

VISION & MISSION of SACRED HEART SCHOOL

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 and 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 religious 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 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 students with an outstanding, well-rounded religious and academic experience that educates the whole person.

HISTORY OF THE GREMLIN

1941 ushered in the first freshman class of Sacred Heart School. Soon after, the student body was asked to choose a school mascot. Their selection? The Gremlin. At the time, gremlins were well known, especially among U.S. and British World War II pilots, as playful yet meddlesome troublemakers. Aviators would blame plane malfunctions on these mythical and mischievous aerial pixies. *Life* magazine even dedicated five pages to the gremlins in its November 16, 1942 issue, stating: "*Although gremlins exist only to make trouble for fliers, fliers still have warm feelings for them.*"

Mary (Behen) Donahue, class of 1945, remembers Father William Stack, SHS priest, and teacher, calling the school mascot choice "crazy" because, after the war, no one would remember what a gremlin was. What would be crazy is to allow the legacy and historical significance of our unique mascot to be lost in time. Pass along the story of our historical Gremlin!

SCHOOL COLORS

Our school colors are red and white.

FIGHT SONG

If you are at a Sacred Heart Pep Rally or game, you will hear the fight song being played loud and proud! It's the same tune as the Notre Dame fight song. It's great to see everyone getting involved by participating with the cheerleaders in the dance to the fight song.

ALMA MATER

You'll oftentimes hear us sing our Alma Mater song at Homecoming and graduation. This is an original song composed by our founding high school class of 1945.

*Come let us now proclaim our high school dear,
in words of love with hearts and voices clear;
we proud will be to stand by her each day --
our own beloved Sacred Heart High!*

*Dear Alma Mater thee we love and honor,
our happy hearts in gratitude draw nigh;
E'er may thy teaching and thy virtues guide us;
all hail to thee dear Sacred Heart High!*

*No happier days are there than those well spent
in forming friendships that will e'er repay;
faithful to God and to His Mother dear,
We learn the truths to guide us through life's way.*

ACCREDITATION

Sacred Heart High School and Junior High School are 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.

[POLICY AND REGULATION MANUAL FOR SCHOOLS | Diocese of Jefferson City](#)

ADMISSIONS

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, sex, or any other basis that is prohibited by law, in regard to enrollment.

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.

The following criteria are used to admit prospective transfer students to Sacred Heart 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.

HIGH SCHOOL ADMISSION PRIORITY

DSP 5107

Ordinarily, families who reside in the following communities or send students to the following Catholic parish schools will enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic School Office. Families in the “Choice of School” column may attend the high school of their preference.

<i>Helias Catholic High School</i>	<i>Tolton Catholic High School</i>	<i>Choice of School</i>
<i>Immaculate Conception, Jefferson City</i> <i>St. Andrew, Holts Summit</i> <i>St Joseph Cathedral, Jefferson City</i> <i>St. Peter, Jefferson City</i> <i>St Francis Xavier, Taos</i> <i>St. Martin, St. Martin</i> <i>St. Stanislaus, Wardsville</i> <i>St Margaret Antioch, Osage Bend</i> <i>St Michael, Russellville</i> <i>Sacred Heart, Eldon</i> <i>Our Lady of the Snows, Mary's Home</i> <i>St Anthony of Padua, Folk</i> <i>Our Lady Help of Christians, Frankenstein</i> <i>Holy Family, Freeburg</i> <i>St George, Linn</i> <i>Immaculate Conception, Loose Creek</i> <i>Sacred Heart, Rich Fountain</i> <i>St. Thomas Designated Catholic High School, St. Thomas</i>	<i>Ss. Peter & Paul, Boonville</i> <i>Our Lady of Lourdes, Columbia</i> <i>Sacred Heart, Columbia</i> <i>St. Thomas More, Columbia</i> <i>St. Joseph, Martinsburg</i> <i>St. Brendan, Mexico</i> <i>St. Pius X, Moberly</i> <i>Immaculate Conception, Montgomery City</i>	<i>St Peter, Fulton</i> <i>St George, Hermann</i> <i>Annunciation, California</i> <i>St. Andrew, Tipton</i> <i>With Sacred Heart, Sedalia being another option</i>

STUDENTS WITH SPECIAL NEEDS

DSP 5701

If a student with special needs (categorized such as EMH (Educable Mentally Handicapped), 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/principal is to immediately consult the Catholic School Office 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 Catholic School Office, the local administrator(s)/principal(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 Catholic School Office, if deemed beneficial when a parent disagrees with a local school decision.

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 the 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 \$35 application fee per family, payable to FACTS.

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 St. Vincent de Paul Catholic Parish, the Sacred Heart Foundation, and individual donors who believe in our vision: *Extraordinary Catholic Education. Through Christ. For All.*

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. 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.

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.

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.

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

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

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 administrators, parents, and students.

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 administrators, parents, and students.
 - i. Alternative enrollment at another school or district (other than SHHS sponsored dual credit opportunities) would not count towards graduation or GPA.
- b. Credit recovery – students needing credit recovery opportunities can work with the principal and counselor to arrange a suitable program.

SFCC CAREER AND TECHNICAL CENTER (CTC) (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.

INTERNATIONAL STUDENT ATTENDANCE

Intro needed - taken from International student handbook

1. International students are welcomed 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 tuition benefit from Sacred Heart School to be applied to their own family only.
4. International students will pay a set rate that includes both housing and tuition.
5. International students are responsible to familiarize themselves with Sacred Heart School rules and regulations and abide by them accordingly.

CONTACT INFORMATION

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.

Administrators are available for parent meetings on days when school is in session by appointment. To schedule an appointment please contact the administrator and/or the school main office.

ADMINISTRATION

Most Rev. Shawn McKnight *Bishop, Diocese of Jefferson City*

Fr. Joseph Corel *Pastor*

Fr. César Anicama *Associate Pastor*

Mrs. Nikki Howell *School President*

Mrs. Nancy Manning *Principal*
Family and Consumer Science
FCCLA Advisor

Dr. Amanda Burdick *Dean of Students*
Mathematics
Junior Class Moderator
Safety and Security

OFFICE STAFF

Mrs. Teresa Dillon *Admissions Coordinator*
Office Manager

Ms. Rocio Morales *Office Assistant*
Translator

STAFF

Mrs. Theresa Bain *Teacher's Aide*

Mrs. Amanda Blackburn *Activities Director*

Mrs. LiShanna Bredehoeft	<i>Finance Director</i>
Mr. Webster Brown	<i>Bus Driver- Warrensburg Route</i>
Mrs. Gabriella Rodriguez	<i>Teacher's Aide</i>
Mr. Zachary Siegel	<i>Bus Driver- Marshall Route</i>
Mrs. Celinda Smothers	<i>School Nurse</i> <i>Day Care Director</i>
Mrs. Sarah Tippie	<i>School Counselor</i> <i>A+ Tutors</i>
Mrs. Liz Van Leer	<i>Development Director</i> <i>JH Bellarmine Speech Coach</i> <i>Key Club Moderator</i>

FACULTY

Ms. Ramona Baldwin	<i>4th Grade</i>
Mrs. Jill Bentch	<i>Second Grade</i>
Mrs. Tawnya Blades	<i>HS Science</i>
Ms. Gloria Close	<i>JH English</i> <i>Reading Lab</i>
Mrs. Lindsey Conardy	<i>JH Mathematics</i>
Ms. Norma Fuentes	<i>K-12 Spanish</i>
Mrs. Hannah Fulcher	<i>JH/HS Religion</i> <i>8th Grade History</i> <i>Freshman Moderator</i>
Mr. José María González	<i>Faith Formation Director</i> <i>Religion</i> <i>JH Assistant Volleyball Coach</i> <i>8th Grade Class Moderator</i>
Mr. Steven Goodwin	<i>Physical Education</i>

