

Sacred Heart High School & Junior High School			
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SACRED HEART SCHOOL - - - MISSION STATEMENT

Inspired by the tradition of the Missionaries of the Precious Blood, Sacred Heart School offers a high-quality Catholic education to willing students of all faiths and economic backgrounds. The opportunity to engage with and to learn from professionally-prepared, continually growing and fully-dedicated faculty in a familial, faithful community is our hallmark. Through this steadfast commitment to one another, we all become the fullest reflection of Christ in service to the world.

VISION STATEMENT

Extraordinary Catholic Education. Through Christ. For All

OBJECTIVES

1. Provide religion experiences and opportunities that foster the Catholic community.
2. Demonstrate the existence of the Christian community through mutual acceptance, support, and respect of one another.
3. Provide a religion curriculum that teaches the doctrines, traditions, and teachings of the Roman Catholic Church.
4. Provide choices and options that will enable the student to think constructively and reason independently.
5. Provide each student with the academic and social skills necessary to become a contributing member of society.
6. Encourage all members of the school community to realize that education is an ongoing, lifetime process.
7. Provide counseling opportunities to assist each student in recognizing and developing his potential as well as understanding his limitations.
8. Encourage individuals to become responsible and loving persons who are capable of using their Christian virtues of faith, hope, and love.
9. Encourage a wise use of leisure time by supporting a co-curricular program that includes religious, cultural, social, and athletic opportunities.
10. Strive to develop solid, informed citizens with a sense of responsibility and service to their community and country.

HISTORY

Sacred Heart Church and the Diocese of Kansas City established Sacred Heart School in October 1882, less than a year after the founding of the parish. Bishop Edwin V. O'Hara of the Diocese of Kansas City established Sacred Heart High School in September 1941 to fulfill a need for Catholic secondary education. The high school began with the freshman class that year. The first senior class graduated from Sacred Heart High in the spring of 1945. The parish and school became a part of the newly created Diocese of Jefferson City, Missouri, in 1956. The elementary and high schools were staffed by the Sisters of the Society of the Precious Blood of Dayton, Ohio, between 1882 and 1972. The high school religion department has been staffed at various times by priests assigned to Sacred Heart and St. Patrick's parishes. Presently, the elementary and high schools are served by an all-lay faculty dedicated to providing the students with an outstanding, well-rounded religious and academic experience which educates the whole person.

ACCREDITATION

Sacred Heart High School and Junior High School is accredited by the Missouri Nonpublic School Accrediting Association, MNPSA is a member of the National Federation of Nonpublic School State Accrediting Associations.

PROFESSIONAL MEMBERSHIPS

Sacred Heart School is a member of the school system of the Diocese of Jefferson City, the National Catholic Educational Association, the Missouri State High School Activities Association, Kaysinger Conference, and the Missouri Council on Private Education.

ADMINISTRATION

Most Rev. Shawn McKnight Sr. Elizabeth Youngs Rev. Mark Miller, C.P.P.S.	Bishop, Diocese of Jefferson City Superintendent of Schools Local Superintendent Pastor, Sacred Heart Parish Pastor, St. Patrick's Parish
Dr. Mark Register	Elementary and High School Principal

FACULTY

Mr. Sam Jones	Dean of Students Varsity Boys Soccer Dual-Credit Anatomy
Mrs. Jan Bahner	English/Speech/Drama Speech Team Sponsor Musical Director
Mr. Richard Bahner	Mathematics
Mrs. Timera Kennon	JH English & Religion 6 th Grade Moderator
Mr. Caleb Crooker	Physical Education Girls' Varsity Basketball JH Football Head Coach
Mrs. Debbie Bolin	Religion / Campus Ministry 8 th Grade Class Sponsor
Mrs. Sherry Buckley	School Guidance Counselor
Mrs. Mariela Messina	JH & HS Science 7th Grade Class Sponsor
Mrs. Nancy Edwards	Instrumental Music
Mr. David Fall	Director of Activities
Mr. Steve Goodwin	Physical Education Boys' Varsity and JV Basketball Boys' Golf
Ms. Morgann Gregory	JH Science and Social Studies

Mr. Darrin Hartman	Vocal Music
Mrs. Barb Hagebusch	HS & JH Science Envriothon Team Sponsor
Mrs. Nikki Howell	Business / Yearbook
Mrs. Mary Kehl	Art / Freshman Class Sponsor
Ms. Jane McMullin	Social Studies/History/Psychology
Mrs. Ilsi Palacios	Spanish
Mrs. Marlo Siron	Director of Technology / Junior Sponsor JH Volleyball
Mrs. Marcia Turner	HS English
Mrs. Barb Morrow	Social Studies/Language Arts
Ms. Gloria Close	Religion Social Studies
Mr. Jaric Reid	Varsity Baseball
Mrs. Marlo Siron	JH Volleyball
Mrs. Celinda Smothers	Day Care Director/School Nurse

OFFICE STAFF

Mrs. Esther DeGraff	Office Administrator
Morgann Gregory	Administrative Assistant
Ryane City	Administrative Assistant

CAFETERIA STAFF

Mrs. Tabitha Kehde	Cafeteria Manager
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CUSTODIAL STAFF

Mr. Mike Freels	Head Maintenance/Custodial
Mrs. Brooke Bell	Maintenance/Custodial
Mrs. Maria Sharp	Custodian

EDUCATIONAL AUTHORITY IN THE PARISH

DSP 1305 The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

OFFICE HOURS

The school office is open each school day between 7.30 a.m. and 3:30 p.m. During the summer months, office hours are maintained at published times.

Administrative office hours will be between 9:00 AM to 10:30 AM, on days in which school is in session. Phone calls and meetings with parents will be made during these times.

TUITION & FINANCIAL ASSISTANCE

Following best practices of sustainable schools nationwide, Sacred Heart School adopted a tuition model called “Cost Based Need Based Tuition” in 2018.* This tuition model is not “one size fits all,” but is designed to fit the demonstrated **need** of each family which determines their **tuition rate**. Need is determined by a confidential third-party financial aid assessment (a process nearly identical to college financial aid evaluation). As such, every year we calculate the anticipated per student **cost** of providing an extraordinary Catholic education via academic and moral formation. We ask each family to carefully evaluate their budget, prioritize the value of Catholic education, and contribute as much as they possibly can toward the cost of educating their child(ren).

Families with concerns about ability to fully cover the full cost of educating their child(ren) must apply for need based scholarships through the third-party financial aid assessment service called FACTS Grant and Aid Assessment at this web address: <https://online.factsmgt.com/signin/4388X> FACTS will request supporting documentation such as tax returns, W-2s, etc. There is a \$30 application fee per family, payable to FACTS. The annual aid application deadline for returning families is February 15th.

A gap between the actual per student cost of education and a family’s ability to pay may be covered by generous need-based scholarship gifts. After the FACTS Aid Application is completed and evaluated (normally a 2-4 week process), the Administrator and Finance Director will review each application individually. Family need, school involvement, parish involvement, community involvement, student citizenship and effort are considered in awarding these gifts. Families will be notified of their need-based scholarship award in writing (email or letter). These extraordinary gifts are made possible primarily through a generous annual allocation of funds from Sacred Heart, St. Patrick, and St. John parishes, the Sacred Heart Foundation, and individual donors who believe in our vision: *Extraordinary Catholic Education. Through Christ. For All.*

For 2018-2019, the cost of educating a child in grades K-5 is \$6,391.00. The cost of educating a child in grades 6-12 is \$7,865.00.

Tuition can be paid in full at registration, or it can be divided into monthly, weekly, or quarterly payments throughout the year and paid through FACTS Tuition Management at the same web address: <https://online.factsmgt.com/signin/4388X>. This portal can be used to pay for other incidental fees (class dues, field trips, etc.) throughout the year. A \$20-\$50 annual account fee (dependent upon number of payments), payable to FACTS applies. Any questions concerning tuition are to be directed to the school administrator or the finance director. A signed tuition contract must be on file in the school business office for all families. **All tuition is non-refundable.**

All terms of the tuition contract are fully binding. Tuition payments must be current before a child can be enrolled in an upcoming school year. Exceptions in lieu of special circumstances are considered only in consultation with the school administrator and/or parish pastor.

*Families that were enrolled in the 2017-2018 academic year are/were permitted to opt for the old tuition model and will transition to the “Cost Based Needs Based” model in 2019-2020.

All office and library fines, cafeteria tokens, and damages must be paid in full before any quarterly report is released. **All tuition obligations must be paid in full prior to the release of grade cards or other end of the year items and information. No credit is earned, granted, or recorded on transcripts for any given semester or school year until such time that all tuition and other financial obligations are completed in full.** Handbook fines (i.e., dress code/gum and candy) must be cleared for a student to be able to enroll in the ensuing semester.

ADMISSIONS POLICY

Students are admitted to Sacred Heart High School through the principal's office.

DSP 5101 Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and a non-discrimination statement is to be part of each local school's handbook.

Persons of all faiths are welcome to Sacred Heart High School. All currently enrolled Sacred Heart School elementary students are admitted to the high school automatically upon successful completion of the 8th grade.

DSP 5106STUDENTS: Admission Priority

When space is limited, the school can formulate policies regarding the order of priority for admission to the school. As an example, the following list could be the criteria for such a policy:

1. Children of parishioners;
 - a. Children from families with children already enrolled;
 - b. First child now reaching school age;
 - c. Other children registered on approved waiting list;
2. Children from families new to the parish who were enrolled in Catholic school at their previous address;
3. Catholic from families new to the parish who were enrolled in Catholic school at their previous address;
4. Non-Catholic children from families with students already enrolled.

The following criteria are used to admit prospective transfer students to Sacred Heart High School: overall elementary and/or secondary school records, the recommendations of previous administrators and teachers (when deemed necessary), and an interview with each applicant and the parents. Applicants will be required to fill out an admissions application. The principal may admit transfer students under a special behavioral or academic agreement. Transfer students will be assigned high school classes and granted class standing by the principal and counselor under the condition that an official copy of the student's academic transcript and other records arrive from the sending school and are reviewed to confirm such assignments. Students with severe mental, emotional, behavioral, and/or physical handicaps and/or disabilities may not be able to be properly served by the school's faculty and staff and might not be admitted. The principal, usually in consultation with the school counselor and pastor is responsible for all decisions concerning admission. Admission decisions of the principal are considered final.

ENROLLMENT FOR CHILDREN OF SACRED HEART EMPLOYEES

In keeping with the mission of the schools under the jurisdiction of the Roman Catholic Church, Sacred Heart School employees will be expected to have their school age children enrolled in Sacred Heart School. This policy pertains specifically to employees who are themselves Catholic.

Non-Catholic employees will be strongly encouraged to choose Sacred Heart School for the education of their families but are not mandated by this policy.

This policy does take into account extenuating circumstances. Should a Catholic employee feel as though they are faced with such circumstances and enrollment in a different school is what they deem necessary for their child that situation must be pursued to a reasonable conclusion between employee and administrator. The pastor would serve as mediator should there be difficulty in reaching a mutually agreeable decision.

FULL TIME STUDENT ATTENDANCE

In keeping with the fact that Sacred Heart High School does not promote the concept of part-time students the following procedures will be put into policy:

- 1) All students wishing to attend Sacred Heart School will be enrolled full-time at Sacred Heart School. Any possible concessions to this stipulation will be determined in partnership between the school administrator, parents and student.
- 2) Reasonable allowances to this policy might include:
 - a. Enrollment in courses at SFCC or in the Sedalia #200 district may be considered after 1:00 PM each day. How reasonable such an enrollment structure might be will be determined in partnership between the school administrator, parents and student.
 - b. Alternative enrollment at another school or district (other than SHHS sponsored dual credit opportunities) would not count towards graduation or GPA.
 - c. Students interested in the Elite program offered by SFCC would be responsible for full tuition at Sacred Heart High School and earning 1 Religion credit on site.
 - d. Credit recovery – Students needing credit recovery opportunities can work with the principal and counselor to arrange a suitable program.
- 3) These procedures become effective 1/1/11.

INTERNATIONAL STUDENT ATTENDANCE

- 1) International students are welcomed and encouraged at Sacred Heart School.
- 2) The sponsoring body is responsible for securing and providing orientation to host families.
- 3) Host families are eligible for a \$500 tuition benefit from Sacred Heart School to be applied to their own family only.
- 4) International students will pay the non-parishioner tuition rate.
- 5) International students are responsible to familiarize themselves with Sacred Heart School rules and regulations and abide by them accordingly.

