each uniform infraction will be recorded in Blackbaud. When a student accrues three infractions she will be assigned community chores. Questions about the proper uniform should be directed to an administrator.

Uniform Policy

Item	Additional Information
Belair plaid uniform skirt	
Short- or long-sleeved polo shirt with stitched ASH logo (from Dennis Uniform only)	Navy blue, red, green; white is not allowed
Short- or long-sleeved white Oxford-style blouse (<i>banded bottom optional</i>)	
Navy blue blazer with ASH rose window logo (Upper School)	
Navy blue cardigan sweater with ASH rose window logo or ASH Varsity Sweater	
Navy blue Chino Pants (plain front or pleated)	Option instead of skirt
Solid navy blue Chino pants, joggers, or sweatpants	Mandatory on service days. Joggers or sweatpants are only allowed on service days.
Close-toed shoes	No slippers/“fur-lined” shoes, Crocs, sandals, moccasins, boots, or spiky high heels
Socks / Tights	Solid white, navy blue or black crew or knee length socks or tights only.

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 due 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 a child's pediatrician in addition to keeping the 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 an administrator. 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.