	<i>HS Boys V/JV Basketball Coach</i>
Mrs. Barb Hagebusch	<i>Science</i>
	<i>Envirothon Team Advisor</i>
Mr. Darrin Hartman	<i>Vocal Music</i>
	<i>Musical</i>
Mrs. Kara Hill	<i>Mathematics</i>
	<i>Cross Country Head Coach</i>
	<i>HS/JH Cheer Head Coach</i>
	<i>Math Team</i>
	<i>NJHS Sponsor</i>
Mrs. Angela Hostetler	<i>JH Social Studies</i>
	<i>Religion</i>
	<i>Student Council Co-Advisor</i>
Mrs. Suzann Jenkins	<i>4th Grade</i>
Mrs. Jamie Jennings	<i>Business Teacher</i>
	<i>Yearbook Advisor</i>
	<i>Student Store</i>
	<i>Student Council Co-Advisor</i>
Ms. Katherine Keele	<i>Preschool Coordinator</i>
Ms. Sarah Kramer	<i>Kindergarten</i>
Ms. Breanna Libby	<i>5th Grade</i>
Mrs. Michelle McDonald	<i>JH Literature and History</i>
Ms. Jane McMullin	<i>History/ Psychology</i>
	<i>Sophomore Class moderator</i>
	<i>Detention Moderator</i>
Ms. Mariela Messina	<i>JH & HS Science</i>
	<i>7th Grade Class Moderator</i>
	<i>Lego League Coach</i>
Mrs. Kloe Midkiff	<i>Kindergarten</i>
Mrs. Barb Morrow	<i>English and Literature</i>

Mrs. Desirae Nau	<i>JH STEM HS Project Lead The Way Drone Program Senior Moderator</i>
Ms. Jacqueline Nehring	<i>K-12 Art</i>
Mr. Michael Schwartz	<i>Physical Education and Health HS Girls Basketball Coach JH Track and Field Head Coach</i>
Mrs. Julie Sobaski	<i>First Grade</i>
Ms. Chelsea Turner	<i>HS English and Literature Speech and Drama Coach</i>
Mrs. Jennifer Walker	<i>First Grade</i>
Mrs. Robin Williams	<i>Third Grade</i>

CAFETERIA STAFF

Ms. Betsy Gerke	<i>Cafeteria Manager</i>
Ms. Judy Gerke	<i>Cafeteria</i>
Mrs. Melissa Bellis	<i>Cafeteria</i>
Ms. Gabriella Vivone	<i>Cafeteria</i>

CUSTODIAL STAFF

Deacon Nestor Montenegro	<i>Head Maintenance</i>
Mr. John Hopper	<i>Maintenance</i>

ACTIVITIES (Non-Faculty Members)

Mrs. Rachel Anderson	<i>HS Cheer Assistant Coach</i>
Mr. Nick Brashears	<i>HS Baseball Head Coach</i>

Mr. Dan Cahill	<i>HS Girls Soccer Assistant Coach</i>
Mr. Desmon Carl	<i>JH Girls Basketball Head Coach</i>
Mr. Brian Conardy	<i>JH Boys Basketball Assistant Coach</i>
Mr. Warren Dey	<i>HS Boys Soccer Coach</i>
Mrs. Amy Epple	<i>HS Volleyball Head Coach</i>
Mr. Seth Fraley	<i>HS Baseball Assistant Coach</i>
Mr. Ben Jackson	<i>HS Boys Golf Assistant Coach</i>
Mr. Bryan Jenkins	<i>HS Boys Golf Head Coach</i>
Ms. Victoria Linderman	<i>HS Girls Swim Assistant Coach</i>
Mr. Nathan Manning	<i>JH/HS Track and Field Assistant Coach</i>
Mr. Lucas Martin	<i>JH Soccer Coach</i>
Ms. Mandy Prewitt	<i>HS Volleyball Assistant Coach</i>
Mr. Cole Scott	<i>HS Assistant Boys Basketball Coach</i> <i>JH Boys Basketball Head Coach</i>
Mrs. Joyce Shiney	<i>JH Volleyball Coach</i>
Mrs. Carrie Smith	<i>HS Track and Field Coach</i>
Mr. Nick Turner	<i>HS Girls Soccer Head Coach</i> <i>HS Boys Soccer Assistant Coach</i>
Mr. Tom Van Leer	<i>JH Girls Basketball Assistant Coach</i>

ACADEMICS

PARENT/TEACHER/STUDENT CONFERENCES

DSP 5405

It is required that each school plans to have conferences at reporting time at least once a year for classes PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

TEXTBOOKS

All textbooks and workbooks will be provided for students by the school. 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.

REPORT CARDS

Report cards are issued quarterly to all parents via email. Parents are responsible for monitoring these quarterly report cards and discussing their content with their children. Quarterly report cards could be placed on hold 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 (Grades PK-2)

Students in preschool through second grade will be graded on specific standards utilizing a Standards Based Grading Scale.

4	The student, with limited errors, understands key concepts, processes, and skills and applies them effectively.
3	The student, with limited errors, understands key concepts, processes, and skills and applies them effectively.
2	The student is demonstrating progress towards understanding and application of key concepts, processes and skills with additional time and support.
1	The student is not demonstrating progress towards understanding of key concepts, processes and skills even with additional time and support.

*	Not assessed at this time.
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GRADING SCALE (Grades 3-12) (Updated 07/2023)

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

Letter Grade	Percentage	Standard GPA	Weighted GPA
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.4	4.4
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	0.4	1.4
F	0-59	0	0

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.

GRADING CODES IN FACTS SIS

Pending = P
Absent = A
Missing = M
Incomplete = I
Excused = E

MID-TERM REPORTS

Parents or students with below-average grades in courses will be notified by the teacher at mid-term via an email. Parent response is required and a meeting between the parents, student, and teacher may be necessary. Parents or teachers may request a conference at any time during the school year.

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 a quarter, a student would have received grades below 60% 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 60% would be placed on a special academic agreement for a minimum of two weeks. Students will be removed from academic probation when all grades are above a 60% and after the initial two-week probation period.

Students on a special academic agreement will be scheduled to appear before the Principal (Grades 6-8) or Assistant Principal (Grades 9-12). Parents will receive notice from the school when a student is placed on academic probation. Coaches and Club Sponsors will be notified of a student's probation status by the Athletic Director, Amanda Blackburn.

GRADE CHECKS

During the first monitoring period (two weeks) of a special academic agreement, a student involved in a team activity may continue to attend practice but may not attend or participate in an interscholastic competition. If, after the two-week probationary 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, a student must have all grades at or above the 60% level.

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 on academic probation are not allowed to attend or participate in extracurricular activities.

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 retention 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. 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.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma.

HONOR ROLL

Grades 4 and 5:

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 60%).
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 60%).
3. Maintain Satisfactory (S) or Outstanding (O) effort grades in all classes for the quarter.

Grades 6-12:

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 60%).
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 60%).
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.

A+ PROGRAM

A+ is a program funded by the State of Missouri which provides scholarship funds to eligible graduates of an A+ designated high school who attend a participating public community college or vocational/technical school or certain private two-year vocational/technical school.

Students must meet the following guidelines as outlined by the State:

- Be a U.S. citizen or permanent resident
- Enter into a written agreement with the high school prior to graduation
- 95 percent attendance record *overall* for grades 9-12 (appeals can be made in the event of extreme illness or injury)
- Students must perform at least 50 hours of unpaid mentoring or tutoring (25 percent may include job shadowing)
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol.
- Students must have achieved a score of 17 on the math portion of the ACT
- Students must have at least a 2.5 grade point average
- Must complete Federal Application for Student Financial Aid (that does not require repayment)
- A+ Mentoring tracking sheet can be picked up outside the HS Counselor's office.
- ALL Paperwork MUST be returned to the HS Counselor the week before High School Graduation in order to qualify.
- Questions should be directed to the HS Counselor.

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.

SHS GRADUATION REQUIREMENTS (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 an 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 \$50 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 60% or higher on the semester grade. The requirements shall be as follows:

9 Core Course Credits: Math, Science, English, Social Studies, and Religion. Core credits are earned at the rate of 1/2 credit per class per semester

3.5 Co-Curricular Course Credits: PE, Literature, Music, Art Computers, and Foreign Language

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 does not qualify its students with traditional class ranks.

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.

CLASS DUES/FEES

Students in grades 9-12 are assessed class dues on a yearly basis. Class dues are \$100/per grade and will be charged to FACTS. The deadline for paying the class dues is October 31st of the school year. Class

dues are used to purchase materials for Homecoming activities each year, Prom, Senior Mission Trip, and Graduation items (flowers, gifts, etc). Seniors are assessed an additional \$50 graduation fee. This fee covers the cost of the graduation gown rental, printed diploma, diploma cover, honors cords, and other incidentals.

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 3 through 5	10% deduction for each day No credit will be given after 3 days.
Grades 6 through 8	25% deduction on the assignment for the first day late. No credit will be given after 1 day.
Grades 9 through 12	50% deduction on the assignment for the first day late. No credit will be given after 1 day.

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! For example, any assignments given on Monday would be due on Tuesday for that week; if it were turned in on Wednesday, you would receive a late grade; if it were turned in on Thursday, you would receive a zero.

In the case of 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.