SCHOOL HOURS

Classes are held each school day between 7:50 a.m. and 2:50 p.m. Students are dismissed early at 1:00 p.m. on faculty meeting dates--usually the first Thursday of each month. Students are also dismissed early on semester examination days. Early dismissal dates and times are published in the school year calendar, parish bulletin, monthly activity calendar, bi-monthly parent bulletin and daily school bulletin.

SCHOOL CLOSINGS

Any early dismissal or emergency closings of school will be announced over KDRO Radio (1490 AM), KSIS Radio (1050 AM), KSDL Radio (92.1 FM) in Sedalia, KXXK (105.7 FM) in Warrensburg, and KMMO (102.9) in Marshall. School closings will also be posted in a timely manner on the school's website, Twitter account, and Facebook page.

SUPERVISION

Supervision of students is provided between 7:30 a.m. and 3:10 p.m. only. Students are not to be on campus at other times unless participating in an extracurricular activity or under the direct supervision of a faculty or staff member. At 7:40 a.m., a bell rings to indicate that students may enter the building and supervision begins. Students arriving before 7:40 AM are to report to assigned areas. Assignments will be made at the beginning of each school year. At 3:10 p.m., a bell rings to indicate students must leave the building and supervision ends. The school does not accept supervisory responsibility for students when school is not in session unless it is a school sponsored extracurricular activity.

ATTENDANCE

DSP 5210 Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.) An absence of more than two hours is recorded as one-half day absence.

All students are expected to attend school regularly and to report to each class on time. Parents are requested to call the office at 827-3800 by 9:00 a.m. if their child is unable to attend school. For safety and protection of the student, the school will call any absentee whose parents have not called the school. Parents must send a note with the student upon his/her return to school. Students must present their notes to the office to receive an admit slip. Students will not be admitted to class after an absence without an admit slip. Absences will not be excused without a parental note. *Consequences for an unexcused absence are 2 hours of detention for every 1 hour of school missed with a maximum of 8 hours to be accumulated for unexcused absences in a single day.*

If a student becomes ill during the day, he/she must report to the office. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL BY THEMSELVES** without permission from the principal's office. Students leaving for a doctor's appointment or other necessary reasons **MUST** first bring a note from home and then sign out in the office before leaving. We courteously request confirmation from the doctor upon student's return to school.

Any student with more than three absences during the quarter is considered to be excessively absent. Any student absent for more than ten days from any class during a semester will not receive credit for the semester even if the absences are excused except in rare, extenuating circumstances as determined by the principal and pastor. Prolonged illnesses will need to be confirmed in writing by a physician.

Any student who is not in attendance by 8:15 AM on the day of an event may not attend or participate that day or night in any activities. In addition, any student who is not in attendance by 8:15 AM on a Friday immediately prior to a weekend event may not participate in that weekend's activities. Penalties for unexcused absences and tardies from religious services will remain the same as for any other unexcused absence. Parents may contact administrators prior to absent for approval to participate in activities.

TARDINESS

If a student is late getting to school in the morning or arrives during the day, he/she must come to the office for a tardy slip. Consistent tardiness (three or more) will result in an absence and will be treated as such. Students will be given a detention upon being assessed a fifth tardy in first hour and fourth tardy in any other class period in any one semester. Tardy detentions start at 7:15. They will be assessed a detention for each successive tardy in that semester. Students with tardies in excess of 20 minutes are considered to be absent for one hour.

DSP 5210 Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)

WRITTEN EXCUSES

DSP 5211 When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

REQUESTS FOR ABSENCES / FAMILY REASONS

DSP 5220 Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

RELEASE OF STUDENTS DURING SCHOOL DAY

DSP 5370 Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

PARENT/TEACHER/STUDENT CONFERENCES

DSP 5405 It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

SCHOOL UNIFORM POLICY
JH/HS DRESS / APPEARANCE CODE

Sacred Heart Catholic High School believes in the enforcement of a student appearance code for several reasons:

- A uniform appearance gives students a feeling of equality, provides a visible sense of school unity and identity, and contributes to the professional atmosphere that should exist in a school;
- School is not a recreational or social activity. The appearance / clothing of our students should reflect the seriousness of the educational process;
- What students wear and how they look speaks of the pride they take in themselves and Sacred Heart;
- Respect for oneself and others is shown through personal appearance and neatness;
- Abiding by the appearance code creates self-discipline.

With this in mind, Sacred Heart has a uniform dress code which lists specifically what may be worn to school.

General Points Applicable to All Students

- Students are to be neatly dressed/well groomed during the school day. By definition, the school day begins when a student enters the building in the morning, so students are expected to be in compliance with the appearance code and are subject to being fined for violations before school. These standards also apply to all students representing Sacred Heart School in a sporting/school event.
- Decisions on the acceptability of student appearance will be made by the administration.
- Extremes in personal appearance are not permitted.
- All clothing is to be modest, of proper fit, neat, clean, and worn as designed at all times.
- Pants with patch pockets, rivets, frayed cuffs, holes, or split seams are not acceptable.
- If an item of clothing is not mentioned herein as being allowed, it should not be worn.
- Visible tattoos and jewelry in body piercings other than girls' earrings are not permitted.
- Undershirts/undergarments must be white and no printing on the t-shirts may be visible through the uniform shirt.
- Accessories (scarves, bandannas, etc.) are not permitted.
- Ink marks on the body are unprofessional, immature, and must be removed.

JH UNIFORM POLICY

Dennis & JCPenney are the preferred uniform provider for JH students. Most items are available through other suppliers; however they must be identical in style and color.

1. Red or white tops (any red or white top featured in the uniform catalog of any of the companies is acceptable). Shades of red such as dark red, maroon or burgundy are not part of the uniform.
2. Navy or khaki bottoms. (any navy or khaki bottom featured in the uniform catalog of any of the companies is acceptable unless there are pockets on the outside such as cargo type pants or shorts).
3. The Active Wear section of the Dennis catalog is not acceptable as part of the Sacred Heart School uniform unless an item has been specifically requested and approved.
4. Gremlin Gear - polo or oxford shirts, sweaters or sweatshirts are acceptable. Gremlin Gear is available through the SH Booster Club or the online store.
5. Solid color sweaters, hoodies, or sweatshirts (red, white or navy) are to be worn with a collared shirt underneath. Sweaters, hoodies, or sweatshirts are to be purchased through Gremlin Gear or one of the designated uniform companies.
6. Shirts must be tucked in and belts are to be worn. Elastic waist pants are acceptable, especially for younger students.

7. Shoes may be tennis shoes or dress shoes. In the winter months of December, January and February a warm, functional shoe may be worn at the discretion of the parent.
8. Jackets and coats are not allowed to be worn in classrooms unless specific permission is given by the classroom teacher. These items must be kept in lockers.
9. Socks or tights (red, white, black or navy) are to be worn.
10. Uniform shorts may be worn from Mar. 1 to Nov. 1.

HIGH SCHOOL UNIFORM

Lands End is the preferred uniform provide for HS Uniform. Most items are available through other suppliers; however they must be identical in style and color.

A link for the Lands End Uniform Site is available on the HS uniform page. When you click that tab you will see a link to Lands End Merchandise. By clicking that link you will be directed to a site specific to Sacred Heart. You simply enter the requested information, including the grade and gender of your child and you will see options that have been approved for school wear

High School Girls Uniform:

Shirts

- Polo - Peter Pan style-collar polo in both long and short sleeves. Available colors are navy, white, and red. Polos must be plain in color with a logo no larger than 4 X 4 on the left chest.
- Oxford - Long sleeved button down oxford collar dress shirts in white. A tie may be worn any time with this shirt. A Sacred Heart embroidered logo is allowed on the left chest.
- A polo or oxford shirt must be worn under the sweaters, sweatshirts, blazers, and Gremlin gear described below.
- All uniform shirts must be tucked in during school hours.

Sweaters, Blazers, and Gremlin Gear

- Navy blue cardigan
- Students may wear solid navy blue blazers
- Students may wear Gremlin Gear hoodies and Gremlin Gear jackets purchased through Booster Club. A uniform polo or oxford must be worn underneath.
- Solid sweatshirts, hoodies, and half zip sweatshirts may be worn in colors red and white (also navy for HS ONLY) The solid sweatshirt, hoodie, and half zip may have a logo that does not exceed a 4x6 index card. Any logo must be school appropriate. A polo must be worn underneath.
- Gremlin Gear does not include articles of clothing handed out as part of an athletic uniform purchased by the Booster Club such as football jersey, volleyball warm-up, etc.

Skorts/Culottes

- Girls may choose to wear a specific Classic Navy Large plaid skort available through Lands End. The skort must come within 3" of the top of the knee and may not be rolled at the waist or altered in length to be shorter..

Ties

- Girls have the option to wear two different styles of ties; the Navy cross tie and the Classic Navy Large plaid uniform tie. The tie is an option. It can be worn with the blazer and/or oxford button down shirt.

Pants

- Navy or Khaki pants.
- Must be identical in color and material to the Lands End navy or khaki pant.

- All pants must appear pressed. Pants that are manufactured to have a wrinkled look are not permissible. Patch pockets (sewn to the outside), rivets, and any frayed material on the pants are prohibited. Elastic cuffed pants are not permitted.
- Belts are required.

High School Boys Uniform:

Shirts

- Polo shirts are available in long and short sleeves. Colors are available in navy, white, and red. Polos must be plain in color with a logo no larger than 4 X 4 on the left chest.
- Long sleeved button down oxford collar dress shirts in white or navy. A tie may be worn any time with this shirt.
- Either the polo or the button down collar dress shirt must be worn under the sweaters, sweatshirts, blazers, and Gremlin gear described below.
- All uniform shirts must be tucked in during school hours.

Sweaters, Blazers, and Gremlin Gear

- Navy, red, or white half zip pullover. The pullover must be identical Lands End cotton half zip pullover.
- Students may wear solid navy blue blazers to school.
- Students may wear Gremlin Gear hoodies and Gremlin Gear jackets purchased through Booster Club. A uniform polo or oxford must be worn underneath.
- Solid sweatshirts, hoodies, and half zip sweatshirts may be worn in colors red and white (also navy for HS ONLY) The solid sweatshirt, hoodie, and half zip may have a logo that does not exceed a 4x6 index card. Any logo must be school appropriate. A polo must be worn underneath.
- Gremlin Gear does not include articles of clothing handed out as part of an athletic uniform purchased by the Booster Club such as football jersey, volleyball warm-up, etc.

Ties

- Boys have the option to wear two different styles of ties; the Navy uniform tie and the Classic Navy Large plaid uniform tie. The tie is an option. It is only to be worn when wearing an oxford button down shirt.

Pants

- Navy or Khaki pants.
- Must be identical in color and material to the Lands End navy or khaki pant.
- All pants worn must be a navy or khaki color and must have a dress pants look. The material must appear pressed. Pants that are manufactured to have a wrinkled look are not permissible. Patch pockets (sewn to the outside), rivets, and any frayed material on the pants are prohibited. Elastic cuffed pants are not permitted.
- Belts are required.

High School Uniforms ~ Boys and Girls:

Embroidery

- A Sacred Heart embroidery is allowed on the left chest. There are three embroidery options 1. The Gremlin , 2. The Heart and Cross, 3. The Sacred Heart Crest. These options can be found on our Lands End uniform site. Items that can be embroidered are polos, oxfords, cardigans, pullovers, and blazers. Lands End offers the embroidery at an additional cost.

Belts

- Belts must be worn with pants. Large/decorative belt buckles are not permitted.

Footwear

- Students must wear socks when appropriate with footwear, such as tennis shoes or boots.

- Ordinary dress or tennis shoes are most appropriate. Ankle-high shoes, such as a hiking boot, would be acceptable.
- Sandals are only allowed during warm weather season. Flip-flops, Crocs, and slide sandals are not permitted.

Socks/Hosiery

- Boys and girls must wear matching socks which must be visible at all times.
- Girls' hosiery must be solid white, navy, or flesh-colored.

