



2025-2026 Sacred Heart Middle School Student Code of Conduct

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

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

- **Curiosity** – A strong desire to learn, explore, and ask questions about the world. In middle school, curiosity can spark new interests, help students think critically, and make learning fun and engaging—even when the subject seems tough at first.
- **Empathy** – The ability to understand and care about how someone else feels. When students show empathy, they're better friends and classmates because they take time to listen, offer support, and see things from others' perspectives.
- **Gratitude** – Appreciating the good things in life—big and small. Whether it's thanking a teacher, recognizing a friend's kindness, or being thankful for a sunny day, gratitude helps students stay positive and build stronger relationships.
- **Integrity** – Doing the right thing, even when no one is watching. For middle schoolers, this might mean being honest on assignments, owning up to mistakes, or standing up for what's right—even when it's hard.
- **Resilience** – The strength to bounce back after setbacks, mistakes, or challenges. Middle school brings a lot of change, and resilience helps students keep going, learn from tough moments, and grow stronger with each experience.
- **Respect** – Treating yourself and others with kindness and fairness. In the classroom, in the hallways, or online, respect means listening without interrupting, accepting differences, and using words and actions that build others up—not break them down.

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 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.



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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.

Tardy to school

Students who arrive after the 8:25 a.m. bell are considered tardy and must check in at the front desk. Tardiness is usually unexcused unless caused by major traffic issues, illness, or a medical appointment. Being on time helps students start the day calmly and ready to learn, while late arrivals disrupt learning and may impact grades. Parents are expected to ensure their child arrives on time, even if it means adjusting family routines. Unexcused tardiness triggers a teacher notification to parents; after the third instance, the school administration will follow up, and after the fifth, a meeting will be scheduled to create a plan. Continued tardiness may result in consequences such as loss of tuition assistance or re-enrollment eligibility.

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 – A student may be placed on academic probation due to consistent late or missing work, poor academic performance, or receiving a grade of "D" or below in any subject. This serves as formal notice to the student and parents that academic performance is below Sacred Heart School standards.

The decision is made by the teacher(s) in consultation with administration, and notification will come from the school. A conference with the student, parents, teachers, and an administrator will be held within three school days to create a written improvement plan. This plan, signed by all parties, will outline goals, benchmarks, and review dates, and will remain in effect for 30–90 days.

Academic probation may be lifted or extended based on progress. If sufficient improvement is not made, the student may be asked to leave the school.



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Disciplinary Steps

1. Verbal Warning
2. Written Warning
3. Detention
4. Saturday Detention
5. Suspension
6. Expulsion

See the Sacred Heart Family Handbook starting on page 28 for more information: [SHS Family Handbook](#)

Homework and Classwork

Late Work

In Middle School (grades 6th -8th): Assignments not turned in on time will lose 20% through the first day after the assignment was due, 40% on the second and third day after, and on the fourth day the assignment will become a zero. For example, an assignment due on Thursday will receive a maximum of 80% if it is turned in on Friday, 60% if turned in on Saturday or Sunday, and 0% on Monday. All late assignments must be turned in on Teams if submitted over a weekend or holiday. Teachers will still require that the assignment be turned in on the next school day if it is an assignment that was to be turned into the classroom. If it was to be turned into Teams, the student needs to do nothing more.

Extra Credit

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

Making Up Assignments Due To Illness/Family Emergency

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

Making Up Assignments Due to a Planned Absence

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

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

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



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

Gum

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

Hallways During Passing Time

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

Uniforms

See the Sacred Heart Website for the up to date uniform policy: <https://school.sacredheart.org/about-shs/uniforms>