Sacred Heart's Late Work Policy does not apply to Dual-Credit classes. Dual-Credit classes will follow the policy of the higher education facility administering the class.

ACADEMIC MEDALS AND CERTIFICATES

Academic medals and certificates are presented annually at the academic awards ceremony at the end of the school year.

ATHLETICS

DSP 6610

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

DSR 6610

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

- *Sports are viewed as a ministry to students and families.*
- *Teams are seen as moral communities.*
- *Moral growth and character development are emphasized.*
- *Spiritual development is expected.*

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools.

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

STUDENT APPEARANCE CODE

Revised August 4, 2023

Sacred Heart Catholic 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 and 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 that lists specifically what may be worn to school.

GENERAL POINTS APPLICABLE TO ALL STUDENTS

- Students are to be neatly dressed and well-groomed during the school day. By definition, the school day begins when a student enters the building in the morning and when they leave at the end of their day, so students are expected to be in compliance with the appearance code and are subject to being fined for violations before or after school. These standards also apply to all students representing Sacred Heart School at any school event.
- 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.
- Gremlin Gear may be purchased from the Gremlin Student Store. Gremlin Gear is white, red, and navy solid crewneck sweatshirts, and 1/4 zip pullovers with one of the four approved Sacred Heart logos. It may be worn over a student's uniform.
 - A belt and a collared uniform shirt must be tucked in, visible, and worn underneath Gremlin Gear at all times.
 - Sacred Heart embroidery is considered Gremlin Gear but is only allowed on the left chest and should not exceed 4x4". Items that can be embroidered are polos, oxfords, blazers, cardigans, and pullovers. These items are available at the Gremlin Student Store and Lands End.
 - All Gremlin Gear must have one of these four official school logos: 1. The Gremlin, 2. The Heart and Cross, 3. The Sacred Heart Crest, 4. The Sacred Heart Logo.
 - No hoods are permitted.
 - Gremlin Gear does not include articles of clothing handed out as part of an athletic uniform purchased by the Booster Club such as a basketball jersey, volleyball warm-up, soccer jacket, etc.
- Spirit Wear may be purchased from the Gremlin Student Store. These items may be worn on Spirit Dress Days. Spirit Wear are items with the Sacred Heart logo visible on the front. Some items include: Sacred Heart short or long sleeved t-shirts, Sacred Heart pajama pants, Sacred Heart sweatpants, and Sacred Heart athletic shorts. Please note that all items created using the Sacred Heart logos, brand, or identity must first be approved by the Sacred Heart President, Activities Director, and Development Director.
- 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. If a student's hair color or style is deemed inappropriate or extreme, he/she is subject to an appearance code fine each day until the hair can be dyed back to an acceptable, natural color.
 - Girls Only: Headbands/hair clips must be simple in nature and not have additional attachments such as ears, puffballs, etc.
 - Boys Only:

- Hair may not pass the brow-bone; at least half of the ears must be visible; hair length in the back may not overhang the collar. Ponytails or any type of headbands are not permitted.
 - Sideburns may not extend below the earlobe.
 - Clean-shaven, no beards or mustaches are permitted (even when wearing a mask).
- Jewelry must be simple and appropriate for school. Watches, necklaces, and bracelets must be simple in nature and not meant to distract. Accessories (scarves, bandannas, etc.) are not permitted.
 - Smart Watches and earbuds are not permitted.
 - Girls Only - Earrings are permitted.
 - Boys Only - 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.
- Visible tattoos and body piercings are not permitted.
- Ink marks on the body are unprofessional and immature. They must be removed.
- Backpacks, purses, and bags must be left in the locker during the school day.
- Outerwear (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 the students' locker or assigned place. The only exception is a Sacred Heart Letterman's jacket for students in grades 9-12.
- Hoodies or items with hoods are not permitted. Except for outerwear (jackets and coats) that are worn to recess and outside.
- If an item of clothing is not mentioned herein as being allowed, it should NOT be worn.
- **Decisions on the acceptability of student appearance will be made by the administration.**

ELEMENTARY & JH UNIFORM POLICY (Grades K-8)

Dennis Uniform, French Toast Uniform, Lands End, & JCPenney are the preferred uniform provider for elementary and JH students. Most items are available through other suppliers; however, they should be similar in style and color.





This is a dedicated web page specific to Sacred Heart with approved options for the school uniform. [French Toast Uniform Site](#) School Code: QS45R86




This is a dedicated web page specific to Sacred Heart with approved options for the school uniform. 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. School Number: 900175050 [Lands End Uniform Site](#)



The purpose of a school uniform:

- *to create a sense of pride and order in the school and church
- *to create a sense of modesty
- *to create a sense of professionalism

Overall, the uniform should be worn, as a reflection of our respect for inner dignity of ourselves and reverence for God.

<u>Item</u>	<u>Color</u>	<u>Notes</u>
Shirts	White or Red 	<ul style="list-style-type: none"> • White or red solid-colored shirts must have a collar and be either short or long-sleeved. • Logos should be no larger than 4 X 4 on the left chest. • Shirts must be tucked in at all times for students in grades 6 and higher. • Shirts in shades of red such as dark red, maroon, or burgundy are not permitted. • Undershirts/undergarments should be white or not visible through the uniform shirt. There should be no writing on these items or noticeable colors.
Belts (Optional Grades K-5) (Required for Grades 6 and higher)	Brown or Black or Navy 	<ul style="list-style-type: none"> • Brown, black, or navy solid color belts only. Large/decorative styles or buckles are not permitted. • Belts are required with uniform pants/shorts with a collared shirt tucked in for the entire school day.
Pants	Navy or Khaki 	<ul style="list-style-type: none"> • Navy or khaki uniform pants (any pants featured in the uniform catalog of any of the companies are acceptable) and must-have dress pants look. The material must appear pressed. • Boys' pants should be modest and not form-fitted. • Uniform pants should not have patch pockets (sewn to the outside), rivets, any frayed material, elastic cuffed, denim, jeggings, legging, etc. Pants in shades of gold, brown, or gray are not permitted. • Belts are required with uniform pants/shorts with a collared shirt tucked in for the entire school day.
Shorts	Navy or Khaki  <p>The warm weather season is defined as the beginning of school until November 1st and beginning again on March 1st.</p>	<ul style="list-style-type: none"> • Navy or khaki uniform shorts (any shorts featured in the uniform catalog of any of the companies is acceptable) and must-have dress pants look. • Boys' shorts should be modest and not form-fitted. • All shorts must be conservative in length. Shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5" from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter. • Uniform shorts may be worn from March 1-October 31. • Uniform shorts should not have patch pockets (sewn to the outside), rivets, any frayed material, elastic cuffed, denim, jeggings, legging, etc. Shades of gold, brown, or gray are not permitted. • Belts are required with uniform pants/shorts with a collared shirt tucked in for the entire school day.

<p>Skirts (Girls-Only)</p>	<p>Navy or Khaki</p> 	<ul style="list-style-type: none"> • Navy or khaki uniform skirts (any skirts featured in the uniform catalog of any of the companies are acceptable) must-have a neat and clean appearance. • Uniform Skirts must be of the appropriate length and worn with privacy shorts, leggings, or tights. • All skirts/skorts/jumpers/dresses must be conservative in length. Shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5" from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter. • Uniform skirts/skorts/dresses should not have patch pockets (sewn to the outside), rivets, any frayed material, elastic cuffed, denim, jeggings, legging, etc. Shades of gold, brown, or gray are not permitted. • Uniform skirts/skorts are worn with a collared shirt tucked in for the entire school day.
<p>Jumpers (K-5 Girls-Only)</p>	<p>Navy or Khaki</p> 	<ul style="list-style-type: none"> • Navy or khaki uniform jumpers (any skirts featured in the uniform catalog of any of the companies are acceptable) a neat and clean appearance. • Uniform jumpers must be of the appropriate length worn with privacy shorts, leggings, or tights. • All skirts/skorts/jumpers/dresses must be conservative in length. Shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5" from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter. • Uniform skirts/skorts/dresses/jumpers should not have patch pockets (sewn to the outside), rivets, any frayed material, elastic cuffed, denim, jeggings, legging, etc. Shades of gold, brown, or gray are not permitted.
<p>Polo Dress (K-5 Girls-Only)</p>	<p>Red</p> 	<ul style="list-style-type: none"> • Red polo dresses (any red polo dresses featured in the uniform catalog of any of the companies are acceptable) and must-have a neat and clean appearance. • Polo dresses must be of the appropriate length worn with privacy shorts, leggings, or tights. • All skirts/skorts/jumpers/dresses must be conservative in length. Shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5" from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter. • Uniform skirts/skorts/dresses should not have patch pockets (sewn to the outside), rivets, any frayed material, elastic cuffed, denim, jeggings, legging, etc. Shades of red such as dark red, maroon, or burgundy are not permitted.