Hair

- Hair must be neat, clean, and combed. The appropriateness of hairstyle and coloring will be determined by the administration. Hair must be a natural hair color. Sacred Heart does not permit extremes in dyeing, bleaching or coloring. If the hair color is changed, it must be natural looking and well-maintained. Subtle highlighting or frosting is permitted, as long as it creates a uniform look over the whole head. If a student's hair color is deemed inappropriate, he/she is subject to an appearance code fine each day until the hair can be dyed back to an acceptable, natural color.

Boys' Directives

- Hair must be neat, clean, trimmed and combed. Ponytails or any type of headband are not allowed. Boys hair must not exceed in length past the top of the shoulders.
- Unless special permission is granted by the administration to the contrary, students must be clean shaven, no beards or mustaches are allowed.
- Sideburns may not extend below the earlobe. Hair is not to fall over the back collar, eyes or ears. Jewelry must be simple and appropriate for school. Earrings are prohibited, as are the studs which are worn when ears are newly-pierced. Covering studs with tape or a band aid is not permitted.
- Back packs must be left in the locker during the school day.

Girls' Directives

- Hair must be neat, clean, and combed. Jewelry must be simple and appropriate for school. Large purses/bags and/or back packs must be left in the locker during the school day.

Dress Code Stipulations for Warm Weather Seasons

Boys and Girls:

- The warm weather season is defined as the beginning of school until November 1st and beginning again on March 1st.
- Uniform shorts in colors khaki or navy may be worn during this time period.
- All shorts must be conservative in length. Shorts or skirts may be no shorter than 3" from the top of the knee. Skirt length will be checked in the office by a female staff member..
- All regulations concerning shirts and blouses will remain in effect during these periods.
- Sandals may be worn during warm weather seasons. Sandals may be worn only during the warm weather seasons. Flip-flops, Crocs, and slides are not permitted.

Dress Down Day Policy ~ Girls and Boys

- Students may wear shirts with print/pictures as long as there is no profanity, sexually suggestive theme, rude or disrespectful theme, or the promotion of the use of alcohol, drugs, or tobacco.
- Shirts may be untucked.
- A belt need not be worn unless the pants are too loose fitting to be held up otherwise.
- Regulations for shoes remain the same as on regular dress code days. That means no flip flops or sports sandals please.
- Tops must have a conservative neckline and midriffs must be comfortably covered.

- Shorts may only be worn in shorts season. All shorts should be of the same length as required on regular dress code days.
- All pants & jeans are to be neat and clean with no rips, holes, or frays.
- No yoga pants or tight athletic wear are permitted (This policy includes spirit and dress down days)
- Students who choose not to participate in the Dress Down Day activity are expected to be in dress code with handbook consequences in effect.

Spirit dress days

- Jeans or dress shorts (during warm weather seasons) may be worn
- All pants & jeans are to be neat and clean with no rips, holes, or frays.
- Any Gremlin or Sacred Heart top, or a plain red or white top may be worn. Tops must have sleeves.
- If the top is not a Gremlin or Sacred Heart top there should be no other writing on it.
- Students may wear their shirts untucked on Spirit Dress days.
- A belt need not be worn on Spirit Dress days unless the pants are too loose fitting to be held up otherwise.
- Students who choose not to dress in Spirit Dress attire are expected to wear the uniform. Students who simply forget may take advantage of being untucked if they choose.
- Spirit Dress days are free.

Consequences:

1. Students in grades 6 – 12 not in compliance with the uniform or dress code will be fined \$4.00 for each violation. Gum and candy fines will remain at \$2.00
2. Excessive dress code violations (defined as more than 3 in a quarter) will result in the issuance of a disciplinary referral and a detention. More than one disciplinary referral and detention could be earned in a quarter.
3. Dress code detentions are applied to the excessive detention policy.
4. During shorts season, loss of privilege is deemed an appropriate consequence.
5. NHS members are under the auspices of the demerit system in regard to dress code violations.
6. Any student who receives more than one referral for dress code violations in a given school year could receive a suspension from an extracurricular activity. The details of the suspension will be determined at the time of infraction and based on consultation between administrator and coach or moderator.
7. Students not in compliance with the dress code will be given a fine per offense. Students will not be permitted to attend class unless they are wearing appropriate clothing. That may involve a phone call to parents to deliver appropriate clothing or with parental and administrative approval, a student may be permitted to drive home to change. Any class work missed while taking action to comply with the dress code is unexcused and the work missed, including tests, cannot be made up.

REPORT CARDS

Report cards are issued quarterly to all students. Secondary report cards will be sent home with students. Dates report cards are to be released will be announced in the parish bulletins, newsletters, and monthly and yearly activity calendars. Parents are responsible for monitoring these quarterly report cards and discussing their content with their children. Quarterly report cards will not be issued to students unless all fines, fees and other charges are paid in full. The fourth-quarter report card will not be released until all tuition, fines, fees, and other charges are paid in full.

GRADING SCALE

The following is the grading scale used at Sacred Heart High School:

99-100 = A+	91-92 = B+	84-85 = C+	75-76 = D+
95- 98 = A	88-90 = B	80-83 = C	72-74 = D
93- 94 = A-	86-87 = B-	77-79 = C-	70-71 = D-
			0-69 = F

Effort grades on the secondary report cards are determined utilizing the following criteria:

Class participation - Thoroughness and completion of assignments

Attentiveness in class - Turning in assignments on time

Coming to class prepared - Obeying classroom rules

Level of respect shown to others in the class - Being responsible for assignments when absent

WEIGHTED GRADING SCALE

Grades 9 – 12

A+/A	100/95	4.00	5.00
A-	94-93	3.75	4.68
B+	92-91	3.50	4.37
B	90-88	3.25	4.06
B-	87-86	3.00	3.75
C+	85-83	2.50	3.12
C	82-80	2.25	2.81
C-	79-77	2.00	2.50
D+	76-75	1.75	2.18
D	74-72	1.50	1.87
D-	71-70	1.25	1.56

The classes to be considered as weighted include: Math Analysis, College Algebra, College Calculus, Physics, Chemistry, Computer Science II, Psychology, and DC US History (any dual credit course Offered via ITV is weighted unless otherwise specified at the time of Enrollment

INCOMPLETES

A teacher may issue an "I" (Incomplete) grade to a student for a serious reason such as long-term illness, etc. All incomplete grades must be completed within a reasonable time as stipulated by the teacher and principal following the end of the quarter. Any incomplete grades that are not finished during that stipulated time will receive the grade earned on the last day of the quarter or an "F", whichever is greater.

MID-TERM REPORTS

Parents or students with below-average grades in courses will be notified by the teacher at mid-term via a email/deficiency slip. The slip is usually sent home with the student and returned by the student or parent directly to the teacher. Parent signature is required. Parents or teachers may request a conference at this point.

ACADEMIC PROBATION

Students can be placed on special academic agreements with specified conditions based on semester, quarter and/or mid-term grades. To be placed on a special academic agreement at quarter, a student would have received grades below 70% in two or more subjects or three or more "U" (unsatisfactory) effort grades on their report cards. At mid-term, any student receiving two or more grades below 70% would be placed on a special academic agreement for the rest of the quarter. Students are not assessed effort grades at mid-quarter.

Students on a special academic agreement will be scheduled to appear before the principal. Parents will be informed of the situation and strongly encouraged to meet with the principal as well.

Student progress will be monitored as follows: At quarter; at a point midway between the beginning of the quarter and mid-quarter; at mid-quarter; at a point midway between mid-quarter and the end of the quarter; and at the end of each quarter. During the first monitoring period of a special academic agreement, a student involved in a team activity may continue to attend practice but may not attend or participate in interscholastic competition. If, after the first monitoring period, the student remains on a special academic agreement, he/she will no longer be able to practice or play with the team in question until earning his/her way off of a special academic agreement. To be released from a special academic agreement at any point during a quarter (midway checkpoints or mid-quarter), a student must have all grades at or above the 70% level at the monitoring checkpoint. Parents will be communicated with as to their student's progress at each monitoring point.

Students on a special academic agreement may not participate in any extra or co-curricular activities. Students on a special academic agreement may participate in educational field trips. Students who attend or participate in extracurricular activities after being placed on a special academic agreement list will be assessed 2 hours of detention for each offense. They will also be required to leave the event.

Promotion and Retention: DSP 5410

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retentions rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

HONOR ROLL

For placement on the Honor Roll with Distinction ("A" Honor Roll), a student must:

1. Maintain a GPA of at least 3.75 (A-) or above for the quarter.
2. Have no failing grades (below 70%).
3. Maintain Satisfactory (S) or Outstanding (O) effort grades in all classes for the quarter.

For placement on the Honor Roll ("B" Honor Roll), a student must:

1. Maintain a GPA of at least 3.00 (B-) or above for the quarter.
2. Have no failing grades (below 70%).
3. Maintain Satisfactory (S) or Outstanding (O) effort grades in all classes for the quarter.

If you have any questions regarding honor roll placement, please contact the principal's office. The principal and registrar are directly responsible for maintaining and calculating the quarterly honor roll for secondary students.

GRADUATION REQUIREMENTS

DSP 5410

(Grades 9-12)

Religion	4 Credits
English	4 Credits
Social Studies	3 Credits
Mathematics	3 Credits
Science	3 Credits
Physical Education	1 Credit
Fine Arts	1 Credit
Practical Arts	1 Credit
Electives	<u>6 Credits</u>
Total	26 Credits

All students MUST PASS the United States Federal Constitution and the Missouri State Constitution examinations before graduation while enrolled in the senior high school.

Students are required to successfully complete Religion I-IV, English I-IV (Public Speaking Classes do not count towards a English credit) and American History, and ½ credit in American Government. Up to 3½ units of Religion credit may be waived by the principal for students transferring to Sacred Heart High School from public high schools. Graduation fees of \$75 are assessed to all graduating seniors.

Administrators/Counselors/Teachers have worked extremely hard to offer a wide variety of classes at Sacred Heart. No online classes will be offered during the school day. Students have to take classes that are offered by Sacred Heart School.

Credit Recovery - A student may do credit recovery during the school year after school hours and during the summer. The administrators/counselor have to approve the credit recovery classes. No student may receive more than 2.5 credits for their high school career through credit recovery.

GRADUATION REQUIREMENTS

(Grades 6-8)

Credits toward eighth-grade graduation will be earned during the seventh and eighth grade years. The sixth grade year is treated as a transition year between elementary and secondary school experiences. To earn credit, students must achieve a grade of 70% or higher on the semester grade. The requirements shall be as follows:

Core Courses

Include Math, Science, English, Social Studies, and Religion

Co-Curricular Courses

Include PE, Literature, Music, Art Computers, and Foreign Language

9 Credits

Core credits are earned at the rate of 1/2 credit per class per semester

3.5 Credits

All students are required to have successfully earned a minimum of 12.5 credits to advance to the ninth grade.

CLASS RANK

Sacred Heart High School Policy on Class Ranks

Sacred Heart High School does not qualify its students with traditional class ranks. Many colleges, universities, and scholarships want to know how a student has performed within the context of their school. In the 2010 graduating senior class of 28 students, nearly 40% of the students had a 4.0 or higher grade point average. The student listed as 16 of 28 held a 3.87 grade point average. Still, only the top 2 students in the class were considered to be in the top 10% of the class.

This puts students from small, highly academically competitive classes at a distinct disadvantage. A significant percentage of students enrolled at Sacred Heart High continue to take full course loads highlighted by a number of dual credit and weighted courses throughout the four year period of high school.

Therefore, recognizing that it is a challenge to adequately give recognition to a majority of our outstanding students, it is the decision of Sacred Heart's administration and School Board to no longer post class rank on our transcripts. This practice is gaining wide acceptance at the nation's most rigorous college preparatory high schools.

Accordingly, whenever a class rank is requested, we will simply respond "Sacred Heart High School does not rank" and refer them to the student's transcript which will include grade point average, all classes attempted and grades received (including dual credit and weighted classes) and ACT scores. In addition, we will send a copy of our school profile for more detailed information about Sacred Heart High School. Sacred Heart High School will continue to bestow the awards of valedictorian and salutatorian at commencement exercises each spring.

COLLEGE GUIDELINES

(Grades 9-12)

It is recommended that all students who plan to attend college meet the guidelines for a statewide core high school curriculum.