Shoes	No color requirements	<ul style="list-style-type: none"> Tennis shoes are the preferred footwear of choice due to students being involved in daily physical activities (i.e. recess, PE). Matching shoes and socks must be worn at all times. Footwear that is sturdy closed-toed/closed-heeled is required. Sandals and crocs of any fashion are not permitted (including during warm-weather season and out of uniform days).
Socks Tights (Girls-Only)	White, Red, Navy Black, or Gray (Solid Colored)	<ul style="list-style-type: none"> White, red, navy, black, or gray matching/solid colored socks or tights must be worn at all times. Socks or tights must be worn on a daily basis. Socks should not go above the knee. Thigh highs not permitted. Logos on socks must be quarter size or smaller.
Gremlin Gear (Optional)	White or Red or Navy 	<ul style="list-style-type: none"> Gremlin Gear may be purchased from the Gremlin Student Store. Gremlin Gear is white, red, and navy solid crewneck sweatshirts and 1/4 zips pullovers with the Sacred Heart logo which may be worn over a student's uniform. These items are available at the Gremlin Student Store. All Gremlin Gear must have one of these four official school logos. 1. The Gremlin, 2. The Heart and Cross, 3. The Sacred Heart Crest, 4. The Sacred Heart Logo. A belt and a collared uniform shirt must be tucked in, visible, and worn underneath Gremlin Gear at all times. No hoods permitted. Gremlin Gear does not include articles of clothing handed out as part of an athletic uniform purchased by the Booster Club such as a basketball jersey, volleyball warm-up, soccer jacket, etc.
Pullovers and Cardigans (Optional)	White or Red or Navy 	<ul style="list-style-type: none"> White, red, and navy solid cardigans, sweaters, pullovers, sweatshirts, and 1/4 zips pullovers. Non Sacred Heart Logos must not exceed a 4"x4" on the left chest. Any logo must be school appropriate. A belt and a collared uniform shirt must be tucked in, visible, and worn underneath a pullover/cardigan at all times. No hoods permitted. Shades of red such as dark red, maroon, or burgundy are not part of the uniform.

The school reserves the right to make the final decisions about the suitability of the clothes since all styles of clothing cannot be considered in this policy. Students who fail to follow the dress code will receive a uniform notice

HIGH SCHOOL UNIFORM POLICY (Grades 9-12)

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

This is a dedicated web page specific to Sacred Heart with approved options for the school uniform. 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.

School Number: 900175050 [Lands End Uniform Site](#)




The purpose of a school uniform:




*to create a sense of pride and order in the school and church




*to create a sense of modesty

*to create a sense of professionalism

Overall, the uniform should be worn, as a reflection of our respect for inner dignity of ourselves and reverence for God.

<u>Item</u>	<u>Color</u>	<u>Notes</u>
Shirts	Navy or White or Red 	<ul style="list-style-type: none"> Navy, white or red solid-colored shirts must have a collar and be either short or long-sleeved. Logos should be no larger than 4 X 4 on the left chest. Shirts must be tucked in at all times. Alternative: White oxford long-sleeved, button-down, collared dress shirt and a uniform approved tie may be worn with this shirt. Shirts in shades of red such as dark red, maroon, or burgundy are not permitted. Undershirts/undergarments should be white or not visible through the uniform shirt. There should be no writing on these items or noticeable colors.
Ties (Optional)	Classic Navy Large Plaid or Navy Cross 	<ul style="list-style-type: none"> Girls - Classic navy large plaid or navy cross uniform tie. Boys - Classic navy large plaid uniform tie. The tie is optional. It is only to be worn when wearing a white oxford long-sleeved, button-down, collared dress shirt. Available through Lands End.
Belts	Brown or Black or Navy 	<ul style="list-style-type: none"> Brown, black, or navy solid color belts only. Belts are required with pants and shorts. Belts and buckles with large/decorative styles are not permitted.

Pants	<p>Navy or Khaki</p> 	<ul style="list-style-type: none"> Navy or khaki uniform pants (any pants featured in the uniform catalog of any of the companies are acceptable) and must-have dress pants look. The material must appear pressed. Boys' pants should be modest and not form-fitted. Uniform pants should not have patch pockets (sewn to the outside), rivets, any frayed material, elastic cuffed, denim, jeggings, legging, etc. Pants in shades of gold, brown, or gray are not permitted. Belts are required with uniform pants/shorts with a collared shirt tucked in for the entire school day.
Shorts	<p>Navy or Khaki</p> 	<ul style="list-style-type: none"> Navy or khaki uniform shorts (any shorts featured in the uniform catalog of any of the companies is acceptable) and must-have dress pants look. Boys' shorts should be modest and not form-fitted. All shorts must be conservative in length. Shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5" from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter. . Uniform shorts should not have patch pockets (sewn to the outside), rivets, any frayed material, elastic cuffed, denim, jeggings, legging, etc. Shades of gold, brown, or gray are not permitted. Belts are required with uniform pants/shorts with a collared shirt tucked in for the entire school day.
Skorts (Girls-Only)	<p>Classic Navy Plaid</p> 	<ul style="list-style-type: none"> Classic Navy Large plaid skort available through Lands End must-have a neat and clean appearance. All skirts/skorts/dresses must be conservative in length. Shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5" from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter. Must be of the appropriate length and must be worn with privacy shorts, leggings, or tights. Uniform skirts/skorts are worn with a collared shirt tucked in for the entire school day.
Shoes	No color requirement.	<ul style="list-style-type: none"> Tennis shoes are the preferred footwear of choice due to students being involved in daily physical activities. Matching shoes and socks must be worn at all times. Footwear that is sturdy closed-toe/closed-heeled is required. Sandals and crocs of any fashion are not permitted (including during out of uniform days).
<p>Socks</p> <p>Tights and Leggings (Girls-Only Optional)</p>	<p>Tights and leggings in white or navy with their skorts. (Girls-Only Optional)</p>	<ul style="list-style-type: none"> Matching socks must be worn at all times. Socks or tights must be worn on a daily basis. Socks should not go above the knee. Thigh highs not permitted. Girls Only - May wear tights and leggings in white or navy with their skorts.

Gremlin Gear (Optional)	White or Red or Navy	<ul style="list-style-type: none"> Gremlin Gear may be purchased from the Gremlin Student Store. Gremlin Gear is white, red, and navy solid crewneck sweatshirts and 1/4 zips pullovers with the Sacred Heart logo which may be worn over a student's uniform. These items are available at the Gremlin Student Store. All Gremlin Gear must have one of these four official school logos. <ol style="list-style-type: none"> 1. The Gremlin, 2. The Heart and Cross, 3. The Sacred Heart Crest, 4. The Sacred Heart Logo. A belt and a collared uniform shirt must be tucked in, visible, and worn underneath Gremlin Gear at all times. No hoods permitted. Gremlin Gear does not include articles of clothing handed out as part of an athletic uniform purchased by the Booster Club such as a basketball jersey, volleyball warm-up, soccer jacket, etc.
Pullovers and Cardigans (Optional)	White or Red or Navy 	<ul style="list-style-type: none"> White, red, and navy solid cardigans, sweaters, pullovers, sweatshirts, and 1/4 zips pullovers. Non Sacred Heart Logos must not exceed a 4"x4" on the left chest. Any logo must be school appropriate. A collared uniform shirt must be tucked in, visible, and worn underneath a pullover/cardigan at all times. No hoods permitted. Shades of red such as dark red, maroon, or burgundy are not part of the uniform.
Blazers (Optional)	Navy 	<ul style="list-style-type: none"> Navy blue solid blazers. May be worn with any approved uniform collared solid colored shirt. Shirts must be tucked in at all times.
Letterman Jacket (Optional)		<ul style="list-style-type: none"> Red scarlet wool body with sand leather sleeves Available through Pummill's Sporting Goods in Sedalia.

The school reserves the right to make the final decisions about the suitability of the clothes since all styles of clothing cannot be considered in this policy. Students who fail to follow the dress code will receive a uniform notice.

OUT OF UNIFORM DAYS

Spirit Dress Day Code (All Grades)

- Spirit Dress Days are free to participate in and will occur on **the first Friday of each month** unless otherwise noted.