English	4 Units (2 units emphasizing writing skills)
Mathematics	3 Units (Algebra & beyond)
Social Studies	3 Units
Science	2 Units (not including General Science)
Visual/Performing Arts	1 Unit
Electives	3 Units (2 units foreign language are recommended)

The University of Missouri has a uniform minimum admissions policy for freshman applicants to its four campuses. Students can prepare to enter any of the campuses by taking the core courses described below. Applicants who have completed the required core courses are admitted on the basis of their class rank and performance on tests such as the ACT or SAT.

Regular admission of first-time college students (entering freshmen) typically requires completion of at least 17 units of credit as follows:

- A. 4 units of English. Two units emphasizing composition or writing skills are required.
- B. 4 units of Mathematics. Algebra I or higher. For students who plan to major in engineering or science, at least one semester of trigonometry is highly recommended.
- C. 3 units of Science, not including General Science, one of which must be a laboratory course. The 3 units must include units from at least 2 of the following areas: physical science, biology, physics, chemistry, earth sciences.
- D. 3 units of Social Studies.
- E. 1 unit of fine arts, to be taken in visual arts, music, dance or theater.
- F. 2 units of a single foreign language.

NON-CATHOLIC STUDENT PARTICIPATION

DSP 6235 Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

STUDENTS WITH SPECIAL NEEDS

DSP 5701 If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local

administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

PARENT COMMUNICATION AGREEMENT

DSP 1810 Enrollment in a Catholic School is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems or criticisms arise, all informal efforts between the parents, guardians and school are to be used to resolve the issue.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and the details of the process can be found in this handbook on page 8. Parents or guardians are requested and expected to communicate any concerns they have directly to the school administration and not to express them through social media or broadly distributed email. If parents or guardians use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the children or ward of the parent or guardian who has done so. By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

GRIEVANCE PROCEDURE

DSP 1901 Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

Administrative Recourse

DSR 1901

A. A grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (*By mutual written agreement, however, the time limits may be extended.*)

The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential. There is to be no retaliation against any party or participant in the grievance procedure.

Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.

Records of formal proceedings at every Level shall be kept and made available to all parties involved. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.

Penalty Status During Administrative Recourse

DSP 1902 The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

CONFIDENTIALITY

DSP 5260 Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of Jefferson City Catholic schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

Information that concerns violation of the law; matters involving the health and safety of the student or any person; serious moral issues;

Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

PARTICIPATION IN RELIGIOUS ACTIVITIES

All secondary students are expected to attend and respectfully participate in all liturgical and para-liturgical celebrations sponsored by the school for their respective grade levels.

DSP 6235 Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

ATHLETIC ELIGIBILITY

Sacred Heart High School is a member of the Missouri State High School Activities Association (MSHSAA), and as such, subscribes to the Association's athletic eligibility rules. The Association has eligibility rules governing such items as transfer students, age, academics, etc., which must be observed by our school in order to participate in most interscholastic events, such as sports, speech, etc.

Questions regarding eligibility should be directed to the athletic director, the coach, or school counselor. Eligibility rules are published and are available to students and parents. Athletic department policies and individual team training rules policies are distributed to all prospective athletes. Willingness to abide by these policies must be agreed to by students and parents in order for the student to be allowed to represent the school in interscholastic competitions.

Students who wish to participate in interscholastic sports at Sacred Heart High School will be required to read and agree to observe specific team rules of the coach. Each set of team rules will be written and must be signed by both the athlete and the parents before students will be allowed to participate in any interscholastic game.

INTERSCHOLASTIC ATHLETICS

Sacred Heart High School participates in interscholastic volleyball, football, soccer, boys and girls basketball, softball, baseball, boy's and girl's golf, tennis, dance and cheerleading. Sacred Heart High School administration reserves the right to cancel any sport due to lack of participants, financial considerations, and/or lack of qualified personnel to coach a team.

SACRED HEART SCHOOL ACTIVITIES HANDBOOK

We believe that interscholastic athletics and extracurricular activities are an integral part of the educational experience. The skills developed are actually secondary to the mental, emotional, and social skills that each coach strives to instill in their participants. Activities teach us how to compete, while also teaching us how to handle both success and failure with grace and dignity. In addition athletics and activities teach us that through hard work and dedication we can improve ourselves. Through this same hard work and dedication we can aspire to challenging goals and achieve them.

Athletics DSP 6610

All athletic programs offered through Catholic schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

With these thoughts in mind we strive to align our activities department priorities as follows:

God - Family - School - Team - Individual

It is not a coincidence that ***Individual*** ranks fifth on our list. Those that place an inappropriate importance on the concept of ***Individual*** status or achievement will have a much more difficult time realizing all of the finest benefits that school activities have to offer!

This handbook will relate the responsibilities that we expect our young people to be able to fulfill in order to remain a participant in good standing with the school and continue to receive the many benefits that result.

In addition to the guidelines described in this handbook each coach will have rules, regulations and policies pertaining to their particular sport or program.

ATTITUDES

Attitude is displayed in how we feel, think, act and react to the things and people around us. Attitude, both good and bad, is infectious. If a coach feels that your attitude is detrimental to the good of the team as a whole he/she will, under normal circumstances, pursue the situation as follows:

- 1) Discussion between participant and coach.
- 2) Discussion between parents and coach.
- 3) Indefinite suspension from the team until improvement is noted.

CITIZENSHIP

As a public representative of the school it is imperative that a participant not have serious disciplinary actions taken against them by school or civil authorities. Inappropriate citizenship, leading to action needing to be taken by school or civil authorities will, normally, result in sanctions or suspensions from extracurricular participation.

ACADEMICS

Sacred Heart athletic/extra curricular eligibility is governed by the academic guidelines set forth on page 13 of the Parent-Student handbook. Each student is issued a copy of this manual at the beginning of each school year. Sacred Heart School, as a member of the Missouri State High School Activities Association (MSHSAA), also adheres to state regulations in regard to academic achievement and grades.

SCHOOL ATTENDANCE

Students absent/tardy for school on the day of a competition may not compete on that day unless the student has received PRIOR administrative approval. When in doubt, ask your coach, activities director, school administrators..

TRAINING RULES

This section applies to the use of drugs, alcohol and tobacco. The uses of these substances are not only physically damaging, but illegal. Students involved in the use of illegal or illicit drugs will be governed by the school's Substance Abuse Prevention Policy. This policy can be found beginning on page 38 of the Parent-Student Handbook.

The use of drugs, alcohol and tobacco is prohibited. Consequences include:

- First offense – could be up to 20% of current or upcoming season (or a combination of the 2 if applicable)
- Second offense – could be Indefinite suspension
- Having alcohol, tobacco or drugs on your person is tantamount to involvement.
- Training rules apply all year round, not just during the season of participation.

APPEARANCE

Student appearance when representing the school in extracurricular activities is just as important, if not more so, as appearance at school itself. General school guidelines of appearance and dress apply to the extracurricular arena as well. ***Each coach will have rules, regulations and policies pertaining to their particular sport or program.***

PRACTICE ATTENDANCE

Commitment to attend and participate in team practices is a vital part of the success of any team. ***While we will strive for general consistency among programs, each coach will have rules, regulations and policies pertaining to their particular sport or program.***

EQUIPMENT

Each participant is held accountable for the abuse or loss of school issued equipment. Students will be held accountable until equipment is returned or replaced.

TRANSPORTATION

All students will normally be transported to and from activities via school arranged transportation. An exception is possible for transportation to a contest when a parent makes a request to transport and contacts the coach in advance to make arrangements.

After contests students may be released to parents after a sign out process. Students may be released to another parent if a signed note is made available along with visual and written (sign out) contact with the parent to whom the student is being released. The head coach has the right to make the final decision on all transportation issues or questions.

GRIEVANCE PROCEDURE

Participants are encouraged to discuss problems with their coaches first. Accepting this responsibility is an excellent step in the maturation process. The athlete should request a time (appointment) and discuss the matter privately, not at practice, at, or immediately after, games or any other time that would be disruptive to the cohesion of the team.

To solve problems the following procedure should be utilized:

- 1) Student and Coach discuss the matter calmly, rationally, privately and face to face.
- 2) Parents should request an appointment with the coach in question. Students should be available for at least part of the meeting to facilitate the most accurate depiction of events.
- 3) If the parent believes that a problem still exists, they should request a meeting with all of the above parties and the principal.

Further options in the grievance process are outlined in the Parent-Student Handbook beginning on page 16.

PLAY LIKE A CHAMPION TODAY

In DSR 6610 all athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as “Catholic Schools”) will participate in the Play Like a Champion Today program.

The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on:

1. Athletics as ministry to children and families.
2. Building teams as moral communities.
3. Promoting moral growth and gospel-oriented character development on and off the field.
4. Spiritual development linking player to prayer.

All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.

Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.

At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once.

Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.

PHYSICALS

All athletes and cheerleaders are required to have annual physicals by a licensed physician before participating in any practice or interscholastic competition under MSHSAA rules. MSHSAA physical forms are available in the school office. A physical at the beginning of the school year is sufficient for all seasons during the school year unless a serious physical problem is detected.

STUDENT INSURANCE

DSP 5575 Parents/guardians may take out a student accident insurance policy. Schools can arrange for a school insurance provider to provide forms for student accident insurance, covering children during school hours and when traveling between home and school. Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are to be covered under the student’s/parent insurance; they are not covered by the parish’s or dioceses insurance.

TEXTBOOKS

All textbooks and workbooks will be provided for students by the school with a usage fee of \$75. Students are responsible for the books issued to them. The books are to be kept in good condition and replaced if damaged. Textbooks are to be covered for

protection. Students are responsible for damage or replacement costs of damaged or lost books. Students will be assessed fines for unnecessary book wear or vandalism.

LOCKERS

Lockers are furnished for all students. It is **STRONGLY** recommended that the students obtain a combination lock and use it. The school office must have the combination or key to the locker. Locks may be cut off the locker by the school. Books found lying in the hallway or classrooms may be retained in the office until claimed by the student. No writing, signs, or other like material are to be attached to the outside of the lockers. School spirit posters and the like are an exception.

Students are responsible for damages to lockers inside and out. Grade cards and records will be held at the end of the year until the lockers are approved by class moderators. The school lockers are the property of the school. They may be searched by the school personnel with the principal's or principal's designates permission at any time.

It is not permissible to tamper with another student's locker. The consequence for doing so is 1 hour of detention.

RESIDENCY

Students must be in the residence of the home of the parent or legal guardian while attending Sacred Heart School. If a student leaves home, there will be a conference including the student, parent or guardian, pastor, and administrator.

PROOF OF GUARDIANSHIP

DSP 5201 The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

TELEPHONE CALLS

Messages will be taken by school personnel and forwarded to the student. Students normally do not need to use the phone during the school day. When special situations arise and a call would become necessary, students are requested to report to the office to gain permission to use the phone.

LIBRARY

The school reading lab is available throughout the school day. Classes may utilize the Sedalia Public Library and Boonslick Regional Library. Students must have the permission of the instructor and sign out in the office before leaving for the public library. All school rules apply when using the public library.

FACULTY WORK ROOM

The faculty work room shall remain off-limits to students. This space is reserved for faculty and staff only.

CAFETERIA

Sacred Heart School has a closed lunch hour. Due to this fact, students will not be allowed to have fast food delivered to the school for lunch consumption. Students needing to have a sack lunch delivered from home should have it delivered to the office, and the office staff will have it delivered to the student.

Students choosing to bring their lunch may take it to the cafeteria upon arriving at school to be refrigerated or may keep it in the bag or lunch container in their locker. Students choosing to bring their lunch may not get food from the condiment tables in the cafeteria with the exception of items such as salt, pepper, catsup, mustard.

Students caught with food or drink in the locker, not in a lunch container, will be fined in accordance with the gum and candy rule. Food or drink in the locker will be disposed of upon discovery, unless it is for a documented medical purpose (e.g., diabetic snack, etc.). Pop or other food is not to be carried to the lockers in the morning or after lunch except with the express purpose of being utilized as a part of the student's lunch. Students choosing to bring food or drink to supplement a hot lunch must follow the same guidelines as those choosing to bring a lunch.

As it is impossible to cover all possibilities in any policy, contact the principal before doing anything in question in the cafeteria during scheduled lunch periods.