- Students are encouraged to wear spirit wear to show their school spirit. Students who choose not to participate in Spirit Dress attire are expected to wear their uniforms, per usual (belt and collared shirt tucked in).
- Spirit Wear may be purchased from the Gremlin Student Store. These items may be worn on Spirit Dress Days. Spirit Wear is traditionally an item with the Sacred Heart logo visible on the front of it.
- Students may wear any Sacred Heart Spirit Wear short or long-sleeved t-shirt, hoodie, crewneck, ¼ zip with a Sacred Heart logo visible on the front of it. Shirts may be untucked.
- Students may wear school-appropriate denim jeans, Sacred Heart pajama pants, Sacred Heart sweatpants, Sacred Heart athletic shorts, and uniform bottoms. Shorts may only be worn during warm weather seasons. All shorts must be conservative in length. Shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5” from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter. A belt is optional unless the pants are too loose-fitting to be held up otherwise.
- On Spirit Dress Days: Sacred Heart Hats, Beanies, Jackets (except Letterman Jackets), Jerseys, etc. are not permitted.
- All clothing should be neat and clean with no rips, holes, or frays.
- Students are expected to be in modest and appropriate attire on non-uniform days.

Paid Dress and Theme Days (All Grades)

- Paid Dress Days occur **monthly on the third Wednesday** unless otherwise noted.
- On this day students are not required to wear uniforms in return for a free-will donation for a specified cause. Parents are to monitor what their child is wearing on that day and take the dress code into consideration when choosing the appropriate clothing for their child to wear. All clothing is to be modest, appropriate attire, conservative in length, of proper fit, neat, clean, and worn as designed at all times. Students not complying will be asked to change.
- Students who choose not to participate in the Paid Dress Day attire are expected to wear their uniforms, per usual (belt and collared shirt tucked in).
- 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 must have a conservative neckline, midriffs/shoulders must be covered. Shirts must be long enough to cover the midriff when arms are extended upward. Sleeveless shirts or dresses, tank tops, spaghetti straps, and tops with revealing necklines or those that allow undergarments to be visible are not permitted. Shirts should not be longer than the student's shorts.
- All pants & jeans (shorts, during warm weather seasons) are to be neat and clean with no rips, holes, or frays.
- Pajama pants, leggings, yoga pants, tight athletic pants, and spandex/spanx like material are not permitted.
- All shorts (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5” from the top of the knee.
- For safety reasons, Tennis shoes are the preferred footwear of choice due to students being involved in daily physical activities. Footwear that is sturdy closed-toed/closed-heeled is required. Sandals and crocs of any fashion are not permitted (including during warm-weather

season and out of uniform days). Regulations for footwear remain the same as on regular dress code days.

- Students are expected to be in modest and appropriate attire on non-uniform days.

Physical Education Appearance Code (Grades 3-12)

- Students in grades 6-12 are encouraged to change out of their uniforms and into athletic clothing for PE. At all other times, students are expected to comply with the requirements of the uniform. Students not complying will be asked to change.
- Parents are to monitor what their child is wearing and take the dress code into consideration when choosing the appropriate clothing for their child to wear. All clothing is to be modest, appropriate attire, conservative in length, of proper fit, neat, clean, and worn as designed at all times.
- 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 must have a conservative neckline, midriffs/shoulders must be covered. Shirts must be long enough to cover the midriff (and bottom if wearing leggings or yoga pants) when arms are extended upward. Sleeveless shirts or dresses, tank tops, spaghetti straps, and tops with revealing necklines or those that allow undergarments to be visible are not permitted. Shirts should not be longer than the student's shorts.
- All clothing should be neat and clean with no rips, holes, or frays.
- All shorts (boys and girls) or skirts/skorts/dresses (girls only) must be conservative in length.
- Pajama pants and spandex/spanx like material are not permitted.
- Tennis shoes are the preferred footwear of choice due to students being involved in daily physical activities.

Athletic Practices Appearance Code (Grades 3-12)

The practice appearance code offers a bit of flexibility in consideration that athletes are often practicing outside in hot weather conditions and in gyms with no air conditioning.

- Athletes may wear “regular” athletic shorts. Spunks, spandex, and “volleyball shorts” are not permitted unless worn underneath regular athletic shorts.
- Athletes may wear sleeveless shirts or tank tops while practicing, however spaghetti straps and shirts with gaping arm holes are not permitted.
- All athletes MUST wear a shirt while practicing.

Team Attire Day (High School Only)

- High School Athletic teams may wear their team attire (jersey/warm-up) twice per season with prior approval from the Activities Director.
- A belt and uniform collared uniform shirt must be tucked in, visible, and worn underneath the Team Attire at all times with uniform pants/shorts or skorts (girls only) for the entire school day.
- No hoods are permitted.

College Shirt Day (Seniors Only)

- The Senior class will be asked to wear their college shirt/crewneck sweatshirt for where they will be attending after high graduation. Photo shoots will be scheduled as early as March (or earlier). All class members need to be in attendance for the photo shoot.
- A belt, uniform collared uniform shirt must be tucked in, visible, and worn underneath the Team Attire at all times with uniform pants/shorts or skorts (girls only) for the entire school day.
- No hoods are permitted.

DRESS CODE STIPULATIONS FOR WARM WEATHER SEASONS

(Grades K-5 Only)

****Effective for the 2023-2024 school year, students in grades 6-12 may wear uniform shorts year-round.****

- 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 (boys and girls) or skirts/skorts/dresses (girls only) may be no shorter than 5" from the top of the knee when kneeling. They may not be rolled at the waist or altered in length to be shorter.
- All regulations concerning shirts, shoes, and belts will remain in effect during these periods.
 - Tennis shoes are the preferred footwear of choice due to students being involved in daily physical activities.
 - Matching shoes and socks must be worn at all times.
 - Footwear that is sturdy closed-toe/closed-heeled is required.
 - Sandals and crocs of any fashion are not permitted (including during warm-weather season and out of uniform days).

APPEARANCE CODE CONSEQUENCES

All students (K-12) who are in violation of the dress code will be sent to the Dean of Students' office during Homeroom to have the violation corrected in the quickest way possible. This will be done by either a parent phone call to bring the approved items needed, or by a visit to the school store. All items taken from the Gremlin Student Store will be charged to the student's account. Students in grades 6-12 not in compliance with the appearance code will be fined for each violation.

- First Offense: \$4.00 violation and the student will be required to change in order to be compliant with the appearance code.
- Second Offense: \$4.00 violation and the student will be required to change in order to be compliant with the appearance code, and student will receive a 7am detention
- Third Offense: \$4.00 violation and the student will be required to change in order to be compliant with the appearance code, and student will receive two 7am detentions, and a parent meeting will be scheduled with the administration and the secondary review council.

- Any student with three or more dress code violations in a given school year could receive a suspension from an extracurricular activity. The details of the suspensions and consequences of future violations will be discussed during the parent meeting with the administration and the secondary review council. Future violation consequences could include, but are not limited to: ISS, OSS, removal from school clubs or athletics, service hours, family counseling with the priest, etc.

Students will NOT be permitted to attend class unless they are wearing clothing that is in compliance with the appearance code. That may involve a phone call to parents to deliver compliant 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.

ATTENDANCE

SCHOOL HOURS

Classes are held each school day between 7:50 a.m. and 3:05 p.m. Early dismissal dates and times are published in the school year calendar.

SCHOOL CLOSINGS

In the event that school is canceled a Parent Alert will go out through the FACTS SIS system. School closings will also be posted in a timely manner on the school's Website, Twitter account, Instagram, and Facebook page.

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.

SUPERVISION

Supervision of students is provided between 7:30 a.m. and 3:15 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. Students arriving before 7:50 a.m. are to report directly to their first-hour class. At 3:15 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

- *Absenteeism*

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 #5810.)

An absence of more than two hours is recorded as one-half day absence.

- *Tardiness*

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 #5810.)

The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

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 delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring "Return to School" documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

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.

Regular and punctual attendance at school is one of the hallmarks of a successful student. Absences leave gaps in the child's education. Moreover, they also create the impression in the child's mind that school is not important. All students are expected to attend school regularly and to report to each class on time. Parents are requested to call or email the office at 660-827-3800 or office@gogremlins.com by 9:00 a.m. if their child is unable to attend school. For the safety and protection of the student, the school will call any absentee whose parents have not called the school.

Parents must communicate with the front office prior to the student returning to school. Absences will not be excused without a parental note, phone call or email to the front office. 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.

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. 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 the absence for approval to participate in activities.

Any student with more than five absences during the quarter is considered to be excessively absent. On the fifth absence, students will receive a letter from Sacred Heart documenting the excessive absenteeism. 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.