Sacred Heart participates in the federal hot school lunch program. A hot, nutritious lunch is available each school day. Lunch prices are set annually based on current food costs. Lunch tickets are sold in the business office and may be purchased on a monthly or bi-monthly basis. Credit is given for days absent. **No refunds will be made.**

Some second portions of food from cafeteria meals will usually be available for sale to students who purchase their lunch.

Health considerations prohibit students from exchanging food. Federal guidelines do not allow cafeteria food to be sold to third parties. No food is ever permitted to leave the cafeteria. All students eat their lunch in the cafeteria, seated at assigned tables. Secondary students may purchase and eat snack foods and pop at the Student Council concession stand from 11:40-11:50.

Parents who wish to participate in the federal free and reduced lunch program should apply for such benefits at the time of the August registration or any other time in the business office. Eligibility guidelines for income are available in the business office. The principal determines eligibility status of the applications for this program. The Sacred Heart Church pastor serves as a hearing officer if the parents wish to contest the eligibility ruling of the principal.

GYMNASIUM

All activities in the gym are scheduled through the athletic director's office. Students are never to be in the gym unless under the direct supervision of a teacher or coach, especially immediately after school. Street shoes are not to be worn on the gym floor. Separate gym shoes are to be worn for physical education classes and athletic practices.

Students are never to work out alone in the weight room due to safety concerns.

BUS

The school maintains a bus for student and parish activities use. The bus is scheduled through the athletic director's office. Bus rules include but are not limited to the following:

1. The bus driver is in total charge of the bus. The driver may be assisted by chaperones as needed.
2. No "horse play" is allowed.
3. No glass containers/bottles are to be brought on the bus.
4. Students are to use the front door to enter and exit the bus.
5. Emergency exits located in the back and sides of the bus are to be used in emergency situations only.
6. Students are to be seated in same sex groupings.
7. Students are not to stand up or walk around in the bus while it is in motion.
8. Things are never to be thrown from the bus.
9. Hands, head, feet, etc., are to remain in the bus and not out the windows.
10. Any student who rides the bus to a school activity must return from that activity the bus unless direct parental contact is made with the bus supervisor. A sign out sheet will be utilized to insure the safety of the students on a given trip.
11. Voices, radios, tape players, etc. are to be kept at a reasonable volume.
12. Students are to clean up after eating on the bus. A trash container will be provided for this purpose.
13. Students are to close their windows before exiting the bus.

Any student being referred to the office for causing problems on the bus will be subject to the following consequences: 1st offense—detention; 2nd offense—suspension from bus privileges for the remainder of that athletic season or semester.

EDUCATIONAL OUTINGS AND FIELD TRIPS, 8th Grade and Senior Trips DSR 6301

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal.

Chaperones and Drivers for Field Trips [Educational Outings]

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

DSP 6305 Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial driver's license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip.

Chaperones and Drivers for Field Trips [Educational Outings] DSP 6305

All regular chaperones and drivers must complete the Protecting God's Children program.

VISITORS

Visitors are permitted on campus only by permission of the school office. ALL VISITORS MUST REGISTER IN THE OFFICE BEFORE AND AFTER A VISIT. Visitors must also have the permission of the individual teacher to visit in a particular class.

IMMUNIZATIONS

A student must be vaccinated against hepatitis B, diphtheria, tetanus, rubella, polio, and measles before attending school, as provided for by state law. A parent may be exempted from this requirement by providing the school with a valid religious exemption. Students who have been exempted from vaccinations may be excluded from school attendance in case of an outbreak of various contagious or infectious diseases for which they have been exempted. Students must have updated immunization records on file in the school office. Parents will be notified at the beginning of each school year if their child is in need of any further immunizations including booster shots. Students may be excluded from school attendance beginning on the first day of each school year for not having written proof of state-required vaccinations or written exemption from such vaccination.

ACCIDENTS & SERIOUS ILLNESS AT SCHOOL

When a student becomes ill or meets with a serious accident, the principal or nurse will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached and/or if the child's condition demands immediate attention (e.g., severe bleeding), the principal or nurse shall call for emergency medical help and shall direct standard first aid procedures by a qualified person if these are essential to the student's well being. A written record giving date, time, circumstances, witnesses, and action taken will be kept permanently in the student file.

SCHOOL HEALTH SERVICES

Our school provides basic school-age children's health services. This service will not replace the care your child gets from your regular doctor or clinic. This program will provide:

- Basic emergency and first aid care.
- Administration of medications for your child with a doctor's order and your request
- Screening exams for eye, ear, dental, or other physical or mental health concerns.
- Assistance to help correct any problems discovered.
- Immunization information.
- Health information for you and your child.
- Additional health education based on risk assessment regarding healthy lifestyles, nutrition, personal hygiene, injury prevention and personal safety.
- Health care plans for students with special needs, developed with students and parents.

Schools must collect health information on all students, which includes immunization records, history of health and development, emergency instructions and directions for special health problems. Some of this information will be utilized when preparing reports for the Pettis County Health Center and the Missouri Department of Health in regard to the School-Age Children's Health

Services Program. Information reported to the Department of Health will not include student or parent names but will include only data about the types of services we provide and the health of our students.

**COMMUNICABLE DISEASE
REQUIRING EXCLUSION FROM SCHOOL**

- A. Chickenpox
No less than five days after appearance of skin eruptions or longer. All lesions must be dry scabbed. Student must be seen by the health room personnel prior to returning to the classroom.
- B. German Measles (Rubella)
Seven days after appearance of rash.
- C. Impetigo
Until lesions are healed or documented under doctor's treatment.
- D. Measles
During cold symptoms and seven days after appearance of rash.
- E. Mumps
Nine days following onset of swelling.
- F. Head Lice
Must have effective treatment resulting in absence of nits from hair and lice from scalp to be able to return to school or any school activity.
- G. Scabies
Doctor's note stating student under treatment.
- H. Red or Inflamed Eyes
Doctor's note stating diagnosis and medication have been given for 24 hours, or until the eye(s) is (are) clear.
- I. All rashes must be excluded until student brings doctor's note stating diagnosis and that the student may attend school as long as the order follows the guidelines listed in the CDC "Communicable Disease in Man" recommendations or until rash is clear.
- J. Fifth's Disease
Excluded from school with a lacy rash. May return to school with a doctor's note of diagnosis and statement that student is noncontagious. "Slap Cheeks" appearance will not be excluded.
- K. "Strep" Throat
On antibiotic 24 hours before returning to school.
- L. Vomiting/Diarrhea that may be associated with a communicable disease.
Fever: In any illness where body temperature is elevated to 100 degrees (F) or above, the child should remain home until the temperature has been normal for 24 hours, or with physician approval. This is to protect your child from further illness and also to protect the children with whom the student may come into contact. Parents will be notified when a child is found to have a temperature of 100 degrees (F) or above.

CONTAGIOUS OR INFECTIOUS DISEASE

No student shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease or infection. The principal has the right to exclude from attendance students who exhibit symptoms of such disease or infection after contacting the parents or guardian. Students who are excluded from attendance for such illness are required to have a written medical statement before being readmitted to school.

DISPENSING MEDICATION AT SCHOOL

Drug/Medication Administration

DSP 5520

Medications that may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools should require that the medication be kept in a locked cabinet.)

The following policy has been established regarding the dispensing of medication during school hours.

- 1. Prescription medication will only be given with written parent permission and with a pharmaceutical label containing the physician's instructions on the bottle with a current date. We prefer parents send a bottle for use at school that has been

labeled by the pharmacist. If a second bottle is not available, the parent are to bring the original bottle for the School Health Office to verify a copied label. The bottle is to include the following information:

- Student's name
 - Current date
 - Name of medication and specific physician's instructions such as amount and time to be given
 - Name of doctor prescribing medication
2. Nonprescription medication will be given only with signed parent permission for the drug to be given at school. Tylenol may be given with a parent's previously signed permission as per the standing orders for Tylenol. (Acetaminophen only.)
 3. It is normally not necessary to give more than one dose of medication per day during a six-hour school day. Your doctor may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with School Health Office personnel.
 4. Medications will be supplied by the parent and given by the nurse for the length of time the prescription is current.
 5. Students with current or specific problems requiring medication for emergency situations are to have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information is to be provided and signed by the student's doctor annually.

LOST AND FOUND

Lost-and-found boxes are located in the main office. Unclaimed items in the lost-and-found boxes are periodically removed and given to charitable organizations. Any money or other valuable items turned in to the office will be returned to the finder if the owner fails to claim it within a reasonable period of time. The money or item could also be designated to a marked fund.

CAREER AND TECHNICAL CENTER (Grades 9-12)

Students are allowed to enroll in one of the afternoon sessions of the Career and Technical Center programs, sponsored by State Fair Community College (SFCC), as a junior or senior. They will be dismissed to go to SFCC at 11:15 daily. Students are responsible to provide their own transportation.

ACTIVE PARENTS' CLUB

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. DSP 1430 Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) *Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

Parents of all children are invited to join the Active Parents' Club. This parent group is involved in promoting better communications between teachers and parents and helps to provide special services and funding for Sacred Heart School..

BOOSTER CLUB

The Booster Club is a special service organization for the school's athletic department. It assists in building a tremendous sense of school spirit. The club raises funds to purchase needed athletic uniforms and equipment. Membership is open to all parents, alumni, and other interested persons.

STUDENT BEHAVIOR

Catholic Faith and Moral Standard

DSP 5305 As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

The goal of Sacred Heart School is to promote student behavior that is most conducive to promoting a highly effective educational process. We also see it as our duty to assist parents in the development of young people solid moral and ethical

foundation. In a K-12 setting such as Sacred Heart, the students in the high school have a moral responsibility to set positive examples for the younger students. The next several items deal with definitions, requirements, and consequences for student behavior. **The consequences listed are to be seen as minimums for each offense. If the severity of an offense suggests more stringent consequences as suitable, the administration reserves the right to levy consequences accordingly. No policy or set of policies can take into account every situation. Those situations that will arise, not covered in the handbook, will be handled on an individual basis by the administrator with guidance from the pastor.**

GENERAL CLASSROOM BEHAVIOR

This section of the handbook deals with general expectations and consequences for student behavior in the classroom.

Part One: Requirements of Students

1. Students are to report to class on time, with all necessary materials.
2. Students must speak to and treat adults respectfully.
3. Students must speak to and treat one another with respect as well.
4. Students are to actively participate in the classroom learning activity. Assignments should be completed as directed by the individual classroom teacher.
5. Students are to be cooperative, consistently following the stated expectations of each teacher. No student shall allow himself or herself to be a disruption to the learning environment.
6. Students are to be aware of handbook guidelines and regulations.
7. Students are to follow established handbook guidelines and regulations. Those that most commonly come into question would include but not be limited to the following:
 - late work /homework policy
 - foul and disrespectful language
 - dress code
 - gum/candy

Special Note to Parents:

Effective schools are characterized by strong home/school relationships. If your child is guilty of not living up to one of the expectations on this page (as almost all children will certainly be at one time or another—we refer to it as the process of growing up!), we strongly encourage your full support in enforcing the consequences that you will find outlined in the consequence section.

Sacred Heart School wants only the best for each and every child that attends here! With that important thought in mind, please know that our goal is not to punish your child, or any child for that matter. Our ultimate goal is to work with you to help your child develop into a sound, contributing Christian citizen. Just as it did for us when we were children, that often means having to accept the consequences of the decisions we make. That also leaves us, as the adults, the responsibility for reinforcing good decisions with praise and/or positive consequences.

This is truly a partnership we are involved in. It is important that we always be respectful of this partnership for the overall good of the children.

Part Two: Consequences

1. Normal consequences for many situations are lined out in the handbook. Teachers are to be aware of these and, under normal circumstances, attempt to follow them in order to most effectively develop consistency.
2. It is strongly encouraged that teachers keep a written log of discipline matters. This does not have to be an in-depth document.
3. Teachers are to maintain consistent contact with the parents. Most of the parents in our school will be supportive and assist us in keeping their child on task and out of trouble. Parent conversations should be added to the written log.
4. Outlined below is a general pattern of options to follow in situations where a student is being disruptive or mildly disrespectful. These are suggested guides and it is understood that specific situations may require deviation from these guidelines. More serious issues are covered in the handbook.
 - Pull the student aside to speak to him/her privately. Remember not to embarrass them in front of the others. Obtain some privacy to make a more stem reprimand.
 - Consider some peremptory discipline consequence. These might include, but not be limited to; assigning a snack bar detention or a short after-school detention that the teacher would supervise personally, some written assignment, etc.
 - Utilize the A.M. detentions.