Excessive absences will result in In-School Suspension and parent conferences. Repeated absenteeism may result in dismissal from Sacred Heart School.

RELEASE OF STUDENTS DURING SCHOOL DAY

If a student finds it necessary to leave school during the school day, he/she must always have parent permission and check out at the school office. If a student becomes ill during the day, he/she must report to the school nurse. If the nurse deems it necessary for the student to be sent home, parent contact must be made, prior to the student being dismissed from school.

Students will not be allowed to leave school by themselves without permission from the office and a parent/guardian. When a student returns to school they need to check in at the office.

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. The school personnel must follow the most recent written agreement/order regarding custody.

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.

ATTENDANCE CODES IN FACTS SIS

Present = P

Absent Excused = AE

Absent School Related = SE-A+

Absent Unexcused = AU

Tardy = T

Tardy Excused = TE

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.

TARDINESS

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

STUDENT DISCIPLINE HANDBOOK

(Revised 8/04/2023)

CATHOLIC FAITH AND MORAL STANDARD

DSP 5305

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, 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, reputation and welfare of other students or employees 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.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harms the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

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's 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.

Expectations of students:

- Students are to report to class on time, with all necessary materials.
- Students must speak to and treat adults respectfully.
- Students must speak to and treat one another with respect as well.
- Students are to actively participate in the classroom learning activity. Assignments should be completed as directed by the individual classroom teacher.
- 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.
- Students are to be aware of handbook guidelines and regulations.
- 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/drinks/food

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 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 citizens. 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.

Outlined below is a general pattern of options teachers will follow in situations where a student is being disruptive or mildly disrespectful. More serious issues are covered in the handbook.

Step #1 Pull the student aside to speak to him/her privately. Remember not to embarrass them in front of others. Obtain some privacy to make a more stem reprimand.

Step #2 Make an individual assignment based on current class topics (i.e., if a student is disrupting religion class, assign a 500 word essay on a saint that is pertinent to the era being studied).

Step #3 Make individual assignments that are strictly punitive in nature (i.e., "I will not ..." sentences, the problem, etc.).

Step #4 Assign recess detention or a short after-school detention that you would supervise personally. This would give you a chance to speak one-on-one with a student you are having a problem with.

Step #5 Utilize the A.M. detentions.

Step #6 Send the student to the office.

If a student has been disciplined multiple times within the classroom, or by multiple teachers for the same behavior, the Principal or Dean of Students reserves the right to assign consequences from any level based on each individual situation.

STUDENT BEHAVIOR

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's 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. 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 and possibly elementary and secondary review councils.

Elementary Consequences Chart

Behavior	Level One
Disrespect to students or adults: Including, but not limited to words, tone of voice, facial expressions, written expressions or gestures.	The student will document the infraction in their planner/journal and obtain a parent signature.
Disruptive Behavior: Conduct which has the intentional effect of disturbing education including but not limited to, excessive talking, out of seat, throwing objects, disturbing others, note passing, and/or other actions which interfere with the education process.	The student may be required to make apologies, and/or repair/replace property.
Disruptive speech: Including, but not limited to, use of hate language (written or spoken) to demean other persons due to the person's race, color, sex, national origin, age, ethnicity, disability, or religion. This includes verbal, written or symbolic speech.	The student may be given "time-out" or denied recess or free play to reflect on their behavior.
Electronic Devices Misuse: Operation or display of a phone or any non-academic electronic devices during school hours including, but not limited to Smart Watches, headphones, iPods, DVD's, e-readers, etc. Devices are not allowed during school hours. Items in use or displayed during school hours will be confiscated. This includes the inappropriate, unauthorized use, capturing, transmitting or duplicating an unauthorized picture of school staff, students or school documents. Students will be held accountable for the contents on the phone regardless of where the inappropriate content originated.	The student may be asked to leave the classroom. Alternative disciplinary action may be taken by the teacher.

<p>Insubordination: Refusal to follow staff directive or request, or defiance of staff authority.</p> <p>Inappropriate Language: Language, symbols, acronyms or gestures including, but not limited to, use of words (spoken or written) which are used to harass other people.</p> <p>Physical Contact or Conduct: Inappropriate contact or conduct(i.e. Scuffling, play fighting, or horseplay). Physical harm are behaviors such as “play” fighting, hitting, pushing, slapping, punching or pranks that have the potential to cause harm to a student or an adult. May be a Level 2 infraction if serious enough.</p> <p>Restroom Violation: Misuse of materials (i.e. soap, water, towels, toilet paper)</p> <p>Technology Misuse: Inappropriate use of the school technology network. Violation of Sacred Heart’s Acceptable Use Policy.</p>	
Behavior	Level Two
<p>ANY REPEATED LEVEL 1 BEHAVIORS</p> <p>Act of Violence/ Assault: Against a student or staff member - use of physical force by a student with the intent to do serious physical injury.</p> <p>Cheating: Carries the penalty of a zero on the text/assignment and teacher notifies parent(s)/guardian(s) of the problem; includes electronic cheating.</p> <p>False Alarm/ Fire equipment misuse: Tampering with emergency equipment or setting off a false alarm.</p> <p>Forgery: Of parent / guardian signature (includes impersonating a parent via phone) teacher or official signature.</p> <p>Lying: Intentionally providing false or inaccurate information.</p> <p>Obscene Language or Gestures: words that are obscene including, but not limited to, use of words (spoken or written); drawings or pictures which describe sexual conduct and are deemed offensive to community standards.</p> <p>Theft: Theft of money or property less than \$100.00 is a level 2 offense.</p> <p>Threatening: Threatening an adult or student verbally or physically. The level of discipline will be determined based on context. May be considered up to a level 4 violation if deemed serious enough.</p>	<p>Any of the Level One consequences may be given as well as:</p> <p>A parent will be contacted by phone and/or email and may be required to attend a conference or pick up their child from school.</p> <p>The student may be assigned a Detention</p> <p>The student may be assigned Christian Service work.</p> <p>The student may receive a suspension (in school or out-of-school)</p> <p>Alternative disciplinary action may be taken by the Principal/Dean of Students.</p>

Behavior	Level Three
<p>ANY REPEATED LEVEL 2 BEHAVIORS</p> <p>Bomb Threat: Threatening to set off explosives, including any written or phone threats; by definition a Terrorist Threat.</p> <p>Bullying/Harassment: By any means including but not limited to, in person, telephone, cyberbullying, writing or via electronic communications with the intent to intimidate or inflict physical, emotional or mental harm.</p> <p>False Accusations: Deliberately made against students or staff. May be deemed a Level 4 infraction if deemed serious enough.</p> <p>Fighting- resulting in injury: Physically striking another in mutual contact (as differentiated from assault) or using words or actions to incite or cause a fight.</p> <p>Theft: Theft of money or property \$100.00 or greater is a level 3 offense.</p> <p>Truancy: Skipping mass or class.</p> <p>Vandalism: Destruction or damage caused to any property not owned by the student.</p>	<p>Any of the Level One or Two consequences may be given as well as:</p> <p>A parent will be contacted and required to attend a conference with the Principal/Dean of Students, parent(s) and child.</p> <p>The student may receive suspension, dismissal, or expulsion.</p> <p>Law enforcement agencies may be contacted.</p> <p>Alternative disciplinary action may be taken by the Principal/Dean of Students.</p>
Behavior	Level Four
<p>Possession or use of: Alcohol, Tobacco, Drugs, Paraphernalia, Immoral or Pornographic Material</p> <p>Possession or use of Weapons or weapon-like items.</p> <p>*Sexual Harassment: On the basis of race, color, sex, national origin, ethnicity, disability or religion. Defined as unwanted sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. This includes verbal comments, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures or letters, and the spreading of rumors of a sexual nature.</p>	<p>Any of the Level One, Two, or Three consequences may be given as well as:</p> <p>A parent will be contacted and required to attend a conference with the Pastor, Principal/Dean of Students, parent(s) and child.</p> <p>Law enforcement agencies may be contacted.</p>

***Possible referral as a Safe Schools Act violation, depending on context.**

The administration reserves the right to modify these consequences to best meet the needs of the students and staff at Sacred Heart. Multiple consequences, including for different offenses, may warrant probation, disciplinary withdrawal or other responses not detailed in this chart.

JH/HS Consequences Chart

Behavior	First	Second	Third	Repeated
Appearance Code	\$4 Fine	\$4 Fine & 1 Detention	\$4 Fine & 2 Detentions	Secondary Review Council
Away from the assigned area	Warning	1 Detentions	2 Detentions	1 ISS
Cussing/ Swearing/ Inappropriate Words/Gestures	1 Detention	2 Detentions	1 ISS & 3 detentions	Secondary Review Council
Dangerous Driving/ Parking	Warning	1 Detention	2 Detentions	Loss of Parking Lot Privileges
Discrimination by word or action	Family conference and ISS OR acceleration to next level	Disciplinary Withdrawal		
Display of Affection	Warning	1 Detention	2 Detentions	1 ISS, 3 Detentions, & Parent Conference
Disrespect towards the school or Staff via Social Media	5 ISS & Parent Conference	5 OSS & Parent Conference	Disciplinary Withdrawal	
Disrespect by Word or Action to Staff	2 Detentions	1 ISS (may include detentions based on severity of offense)	2 ISS, 3 Detentions & Parent Conference	2 OSS
Electronic Devices (Cell Phones, Smart Watches)	HS-\$10 Fine & student picks up phone JH-\$5 Fine & student picks up phone	HS-\$25 Fine & parent picks up phone JH-\$10 Fine & parent picks up phone	HS-\$25 Fine, 1 day ISS, & parent picks up phone JH-\$20 Fine, 1 day ISS, & parent picks up phone	Special Behavior Agreement.

JH/HS Consequences Chart

Behavior	First	Second	Third	Repeated
Excessive Tardies (3 or more) per semester	3 tardies = Warning from Teacher	4 tardies = 1 detention & Admin conference	5 tardies = 1 detention	6 tardies = 1 detention
Failure to Serve Detention	2 Detentions	1 ISS & 3 detentions	Secondary Review Council	
Fighting/ Physical Altercation	3 OSS & Parent Conference	5 OSS & Parent Conference	Disciplinary Withdrawal	
Gum/Candy/Food/ Unapproved Water Bottle/Drink	Warning	\$2 Fine	\$2 Fine & 1 Detention	Move to step 1 for Disrespect/ Defiance
Harassment/ Bullying	Warning OR Acceleration to next level	1 ISS & Parent Conference	1 OSS & Parent Conference	Disciplinary Withdrawal
Honor Code Violation (Cheating & Plagiarizing)	“Zero” on the assignment & Parent Conference	“Zero” on the assignment & 5 Detentions & Dismissal from NHS	Disciplinary Withdrawal	
Inappropriate Sexual Conduct*	5 OSS & Parent Conference	Disciplinary Withdrawal		
Intentional Physical Contact (Slapping, kicking, tripping, pushing, etc.)	1 Detention OR Acceleration to next level(s)	2 Detentions OR Acceleration to next level(s)	1 ISS OR Acceleration to next level	Secondary Review Council
Mutual Roughhousing	Warning OR Acceleration to next level	2 Detentions	3 Detentions	1 ISS
Possession/ Use of Tobacco Products/Vaping Device	1 ISS, 6 Detentions & Parent Conference	2 ISS, 12 Detentions & Parent Conference	Secondary Review Council/ Disciplinary Withdrawal	

JH/HS Consequences Chart

Behavior	First	Second	Third	Repeated
Profanity Towards Staff	3 ISS & Parent Conference	3 OSS & Parent Conference	Disciplinary Withdrawal	
Refusal to Cooperate/ Defiance / Insubordination	1 Detentions	1 ISS & 2 Detentions	2 ISS & 3 Detentions	1 OSS & Parent Conference
School Disturbance	1 Detentions	2 Detentions	1 ISS & Parent Conference	2 OSS & Parent Conference
Sexual Harassment	1-10 days ISS/OSS	Disciplinary Withdrawal		
Skiping Mass	5 hours of Detention	5 hours of Detention & Parent Conference	Secondary Review Council	Possible Disciplinary Withdrawal
Theft	Restitution & 3 ISS & Parent Conference	Restitution & 2 OSS & Parent Conference	Restitution & Disciplinary Withdrawal	
Truancy	1 Detention	1 ISS & 2 Detentions	2 ISS & 3 Detentions	Parent Conference & Secondary Review Council
Under Influence/ Possession/ Sale/ Purchase/ Distribution of Illegal/ Unauthorized Rx Drug or Alcohol	10 OSS, Meet before the Secondary Review Council & subject to drug testing for remainder of school year	Disciplinary Withdrawal		
Vandalism	Restitution & 3 ISS & Parent Conference	Restitution & 2 OSS & Parent Conference	Restitution & Disciplinary Withdrawal	
Weapons/ Dangerous or Forbidden Item	Administrative Discretion			

***Possible referral as a Safe Schools Act violation, depending on context.**

The administration reserves the right to modify these consequences to best meet the needs of the students and staff at Sacred Heart. Multiple consequences, including for different offenses, may warrant probation, disciplinary withdrawal or other responses not detailed in this chart.

ALCOHOL USE

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 consequence is 1 day of OSS and Mandatory Alcohol Counseling.*
- *The maximum consequence is expulsion from Sacred Heart School.*

CELL PHONE POLICY (Grades 9-12)

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. Pictures from delicate places within the school (i.e. locker rooms, restrooms, etc.) could perceivably 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.

High School Students may be in possession of but may not use their phone during any assembly, class, including study hall unless instructed by the teacher to do so. 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.

When having permission to use their cell phones, students must follow the terms below:

- **Students are not allowed to take or send pictures (via any social media application) at any time during the school day.**
- **Students are not allowed to wear earbuds at any time while students are on campus during normal school hours.**
- **All communication must be deemed appropriate and reflective of Christian behavior and Catholic teachings. Any communication deemed inappropriate is subject to further disciplinary action.**
- **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.**

In addition to the above, the school can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

- Any student refusal to forfeit the phone on request would result in the assignment of one day of ISS.
- If any violation 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 ISS to expulsion.

CELL PHONE POLICY (Grades 6-8)

Junior High Students are expected to turn cell phones off and put them away before going to their first hour class until the end of the school day. They are to remain in their locker and are to not be carried on their person. Consequences outlined in the chart will ensue if a junior high student is seen with their cell phone. Additional disciplinary action will be taken if it appears inappropriate communication has taken place on the device.

CHEATING/ PLAGIARISM

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

Test 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 5 hours of detention. Student will be dismissed from NHS/NJHS.
- 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 will be awarded for the class in which the student was caught regardless of current grade.

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 10 hours of detention. Student will be dismissed from NHS/NJHS.
- 4th 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 will be awarded for the class in which the student was caught regardless of current grade.

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.

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:

- Minimum consequence: Financial responsibility for repair or replacement of that which was vandalized and 3 ISS.
- Maximum consequence: Expulsion

DISRESPECT

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 the 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.

DRUG USE

It is the philosophy of the 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.

- 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, these lockers are the 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.

Random Drug Testing

Sacred Heart High School takes seriously its stated mission to "present students with 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.

Drug abuse is becoming more and more prevalent in the United States and seems to be becoming a problem with younger students. Consequently, SHS takes a strong, proactive stance to offer protection to students from the dangers that accompany the possession, use, or sale of illegal substances.

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 7 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. 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 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 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 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 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.

FIGHTING/ STEALING

Minimum of a 1-day suspension and maximum of 10-day suspension or possible expulsion.

FOOD & DRINK

Student lunches are the only food and drink permitted and must be stored properly; consumed and disposed of in the cafeteria.

Students may have water in the classroom in a closed container; **NO GLASS CONTAINERS.**

Gum and candy is not permitted at any time during the school day.

PREGNANCY

DSP 5552

If it is found that a 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.

Abortion DSP 5550

If it is found that a student has participated in an abortion, or has helped in obtaining an abortion, acts contrary to Catholic teaching, the school needs to immediately respond in a Catholic, pastoral way. The hurting individual is in need of the kind of reconciliation and reaching out that a Catholic school can help to provide.

Therefore, local school administrators/principals should consult with the pastor, the school chaplain and/or the Catholic School Office for guidance in these situations.

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, or at school functions.

BULLYING/ HARASSMENT/ SEXUAL HARASSMENT

DSP/DSR 5820

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

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.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that he or she is being sexually harassed shall immediately report 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.

STUDENT INTERNET, EMAIL AND OTHER TECHNOLOGY USE

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 should always be consistent with Catholic teaching, doctrine, morality and values.

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.

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.

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.