- Send the student to the office.
5. Group punishments are deemed inappropriate. If you have a group that is not behaving properly in general, it would be warranted to make a written assignment (relative to the material being studied at the time) to the entire class in lieu of the more potentially interesting activity that was otherwise taking place. Students would receive credit in the class for the completion of the assignment.
 6. Faculty will try to generate discussion of what constitutes positive or negative behaviors. *Be alert for opportunities in which positive reinforcement can be applied, (i.e. teachable moments)!*

PROHIBITION OF CORPORAL PUNISHMENT

DSP 5310 Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

SECONDARY REVIEW COUNCIL

The Secondary Review Council is designed to provide students and parents with the possibility of review in cases where student enrollment is in question. The purpose of the SRC is to review circumstances and accumulate pertinent facts in issues of serious student behavior in order to provide consultation to the administrator. The council will possibly be convened to deal with issues such as long-term suspensions, possible student dismissals or expulsions, admittance of students with questionable behavior patterns at past schools, and re-admittance of students who have left Sacred Heart with a history of poor behavior. The council will be made up of the administrator and three faculty members with the pastor serving as an observer to the proceedings.

DETENTION

Detentions will be held Monday through Fridays from 7:00 a.m. to 7:45 a.m. Other arrangements must be worked out with the detention supervisor. In general, a one day advance notice will be given except in extreme matters where immediate punishment is viewed a necessity to be effective or if a student missed a scheduled detention. Missing a scheduled detention will cause the time to be doubled. A second miss will result in a one-day suspension. Teachers should send an email, detailing the behavior and the assigned date of the detention,, to the Dean of Students, Detention Supervisor and Parents.

EXCESSIVE DETENTIONS

Excessive detentions are defined as a student receiving 3 or more detentions in a given quarter for inappropriate behavior and/or dress code fines. Detentions that result from tardies do not apply to this policy. When a student receives a 3rd detention in a given quarter he/she will receive a one day in-school suspension. All ordinary regulations pertaining to ISS will be in effect.

If a student is assigned a 4th detention after serving the ISS consequence, the student will be scheduled to meet with Secondary Review Council. Detentions do not carry over from one semester to the next.

SUSPENSION

Students may be suspended from classes at Sacred Heart School by the principal for a period of time not to exceed 10 school days. Parents will be notified by phone and in writing when a student is being suspended. Suspensions will normally be in-school. Students will be required to complete all assignments while on suspension along with any additional things assigned by the suspension supervisor. Tests will be made up. The student will serve up to 6 hours of detention for each day of suspension upon their return to regular classes.

Students may not participate in any extracurricular activities during the suspension. Any student who has been suspended more than twice in one school term risks being dismissed or expelled from school for the remainder of the year. In cases when conduct threatens the physical or moral welfare of anyone in the school community, students may be suspended immediately pending a review with a secondary review council for possible dismissal or expulsion with diocesan approval. Parents will be informed of the situation in writing. The school will attempt to work with the student and parents to prevent dismissal or expulsion from being necessary. Schoolwork/Homework may be made up for 50% of the work while on O.S.S

DISMISSAL AND EXPULSION

DSP 5360 The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is: Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor and superintendent of Catholic schools regarding the dismissal or expulsion. All dismissal and/or expulsions must be approved by the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DSR 5360 If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The superintendent of Catholic schools will then approve or deny the dismissal or expulsion.

REVIEWS

A student who has been suspended, placed on probation, or expelled has the right to a review before the pastor of Sacred Heart Church. All appeals must be submitted in writing. The decision of the pastor is considered final and binding on all students.

MONETARY FINES

Due to improvements in school facilities, it is imperative that "gum chewing" be forbidden in school and on the playgrounds. There will be a \$2.00 fine imposed on students found with gum, candy, pop, etc., before, after, and especially during school hours. Fines are to be paid in the office. Snack foods may be eaten during the last ten minutes of the lunch period by secondary students in the concession stand area. Before and after school, students are to keep all gum and snack foods outside.

Fines for overdue library books will be assessed at 5 cents per day, per book, up to 20 school days. Students will be responsible for replacement costs of any lost or damaged library books.

Dress code violations will be assessed a fine of \$4.00 per offense.

Cell phone fines are - 1st offense: \$5.00 and the student may retrieve the phone; 2nd offense: \$10.00 and parent comes to retrieve the phone; Additional offenses: \$20.00 and parent comes to retrieve the phone and ISS is assigned. If a student continues using their phone the fines will continue to come up by \$10.00 each incident.

Any excessive wear or deliberate damage of school textbooks or other school property will result in a fine, or in serious cases, total replacement costs being assessed for the damage or loss of such property.

ALL FINES MUST BE PAID BEFORE QUARTERLY GRADE CARDS WILL BE ISSUED.

SPECIAL BEHAVIORAL AGREEMENT

Students may be placed on a special behavioral agreement at the option of the principal if such conditions and behavior warrant such an agreement. A special behavioral agreement is to be considered a serious position or warning of potential dismissal or expulsion if conditions are not corrected. The principal normally must notify the parents and set up a parental conference. A statement of a special behavioral agreement must be prepared and signed by the student, the principal, and the parent clearly stating the terms and conditions of the special behavioral agreement. The term of a special behavioral agreement shall not exceed one full semester, but can be revised. The administrator reserves the right to establish a special behavioral agreement for any secondary student wishing to transfer to Sacred Heart School.

DISRESPECT / HARASSMENT/ BULLYING

Students are to show respect for one another, faculty members, staff, visitors, and school property through their words and actions. Any student engaging in or involved with any action resulting in malicious destruction of school or private property or harassment of students, faculty, or staff members will be disciplined according to the severity of the situation. Under normal circumstances, the consequences will be—Minimum detention to a Maximum of dismissal.

Circumstances may exist where extreme disrespect would call for suspension on a first offense. Further, law enforcement may be notified of incident. A new law went into effect January 1st, 2017, that law enforcement agencies will be notified by school officials if bullying is taking place with students.

SEXUAL HARASSMENT

Sacred Heart School has adopted and will enforce a comprehensive policy in regard to sexual misconduct. The provisions of this policy are extensive and on file in the secondary and elementary principals offices at the school. Patrons of the school are invited and encouraged to ask for and review these policy provisions at any time.

Harassment

DSP 5820

Policy:

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense. Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

SEXUAL ABUSE OF MINORS

DSP 5825 INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. i For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

BRINGING AN ALLEGATION

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Address: Chancery Office, Diocese of Jefferson City, 605 Clark Avenue, P.O. Box 417, Jefferson City, Missouri 65102-0417,
Telephone: (573) 635-9127

A complete copy of this policy can be found in the Policy Regulations Manual located in the Diocesan School Office in Jefferson City, MO.

ELECTRONICS

ELCTRONIC AND TELEPHONIC COMMUNICATORS DSP 4650 DSP 6425

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems, as well as any software and business equipment, including, but not limited to facsimiles, tele copiers, copy machines, telephones, voice mail, computers, printers, E-mail systems, and Internet systems, are Diocese property and as such are to be used primarily for job-related purposes.

Employees who choose to use any of the above for personal purposes do so at their own risk and with the understanding that the Diocese or local school may monitor the use of such equipment from time to time. This may include inspecting, retrieving or downloading current, stored or deleted material. Improper use of the E-mail or Internet systems, including the spreading of offensive jokes or remarks in violation of the Anti-harassment Policy, will not be tolerated. Transmission of material in violation of any federal, state or local laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or protected confidential material. Employees are prohibited from signing up for non-business mailing lists, downloading material not approved by the school administration and generating or sending unsolicited commercial E-mail. Employees are prohibited from creating, storing, transmitting, or purposely accessing pornographic, illegal, or otherwise offensive material. Using the Diocese computer systems to store personal data and to play computer games is not permitted. **Employees should understand that they waive any expectation of privacy with respect to anything they create, store, send or receive in connection with their use of Diocese electronic and telephonic communication systems. Employees who violate this policy are subject to disciplinary action, up to and including termination.**

All access codes for E-mail, Internet or other electronic communication systems are Diocese property. No employee may use an access code that has not been issued to the employee or that is unknown to the Diocese. Some information stored in a Diocese electronic communication system is of a sensitive nature, and access is restricted to specific employees. Employees are not permitted to access a file, retrieve any stored communication, or use any access code unless authorized to do so or unless they have received prior clearance from an authorized representative.

Through the above systems, the parish/school may provide employee access to the Internet or any other public electronic data communications network. The Internet represents a useful tool in conducting our business, but since it connects our communication systems with those outside the local school or parish network, it must be used cautiously and properly. External E-mail over the Internet offers broadly similar capabilities to our internal email system, except that correspondents are not employed by the Diocese. Since external E-mail messages may contain information that the parish would consider to be offensive or inappropriate, or carry one or more attachments, including computer files, software programs, graphic images, or computer viruses, employees must assure that external E-mail received by them does not jeopardize the parish/school systems or violate the Diocese/school policies.

In accessing Internet Web sites, employees must remember that the owner or operator of such sites, or any other external system, may record information from and/or track a connection from one of our computers. Such sites may also deposit "cookies" or other electronic programs that identify our computers and system to that site. Other Web sites permit or may require registration, which is the electronic equivalent to leaving your business card or a telephone message. Therefore, when using of the Internet you may be identifiable as an employee of the Diocese, and your actions may reflect upon the parish/school.

Teachers are to use the school/parish e-mail account for school matters. They are not to use their home or personal email account for school matters. Using a personal account can give the appearance of secrecy.

Teachers shall communicate only about school/parish matters or matters that are appropriate to be discussed in school or the parish. They are to avoid any communication that might be construed as having sexual overtones. If a teacher receives an email from a student containing inappropriate material, the teacher shall not reply to the email, but shall make and keep a copy of any such inappropriate communication and notify the school administrator/principal.

Teachers are to write as though they are certain that others will read what they write. Teachers are not to use instant messaging or put students on their "buddy list." If a teacher finds that a student has added him/her to his or her list, the teacher should ask that his/her name be removed and a written record of this request kept.

INTERNET & ELECTRONIC MAIL GUIDELINES DSP 6425

Student Internet, E-mail and Other Technology Use

According to diocesan policy, all schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

Internet, e-mail and other technology access and use in school is a privilege, not a right.

The use is always to be consistent with Catholic teaching, doctrine, morality and values.

Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.

Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.

Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.

Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.

The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.

Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

CELL PHONES / MISC. ELECTRONIC DEVICES

CELL PHONES / MISC. ELECTRONIC DEVICES - - - HS STUDENTS

Students may be in possession of but may not use their phone or smartwatch during any assembly, class, including study hall unless instructed by the teacher to do so. A student found using his/her phone during class time will be subject to the terms below. All rules which apply to cell phones equally apply to student use of smart watches.

Terms

- 1) Students are expected to refrain from use of their cell phones during class time. Teachers may ask for them to be checked in at a designated location at the beginning of class and to be picked up at the conclusion of the period. Students would be expected to comply without complaint.
- 2) Students would be allowed to check their cell phones between classes and at lunch.
- 3) Students would not be allowed to take or send pictures (via any social media application) at any time during the school day.
- 4) If a student were in violation of term #1 on a first offense, normally the cell phone will be confiscated and turned in to the principal and a \$10 fine will be levied. The student may pick up the phone in the office at the end of the day upon payment of the \$10 fine.
- 5) If a student is in violation of term #1 on a second offense, normally the cell phone would be confiscated and turned in to the principal and a \$25 fine will be levied. A parent would need to come to the school to retrieve the phone upon payment of the \$25 fine.
- 6) If a student were in violation of term #1 in any additional offenses, normally the cell phone will be confiscated and turned in to the principal and a \$25 fine would be levied. A parent would need to come to the school to retrieve the phone upon payment of the \$25 fine. The student would be assigned one day of in school suspension and all of the conditions that go with an ISS.
- 7) Any refusal on the part of a student to forfeit the phone on request would normally result in the assignment one day of in school suspension and all of the conditions that go with an ISS.
- 8) If a student were in violation of term #3 on a first offense, normally the cell phone will be confiscated and turned in to the principal and a \$25 fine will be levied. A parent would need to come to the school to retrieve the phone upon payment of the \$25 fine. Additional discipline will be levied based on the severity of the offense.
- 9) If a student is in violation of term #3 on any additional offenses, normally the cell phone will be confiscated and turned in to the principal and a \$25 fine will be levied. A parent would need to come to the school to conference with the Dean of Students and a \$25 fine would be levied. The student would be assigned a minimum of a one day of in school

suspension and all of the conditions that go with an ISS. The student will also be placed on a behavioral contract that would outline the stipulations for continued attendance at Sacred Heart School.