DSP 6425

- *Internet, email and other technology access and use in school is a privilege, not a right.*
- *Use of technology access shall to be consistent with Catholic teaching, doctrine, morality and values.*
- *Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices. This includes public vulgarity.*

- *Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.*
- *Students shall not use the internet, email or other technology for the purpose of plagiarism.*
- *Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.*
- *Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.*
- *The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.*
- *Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.*
- *The privilege of the internet, email or other technology use can be suspended or revoked at any time.*

In addition to the above, the school, after consultation with the Catholic Schools Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully or assault the character or being of the school, diocese, any of its personnel and/or students. This includes any such negative postings (verbal or pictorial) on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

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 for providing technical support.

TOBACCO/ VAPING/ E-CIGS/ SMOKING

Smoking/Vaping, 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 and illegal. School grounds, for the purpose of this guideline, are considered any parish property, school parking area, or any area that can be readily seen from any parish property.

Students caught vaping will be required to submit to a drug test within 48 hours of confiscation of the device. The costs of the associated will be incurred by the parent.

WEAPONS

DSP 5315

The possession, conveyance, use, 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. 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.

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.

Attacking another individual with an instrument or to clearly possess the intent to attack another individual at any school related function would result in:

- Minimum: 10-day suspension
- 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.

Explanation of Disciplinary Actions

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 as 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 one day of ISS. Teachers should send an email, detailing the behavior and the assigned date of the detention, to the Administrator, 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 the Secondary Review Council. Detentions do not carry over from one semester to the next.

MONETARY FINES

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.

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.

Fines for Appearance Code violations, Gum/Candy violations, and Cell Phone violations may be paid at the front office or charged in FACTS.

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

PROHIBITION OF CORPORAL PUNISHMENT

DSP 5310

Corporal punishment is not used under any circumstances in any school in the Diocese of Jefferson City. The school administrator/principal is responsible to report immediately to the Catholic School Office 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.

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.

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 if needed.

SPECIAL BEHAVIORAL AGREEMENT- PROBATION

Students may be placed on a special behavioral agreement (probation) 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 parents 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.

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 3 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% credit while on O.S.S

Students who receive two or more incidents resulting in In School Suspension (ISS) or Out of School (OSS) will be required to appear before the Secondary Review Council.

DISMISSAL AND EXPULSION

DSP/DSR 5360

The 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 to the student in the process of expulsion.

The term "expulsion" refers to the termination of a pupil as a student from the school permanently (no opportunity for reinstatement). The term "Disciplinary Withdrawal" is synonymous with "expulsion".

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 regarding expulsion. All expulsions must be reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A statement of expulsion is made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

If an expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school.

FAITH

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 school administrator/principal, and consults the school advisory council.

The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational 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.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

PARTICIPATION IN RELIGIOUS ACTIVITIES

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.

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.

POLICIES & GUIDELINES

POLICY AND REGULATION MANUAL FOR SCHOOLS | Diocese of Jefferson City

PARENT COMMUNICATION AGREEMENT

DSP 1810

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, a condition of a child's enrollment is the parental/guardian support of the school, and close cooperation of the parent(s) or guardian(s) with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences: Administrative Recourse. Details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) 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 child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide and support the school and its policies and regulations.

GRIEVANCE PROCEDURE

DSP 1901

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. 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 RESOURCES

DSR 1901

- *Definition*

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.

- *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.

- *Basic Principles*

- 1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.*
- 2. 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.)*
- 3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.*
- 4. There is to be no retaliation against any party or participant in the grievance procedure.*
- 5. 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.*
- 6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.*

- *Procedure*

- 1. Informal Attempts at Resolution*

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) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

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 school administrator/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: 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. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. 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: Catholic School Office

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 Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office 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 Catholic School Office 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: Office of the Bishop

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 Office of the Bishop. The Bishop or his designee 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 the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office 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 pastor 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, in consultation with the Catholic School Office, can be granted or denied.

CONFIDENTIALITY

DSP 5260

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that outside of the seal of confession 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:

- 1. Information that concerns violation of the law;*
- 2. Matters involving the health and safety of the student or any person;*
- 3. Serious moral issues;*
- 4. 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 the school administrator/principal.*

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.

HOME AND SCHOOL ASSOCIATIONS

DSP 1430

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/ guardians shall be established and held in high esteem. Each 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/guardians are to be set up and held in high esteem," Code of Canon Law, Canon 796. The home and school association fulfills its purpose by supporting the school and collaborating with faculty and personnel.

LOCKERS

Lockers are furnished for all students in grades 4-12. If students prefer, they may purchase a lock for their locker. The school office must have the combination or key to the lock. 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 damage 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 school personnel with the principal's or principal's designated 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.

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.

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, ketchup, mustard.

Please do not send glass containers to school in your child's lunchbox or as their water bottle. Plastic Tupperware containers and plastic/metal drink containers are much safer and will not break when dropped. Thank you for being so supportive!(updated 03/2023)

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.

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.

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.

CIVIL RIGHTS COMPLAINT PROCEDURES FOR SCHOOL NUTRITION PROGRAM

In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require an alternative means of communication for program information (e.g. Braille, large print, ASL, audiotope, etc) should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: USDA Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, SW
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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.

LOST AND FOUND

Lost-and-found items are located near the main office. Unclaimed items in the lost-and-found are periodically removed and given to charitable organizations and/or repurposed in the school store. Any money or other valuable items turned in to the office will be held in the main office for a reasonable amount of time before repurposing.

STUDENT SAFETY

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. The visitor policy, while the school is operating under guidelines from the Pettis County Health Department due to Covid 19, may be found in the reopening plan.

SAFE ENVIRONMENT REQUIREMENTS AND REPORTING

DSP 5825

The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding the Diocesan Safe Environment Program, including regulations regarding training and screening of volunteers (See [DSR 5825](#) and Appendix 5825).

All personnel employed at Sacred Heart School are considered mandated reporters, by which they are required to report to the Missouri Division of Family Services, if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

CHAPERONES AND DRIVERS

Field Trips [Educational Outings]

DSP 6305

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

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 students in the upper grades - but some situations or younger students may require more supervision. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

- 1. Drivers must be a parent/guardian of a student;*
- 2. Drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;*
- 3. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;*
- 4. Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);*
- 5. Drivers must complete the Diocesan Safe Environment training.*
- 6. The vehicle must have a valid registration and meet state safety requirements; and*
- 7. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.*
- 8. Drivers should be given a copy of the above criteria.*

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

SCHOOL TRANSPORTATION

The school maintains a van, 2 minibusses, and a school bus for students and parish activities. The bus is scheduled through the athletic director's office. Bus rules include but are not limited to the following:

1. The school vehicle 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 inside the bus and not out the windows.
10. Any student who rides the school vehicle to a school activity must return from that activity on 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, cell phones, speakers, etc. are to be kept at a reasonable volume.
12. Students are to clean up after eating on school vehicles. A trash container will be provided for this purpose.
13. Students are to close their windows before exiting the school vehicles.

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.

Licensing Requirements

Per Missouri State Law:

- The driver of the large school bus must hold a valid CDL license with a school bus endorsement.
- The driver of the mini-bus (14 passengers + driver) is required to hold a Class E License, commonly known as a “chauffeur license”.
- The driver of the van must hold a valid driver license.

IMMUNIZATIONS

DSR 5105

The Catholic Church supports immunizations for the health of children and the common good of public health.

Effective July 1, 2019, all diocesan Catholic school students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine shall be in accordance with the regulations established by the Missouri Department of Health and Senior Services (DHSS). Each school administrator/principal is responsible for completing and maintaining the DHSS annual summary report, which is a record of the current immunization status of every student enrolled in the school. This summary report is required to be completed and submitted annually to DHSS.

Students shall not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either a medical exemption as confirmed by a statement from a duly licensed physician, or a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parent/guardian of the student. Religious exemptions for Catholic families shall not be accepted. (See Appendix #5105 and health.mo.gov.)

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 the appearance of skin eruptions or longer. All lesions must be dry scabbed. Students must be seen by the health room personnel prior to returning to the classroom.

B. German Measles (Rubella)

Seven days after the appearance of rash.

C. Impetigo

Until lesions are healed or documented under doctor's treatment.

D. Measles

During cold symptoms and seven days after the appearance of rash.

E. **Mumps**

Nine days following the onset of swelling.

F. **Head Lice**

Must have effective treatment resulting in absence of nits from hair and lice from the 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 the student brings a 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 the student is non contagious. "Slap Cheeks" appearance will not be excluded.

K. **"Strep" Throat**

On antibiotics 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.

DRUG/MEDICATION ADMINISTRATION

DSP 5520

Any drug which 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. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student.

Each school must have a written policy regarding 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 are required to keep medication 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 to send a bottle for use at school that has been labeled by the pharmacist. If a second bottle is not available, the parents 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.