- 10) If any violation of Term #3 could be construed as sexting students will also be subject to the terms of the 'Sexting' policy found below.

SEXTING

The possession of sexually explicit images on any device is prohibited regardless of whether any state laws are violated. All involved in sexting are subject to disciplinary measures. If the recipient fails to delete the images immediately, he/she is considered to be involved. When sexting is discovered parents will and law enforcement may be contacted. Sacred Heart Catholic School could search student cell phones or other devices if there is probable cause that a criminal violation has occurred or if reasonable suspicion exists that the device contains evidence of a violation of school policy. This policy explicitly prohibits harassment and bullying related to sexting incidents. Distribution of sexting images constitutes sexual harassment and will be dealt with very seriously. Sanctions for violation of this policy range from a minimum of one-day of in-school suspension to expulsion.

POLICY FOR JUNIOR HIGH STUDENTS

CELL PHONES / MISC. ELECTRONIC DEVICES

Cell phones are a distraction from the educational process. Students have become preoccupied with the devices, to say the least. Students have related the possibilities of unethical behavior in regard to text messaging during tests and assignments. Most cell phones have picture taking capabilities. Pictures from delicate places within the school (i.e. locker rooms, restrooms, etc.) could perceptibly make their way to the internet causing very real problems for both the photographer and victim. Finally, we have been alerted by emergency management personnel to the possible dangers of cell phones during an emergency situation within the school.

Terms

- 1) Students are expected to turn cell phones off and put them away by 7:45 each day. They would not be turned back on until the end of the school day. All students are strongly encouraged to have a lock for their lockers.
- 2) If a student were in violation of term #1 on a first offense, normally the cell phone will be confiscated and turned in to the principal. A parent would need to come to the school to retrieve the phone and a \$5 fine will be levied. Students are not allowed to remove the SIM card prior to turning the phone over upon confiscation.
- 3) If a student is in violation of term #1 on a second offense, normally the cell phone would be confiscated and turned in to the principal. A parent would need to come to the school to retrieve the phone and a \$10 fine will be levied.
- 4) If a student were in violation of term #1 in any additional offenses, normally the cell phone will be confiscated and turned in to the principal. A parent would need to come to the school to retrieve the phone and a \$20 fine would be levied. The student would be assigned one day of in school suspension and all of the conditions that go with an ISS.
- 5) Any refusal on the part of a student to forfeit the phone on request would normally result in the assignment one day of in school suspension and all of the conditions that go with an ISS.
- 6) Students are not allowed to take or send pictures (via any social media application) at any time during the school day. Violations of this provision include a \$10 fine and other discipline ranging from a minimum of one-day of in-school suspension to expulsion.

It is imperative that cell phones not be in use during an emergency situation. Such action endangers the welfare of all and will be considered a serious offense.

STUDENT RESPONSIBILITIES – SOCIAL NETWORKING

All Sacred Heart students are responsible to be aware of the fact that they are representatives of Sacred Heart School. This is especially important for students who voluntarily choose to represent Sacred Heart School in extracurricular activities and leadership roles (NHS, NJHS, Student Council, etc.). Students of Sacred Heart School are reminded that the use of social networking that is open to the public is always to be consistent with Catholic teaching, doctrine, morality and values.

Students shall not use the Internet, e-mail, Facebook, Twitter or any other current electronic communication technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission. This would include public vulgarity.

The school and/or diocese can take disciplinary action against any student who, within or outside school hours and/or on or off school grounds, uses technology (This includes any such negative postings, verbal or pictorial, on public websites such as *Facebook, YouTube, SnapChat, Twitter*, etc.) to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. Students of Sacred Heart School must also recognize that if they choose to participate in any activity that would violate DSP 5305, Catholic Faith and Moral Standard (see above) they are subject to consequences from a school perspective, an extracurricular perspective, or both.

Bring Your Own Device

Students in grades 9 -12 may bring a supported personal computing device (see equipment recommendations below) to school for educational purposes with teacher approval. While at school, students are **required** to connect to Sacred Heart School's Wi-Fi connection utilizing only, and all, policies and procedures brought forth in this handbook and through current use agreements designed by the technology coordinator.

Guidelines

When using their device, students need to expand the concept of their school community to the community they will be interacting with online. Appropriate use of devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes will subject the student to disciplinary action. Serious offenses will be reported to the local authorities. Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Responsibility for Devices

The electronic devices that students bring to school are their sole responsibility.

- The school assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited resources are available to be spent to locate lost or stolen items.
- Personal devices may be subject to investigation in accordance with school and diocesan policy.
- Students are expected to keep their devices secure at all times and not loan to others.
- Students are expected to exhibit digital responsibility and follow the SHS Acceptable Use Policy while using technology.
- Use of technology is a privilege, not a right. This privilege can be revoked.
- SHS will not be responsible to provide technical support.

ABORTION

DSR 5550 If rumors exist or information is provided to the school about the possibility of a student abortion, the superintendent of Catholic schools is to be contacted immediately. The school should use reasonable means within a student's right to privacy, to try to find out whether or not there is any truth to the accusation, and to contact the parent(s) immediately to let them know what is being said and to try to verify facts with them.

If it is found that the student did have an abortion then, in line with the policy of the Diocese of Jefferson City, the immediate response of the school is to schedule a conference with the student and her parent(s) to set up a counseling program which would necessarily include spiritual direction.

If this plan is rejected by the student and parent(s), and no corresponding program as agreed upon by the school is established, then this lack of cooperation would indicate that the presence of the student in the school would no longer be beneficial to either party. Catholic schools stand for values, and the lack of cooperation by student and parent(s) in this case would represent outright defiance of these values. Therefore, it might be in the best interest of the school and the student that the student no longer continue in the Catholic school.

PREGNANCY

DSP 5552 If it is found that the student is pregnant, the school needs to immediately respond in a Catholic, pastoral way. It is to be the intent of the school to be supportive and not to interrupt the education of the student. The pregnant student and the father of the child are in need of the kind of reaching out that a Catholic school can provide, including love and understanding. Therefore, procedures are to be put into place to help the student within the context of the Catholic school environment.

SMOKING

Smoking, possession, or use of tobacco, in any form by students on school premises or on any school trip or event, or at any time and place where a student can be associated with Sacred Heart School is prohibited. School grounds, for the purpose of this

guideline, is considered any parish property, school parking area, or any area that can be readily seen from any parish property. Consequences for violation—Minimum of detentions/fine to a maximum of suspension. This policy applies to vaping and e-cigarettes as well.

ALCOHOL USE

In **DSP 5545** no alcohol may be present or consumed at events where children and youth are the primary focus. For example; field trips, school carnivals, school picnics, school sponsored athletic events, etc.

Alcoholic Beverages

The possession or use of alcoholic beverages at school or while attending an SHS activity by a student **could** result in immediate dismissal from SHS. The minimum will be suspension for 1 day to maximum of expulsion from Sacred Heart School.

CHEATING

Cheating is considered a very serious offense and will be dealt with as follows—

Tests and Quizzes

1st offense: Student will receive a "0" on the paper. Administrator and parents will be notified.

2nd offense (in any class): Student will receive a "0" on the paper. A disciplinary referral will be filed. Student will serve 10 hours of detention.

3rd offense: The student will be dismissed from Sacred Heart School for at least the remainder of the school year in which the violations occur. No credit would be awarded for the class in which the student was caught regardless of current grade. NHS/NJHS consequences remain in effect for all offenses.

Homework

1st offense: Student will receive a "0" on the paper. Administrator and parents will be notified.

2nd offense (in any class): Student will receive a "0" on the paper. A disciplinary referral will be filed. Student will serve 5 hours of detention.

3rd offense: Student will receive a "0" on the paper. A disciplinary referral will be filed. Student will serve 15 hours of detention. Further offenses: For anything beyond a third offense in any given school year, the student will be dismissed from Sacred Heart School for at least the remainder of the school year in which the violations occur. No credit would be awarded for the class in which the student was caught regardless of current grade. NHS/NJHS consequences remain in effect for all offenses.

FOUL / ABUSIVE LANGUAGE

Profane or offensive language is inappropriate in the school setting, on school grounds, and at school functions. Violations will be handled as follows—1st offense: 1 detention; 2nd offense: 2 detentions; 3rd offense: 3 detentions; further offenses: minimum 1-day suspension.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (kissing, embracing, and other such displays of boy/girl affection) are not appropriate at school, on school grounds, and at school functions. Students who persist in this manner of expression will receive consequences as follows—1st offense: warning and request to stop the action; 2nd offense: 1 detention; 3rd and further offenses: suspension.

FIGHTING / STEALING

Students involved in fighting or stealing at school or at a school function will receive a minimum of a 1-day suspension to a maximum of 10-day suspension or possible expulsion.

DAMAGE / VANDALISM

Any damage caused by a student, whether accidental or not, is the responsibility of that student. In either case, the student will pay for replacement of that which is damaged. The bill can normally be worked off through the school. If a student causes damage at another school with which Sacred Heart is involved, he/she will pay for the damages. Intentional damage is defined as vandalism. Consequences for vandalism—Financial responsibility for repair or replacement of that which was vandalized: consequences can be a minimum of 3 detentions to a possible expulsion.

CIVIL OFFENSES

Students at Sacred Heart School are expected to conduct themselves as good citizens within the community. Any students arrested or charged with breaking civil laws will be limited in their rights to represent Sacred Heart in an extracurricular capacity

for a period of time depending on the severity of the situation. They are also subject to discipline by school authorities as determined by the principal up to and including dismissal or expulsion.

WEAPONS

DSP 5315 The possession, conveyance, uses, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

The highest responsibility we hold as a school is to maintain a safe and secure environment in the school. Consequently, we will have ZERO tolerance for guns and other items whose sole purpose is to kill. Possession of a gun or such item on school property or at a school activity shall result in immediate expulsion for a minimum of the remainder of that school year. Any instruments or devices customarily used for attack or defense against an opponent, adversary, or victim or any instrument used to inflict physical injury or harm to another person are inappropriate. Possession of an item of this nature on school property or at a school activity shall be dealt with as follows—1st offense: minimum 5-day suspension; 2nd offense: expulsion for at least the remainder of the school year.

Items of this nature brought in for a specific and appropriate educational purpose are acceptable under adequate adult supervision. To bring something in, even for educational purposes, must be pre-approved through the office.

To attack another individual with an instrument or to clearly possess the intent to attack another individual at any school related function would result in a minimum 10-day suspension to maximum expulsion for the remainder of the school year.

THREAT OF VIOLENCE

Sacred Heart School strives to provide a learning environment and a setting where students do not feel threatened by violence from others. Threats of violence, written or verbal, will not be tolerated. This policy delineates the normal steps taken in the event of a threat:

1. Incidents are to be reported immediately to administration.
2. Administration will remove the student from class immediately.
3. Student's locker, book bag and / or purse will be searched.
4. Parents of the student making the threat will be notified.
5. Administration will begin an investigation.
6. Based on the findings of the investigation the principal or SRC may suspend, place on a special behavioral agreement or dismiss / expel the student(s). The incident may be reported to the authorities after consultation with the diocese.

PARKING (Grades 9-12)

Students are to leave the block of Third Street directly in front of the school and the Church parking lot for faculty and staff parking. Designated areas of the school parking lot will be assigned to seniors as a part of senior privileges. The parking lot immediately to the west of the school reserved for faculty and seniors on a first come, first served basis. Underclassmen are to respect these designated areas. The remainder of the parking in the Missouri St. lot and on streets surrounding the school is on a first-come, first-serve basis.

LATE WORK / HOMEWORK POLICY

Assignments will be due on a specified day at the beginning of the class period in which the assignment was given. If the assignment is not ready at the appropriate time, the student will have one day to make it up and get it turned in. If he/she does so, the following deductions will be enforced:

Grades 6 through 8	25% deduction on the assignment
Grades 9 through 12	50% deduction on the assignment

If the assignment is not turned in within **one day** of the time it is due, the student may still turn it in, but **NO CREDIT** will be given!

In the case for extended illness, the student will receive a one day extension for each day absent. This policy does not apply to major class assignments as designated by the teacher.

NATIONAL HONOR SOCIETY / NJHS

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Thousands of schools are chartered and their chapters follow the NHS Constitution.

THE NATIONAL HONOR SOCIETY OF SACRED HEART HIGH SCHOOL

PURPOSE: The purpose of the organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Sacred Heart High School. The organization operates within the articles of the constitution of the National Honor Society of Secondary Schools. It is under the sponsorship and supervision of an advisor and the NHS Faculty Council appointed by the principal of Sacred Heart High School.

SELECTION OF MEMBERS: To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester. Candidates must have a cumulative scholastic average of at least a 3.0. (Beginning with the freshman class of 2018 this standard is revised to a GPA of 3.50). Candidates are then evaluated on service, leadership, and character. The selection of each member is made by a majority vote of the Faculty Council. In the fall of each year, the advisor will notify those students who have qualified academically with a letter. The candidate will then complete a student inventory form, which will be submitted to the Faculty Council. The Faculty Council will evaluate the student's form and determine selection into NHS. The advisor will notify the students of the council's decisions. Students selected to NHS will be inducted in a fall ceremony.

DISMISSAL: The procedure for dismissal follows the rules as outlined by the national constitution. All members must maintain a 3.5 cumulative grade point average. If the average falls below 3.5, the student will have one grading period to raise the average back to 3.5. If the student fails to do this, he/she will be dismissed from NHS. If a NHS member is found cheating or plagiarizing on class assignments or tests, the teacher involved will report this to the NHS Faculty Council. The student will be required to meet with the Faculty Council for disciplinary actions. A second offense will be considered grounds for dismissal. Alcohol or drug-related activities during out-of-school hours will result in expulsion or suspension from NHS for one or more quarters. The Faculty Council will make decision after meeting with the student. Flagrant violation of school rules or civil laws will result in immediate dismissal from NHS. The Faculty Council will make the decision. Very similar standards and guidelines exist regarding National Junior Honor Society at Sacred Heart School.

SUBSTANCE ABUSE PREVENTION

Sacred Heart High School takes seriously its stated mission to "present students a respectful, secure, family environment that lays the groundwork for productive Christian citizens who have a positive influence on their community today and tomorrow." Furthermore, it is our goal to assist each and every student with the basic skills and attitudes necessary to live a full, productive, and satisfying life. To accomplish this, it is necessary to impact not only the academic, but also the social, emotional, physical, and most importantly, the spiritual growth of our students.

One of the great concerns for schools today, both in west central Missouri and nationwide, is the frightening increase in substance abuse among teenagers. This is an increase that has occurred despite this generation being the best-informed generation ever regarding the dangers of drugs, alcohol, and tobacco.

Drug abuse is becoming more and more prevalent in the United States and seems to be becoming a problem with younger students. While statistics can be most disconcerting, it is important to remember that the majority of youth are not involved with illegal substances. However, it takes only a brief conversation with local law enforcement officials to realize that problems related to substance abuse are increasing despite the educational efforts of schools and communities. It has become increasingly evident that education alone is not enough in stemming this tide among young people. Consequently, SHS takes a strong, pro-active stance to offer protection to students from the dangers that accompany the possession, use, or sale of illegal substances.

In establishing a pro-active substance abuse policy, Sacred Heart School believes that:

- 1) It is our responsibility as a school community to strive to establish and provide a drug free environment in which to educate our children. At Sacred Heart School, it is necessary for the older students to be positive role models for the

younger students. It is our aim to send the message to ALL students that it is perfectly normal to lead a drug-free lifestyle.

- 2) The use of alcohol and illicit drugs (and/or look-alike drugs) and the problems associated with them are becoming increasingly commonplace in the youth of our society. An individual's own substance abuse or that of a loved one can have serious and life-long consequences. Therefore, it is necessary to develop a policy of protection and deterrence in support of our young people.
- 3) The use of drugs is detrimental to the maintenance of high academic standards. Such behavior also leads to poor student performance and adversely affects school morale.
- 4) Students often need education, assistance, and support because of their own drug use or because of drug-related problems of their peers. Many students will require support for their decision to remain drug free. SHS offers education, access to programs, and/or assistance to the student body in general, and more specifically, assistance to any individual student displaying signs of harmful involvement.

Recognizing that Sacred Heart staff and faculty set an example for our students, they will be participants in the testing procedure. Full guidelines for the Substance Abuse Policy for faculty and staff can be found in the faculty handbook.

The primary message of this policy is protection and deterrence, not detection and punishment. It is important to remember that one of the goals of SHS is to help children develop into productive adults. Young people must learn that they are accountable for their own decisions. Finally, we believe that this Substance and Abuse Prevention Policy communicates to the community that Sacred Heart School maintains a standard of values and will assist our young people in protecting their youthful innocence in combating the temptations of today's society.

Policy

Initial Setup and Procedure

Grades 9 through 12 will be tested under the Substance Abuse and Prevention Program. Testing will occur unannounced and on a "random plus" basis. "Random plus" refers to a random drawing of names during a testing period plus any individual who at any time exhibits cause for reasonable suspicion of drug use, as determined by the principal with consultation of the Secondary Review Council. The school reserves the right to test any individual who at any time exhibits cause for reasonable suspicion of drug use, including 7th and 8th graders. Students may opt for self-referral, prior to mandatory testing, and not suffer the consequences outlined in this document. Parents/Guardians may request their child be tested at any time, at their own expense, and upon signing a waiver, and agreeing to provide the results to the school. All information gathered from the testing will be held in confidence between the school officials and the parents.

The test screen will determine if cocaine, marijuana, opiates, methamphetamine, and phencyclidine are present in the sample.

Midwest Collections Specialists, Inc. of Sedalia, Missouri as the firm hired to coordinate this program for Sacred Heart School, will draw the random, computer driven sample and do collection of hair samples. **Advance notice will not be given.** Parents will be notified the morning of the test and given the opportunity to be present if they so choose. If parents cannot be reached, emergency card procedures will be utilized. Students will be notified the morning of the test as well. A detailed description of the testing procedure is available. This description includes the safeguards in place to protect against evasion and tampering, along with providing the most accurate result possible.

Midwest Collection Specialists will be utilized for the random draw process and the taking of hair samples. Bothwell Regional Health Center staff will be utilized for the urine test samples. A detailed description of both testing procedures is available. This description includes the safeguards in place to protect against evasion and tampering.

A monthly testing pattern, running from August through May, for a total of ten testing dates in each school year will be followed. Five students and one adult will be tested on each of the scheduled testing dates. To get the widest testing distribution possible (while providing adequate deterrence measures), no individual would be eligible for testing more than twice in any given school year. However, the school reserves the right to test any individual who at any time exhibits cause for reasonable suspicion of drug use. Testing will utilize a combination of hair and urine sample testing. The general suggested ratio is 1 student hair samples and 4 student urine samples in each testing session.

School administration will be notified of all test results. The administration will then notify the student's parents/guardians. An individual testing positive may choose to have a test redone at his/her own expense provided the results are shared with the administrator. He/she may also choose to acquire the services of a Medical Review Officer (MRO) at his/her own expense.

A parent board, appointed by the school board will regulate the drug testing monies and the drug testing procedures and will plan educational activities for students and parents. This group will work closely with the counselor and communicate regularly with administration and school board.

Consequences

- 1) Any student testing positive for drug use on a FIRST OFFENSE, through the school-wide testing program, will meet immediately with the Secondary Review Council (SRC) accompanied by the parents/guardians. The student will receive a five day in-school suspension, separated from other students but allowed to complete coursework for full credit. In addition, six hours of community service per day of suspension will be administered by the SRC. The student and family must agree to a drug and alcohol assessment by a state-approved alcohol/drug agency and enroll in an educational or counseling program of at least ten hours duration. Proof of satisfactory completion of the counseling program must be provided. Where fees for service are involved, parents must accept responsibility for payment including the cost of drug testing for the two months following the suspension. The student will then be placed back on the "random plus" basis of testing. The school reserves the right to contact law enforcement after consultation with the Diocesan School Office.
- 2) Should any student test positive for drug use on a SECOND OFFENSE through the school-wide testing program, the parents will be contacted immediately upon verification of the violation. The student will be dismissed, with the possibility of reapplication to the school after following stipulations provided by the SRC or expelled. The Diocesan School Office will be notified and will approve the procedures. Any future re-enrollment would require the representation of evidence to the SRC that the student has received professional intervention to assist with illegal substance involvement and is drug-free. Students will be required to undergo drug testing every three months for one calendar year at their own expense. The school reserves the right to contact law enforcement after consultation with the Diocesan School Office.
- 3) A student who refuses to be tested will be could dismissed from Sacred Heart with approval from the Diocesan School Office. Reapplication will be subject to guidelines developed by the SRC.
- 4) The student and parent/guardian must sign the Substance Abuse Prevention Policy agreement as part of the handbook contract to be enrolled in the school.
- 5) Any student found to be deliberately tampering with results or falsifying records will be dismissed from Sacred Heart after approval from the Diocesan School Office.
- 6) Any student who has removed all appropriate hair so as to hinder the facilitation of the hair sampling drug test will participate in a series of urine tests equivalent to the same ninety-day background as the hair sampling and to the life expectancy of the five drugs tested in the body. Excess costs of the urine tests will be borne by the student and parents/guardians. In addition, any test which is red-flagged (indicating suspected tampering by the student) will be subject to a retest paid for by the parent/guardian.

Self-Referral

An important feature of this program is that students and their family members are encouraged to contact the school counselor or administration for help with alcohol and illicit drug-related problems. Sacred Heart School offers an assurance that such contacts will be handled sensitively and in a spirit of confidentiality.

A student who self-refers to the school and who is making satisfactory progress in following the recommendations of a certified program will not be liable to the disciplinary actions if the self-referral occurs prior to a first offense against the stipulations of this policy and prior to having his/her name pulled for sampling.

Drug Use Policy

It is the philosophy of this Board, Administration, and Staff of Sacred Heart School that participation in extracurricular activities is a special privilege and carries an added responsibility of representing the school in a unique way. In keeping with this philosophy, we adhere to the following policy.

Illegal Drugs, Look-Alike Drugs, Drug Paraphernalia

The possession or use of illegal drugs or look-alike drugs on campus or while attending an SHS activity could result in immediate dismissal or expulsion from SHS after consultation with the Diocesan School Office. Students possessing drug paraphernalia on campus or utilizing legal substances in a manner not intended for usage, will be required to meet with the SRC with possible offenses ranging from in-school suspension to dismissal. In the event a student does become involved in the possession and/or use of any illegal substance or drug paraphernalia, resulting in an arrest or conviction, the school shall deal with the matter on a case-by-case basis.

Search

Sacred Heart School reserves the right to conduct random searches of student lockers, as these lockers are property of the school. Specific searches may be made on an individual's person or locker if there is a reasonable suspicion or concern that the individual is in possession of illegal substances or weapons. An administrator and another staff member will conduct all searches.

CHILD PROTECTION AND REFORMATION ACT

Sacred Heart School abides by the Child Protection and Reformation Act (RSMO 219) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the MO Dept. of Family Services. (Standard III, Section 3.8 of the MO Chapter of the National Federation of Nonpublic Schools State Accrediting Assn. handbook).

AUTHORIZATION TO USE PHOTOGRAPHS

Sacred Heart School will, from time to time, use photographs of faculty, staff and students in connection with publications, social media, and/or Catholic school advertisements and/or Catholic school public relations printed materials. The school is not authorized to sell or otherwise distribute such photographic images to any other person or entity without the consent of the individuals or the parent/guardian of the individuals portrayed in the photograph.

All faculty, staff and students (parents/guardians) have the right to deny this authorization. In order to implement a denial of photo release authorization submit said request in writing to the school office to the attention of the school administrator.

Updated: Aug 2018

Approved: